



# Flea Market Rules and Regulations

- Vendors may enter the Market at 7:30 a.m. through Gate 6 (gate nearest the office), gates open to the public at 8:00 a.m. and you MUST be on your spot by 9:00 a.m. or the spot is subject to re-rent. (Includes monthly vendors) If you have pre-paid and have your gate pass, you may enter at 6:30 a.m.
- Vendors who have pre-paid may set up on Friday after 9:00 a.m. Doing so is always at Vendor's own risk.
- Vendors are allowed one vehicle per space rented. One parking space per booth rented and a container takes up one parking space. You must park in your designated space and display a current parking pass. Any vehicle not displaying a current gate pass is subject to tow at owner's expense.
- There is no vehicular traffic in the Market from 10:00 a.m. to 4:00 p.m. If your customers need to pick up merchandise, we offer 3 pickup areas: Gates 2, 6 and West Gate. They should park in one of those areas and borrow a flatbed or cart from our employee. They must leave a driver's license with that employee.
- No vendor signs may be posted at any entrance to the Market.
- There are no refunds or rain checks.
- Monthly rents are due by close of business on the last Sunday of each month. Booths not paid for are subject to be re-rented. A 5% late fee will be added to any lock-up or space with a container that is not paid by the last Sunday.
- Payment may be made by cash, Master Card, Discover, Visa or American Express. Monthly vendors may pay by check with proper I.D. Checks returned may result in that vendor no longer being able to pay with a check.
- All spaces are on a first-come, first-served basis with the exception of monthly rentals.
- One vehicle is allowed per rented space and must prominently display a current gate pass. You must park at your designated parking space. Any vehicle not displaying a valid gate pass is subject to be towed at the owner's expense.
- The Market provides one L-shaped table for under shelter booths. (8x2 and 4x2)
- No sales of food or beverage that is likely to be consumed upon the premises.
- No guns or ammunition may be brought into the Market.
- No animals may be sold at the Market.
- No counterfeit or bootleg merchandise may be sold at the Market.
- No adult material may be sold, i.e. movies, pictures, magazines, toys, etc.
- Vendors may not spread out to spaces not paid for.

- All tarps must be completely rolled up and secured on Sunday night. Any torn or damaged tarps will be removed. Your booth must be swept clean at end-of-day and all trash/debris removed.
- Any renovations/alterations must have prior approval. Please see the office or Barbie.
- No tables or displays may extend beyond the overhead fluorescent light fixtures.
- No merchandise at the under-shelter booths is to be placed off the concrete slab. All merchandise must remain within your designated area.
- All display cases must be raised 3" off the floor to facilitate cleaning of the market during the week.
- No loud music or radios. Please be considerate of your neighbors. Repeated requests to turn down music may result in electrical service being turned off. No refunds.
- Do not leave any trash or merchandise. You must take out everything that you bring in. Cardboard boxes may be left, but must be broken down.
- Vendors must give 24 business hours' notice in order to cancel or transfer a reservation. No refunds, but a credit may be given to the account. Does not apply to monthly rentals; only daily rentals.
- A \$25 fine may be imposed on vendors who spread out into spaces they have not rented or leave trash. Cardboard boxes may be left, but must be broken down.
- In the event of a missing child, the Market will be on lock-down. All gates will be secured and no one allowed to leave until the child is found. Please understand the safety of the child is our most important concern.
- Animals are not allowed to walk on leash in the Market. They must be carried or in a basket at all times. If you have your pet with you at your booth, you must ensure that no one can reach the animal and the animal cannot reach any customer or vendor.
- Vendors may leave securely wrapped merchandise on Sunday if they have already rented for Wednesday. There will be a \$10.00 charge to leave merchandise on your spot for the week. Each additional week will cost \$10.00. These are additional fees that are not included in your rent. All tents must be lowered as far as possible and tarps must be secured to the ground with anchors and clips to avoid wind damage. All merchandise is left at owner's risk and the Market is not responsible for any damage, theft or loss due to weather or criminal behavior. Vendors must provide a current telephone number and e-mail address to the office.

**VENDOR HOURS:** Wednesday, Saturday and Sunday – 6:30 am – 5:00 pm

PM access on Tuesday, Friday to Sunday until Midnight

**OFFICE HOURS:** Wednesday – 7:30 am – 5:00 pm

Thursday and Friday – 9:00 am – 5:00 pm

Saturday and Sunday – 7:30 am – 5:00 pm

If you have any questions or concerns, please call Matt Gilligan, General Manager at 904-536-3713