



HAYWOOD COUNTY FAIRGROUNDS FLEA MARKET RULES OF USE

Effective May 1, 2019

- 1. BOOTH RENT MUST BE PAID IN ADVANCE! NO REFUNDS! NO ROLLOVER OF FEES FOR FUTURE FLEA MARKETS!** Rent may be paid online by PayPal, by Cash or Check. Booth rental Fees must be pre-paid in order to guarantee your space. Prepayments for more than one month in advance will not be accepted. No “subletting” of space is allowed.
- 2. FEES & BOOTH SPACE:** Fees are \$20.00 per booth monthly. Booths include a 10'X10' floor space with two 8' tables & one chair. Established aisles between booths must be maintained and free of obstruction.
- 3. CANCELLATIONS BY VENDORS:** Notice of cancellation must be received by management no later than 5 p.m. on the Thursday prior to the event. If a booth remains un-occupied after 5:45 p.m. on the Friday of set-up with no notification to management, that booth will be reassigned and money forfeited. In the event of an emergency, vendors should notify management as soon as possible to prevent booth reassignment and verification of emergency may be required.
- 4. INCLEMENT WEATHER CANCELLATIONS:** Cancellations due to weather will be determined by the manager and members of the HCFG Board no later than 12:00 noon the Friday before Flea Market. Announcement will be available online. Flea Market will not be re-scheduled for that month. Payments will roll over to the next month, when confirmed by the vendor. There will be no refund of rental fees.
- 5. SET-UP:** Buildings will be open from 5:00 p.m. – 7:00 p.m. on the Friday prior to the flea market day for set-up. Early, late, or next-day set-ups are not allowed without express permission from management.
- 6. OPERATION / BREAK-DOWN HOURS:** Monthly flea market operation hours are from 8:00 a.m. - 1:00 p.m. on the first Saturday of each month; except for January and July which is the second Saturday. **Vendors shall NOT break down their booths prior to 1:00 p.m.** Breakdown time is from 1:00 p.m. – 3:00 p.m. on the day of the Flea Market. Vendors must vacate the buildings by 3:00 p.m. Early breakdown without notification & permission from management may result in vendor losing his/her space for future Flea Markets. **All sale items, display materials, and debris must be removed from booths and disposed of by the vendor.** Any items left after 3:00 p.m. on the day of Flea Market will be disposed of and Haywood County Fairgrounds shall not be held liable for missing items.
- 7. MAINTAINENCE OF BOOTH SPACE:** Vendors are responsible for maintaining their booth space in a clean and attractive manner. Vendors **MUST PROVIDE TABLE COVERINGS** to contain spills and avoid damage to tables. Failure to leave booth space clean, including floor space, may result in vendor losing his/her space for future Flea Markets and a damage fee assessed. ***Note: As a safety measure, any broken glass must be placed into outdoor dumpsters by vendor – PLEASE do not place in indoor trash receptacles.***
- 8. PETS:** No pets/animals of any kind will be allowed in the buildings for any reason, with the exception of clearly identifiable service-animals.
- 9. RAFFLES & SOLICITATIONS:** Soliciting, walking sales, free giveaways, drawings, surveys, opinion polls, raffles and/or petitions are not allowed without the express permission of management
- 10. PLANTS, RAW FRUITS & VEGETABLES:** Potted plants, raw fruits and vegetables can create significant dirt and debris. Extra care, including table and floor coverings, must be used by vendors to contain this debris. **Failure to leave space clean may result in vendor losing his/her space for future events and a 1-hour clean-up fee.**
- 11. SALES OF LARGE PLANTS or ANIMALS:** Large plants, shrubbery, bedding plants, Christmas trees, wreaths, and

similar items may be sold by purchasing space in the covered barn and/or surrounding areas. Fees for one vehicle or trailer from which such materials may be sold is \$20.00 per Flea Market. Note: no tables will be provided for barn space. ***Sale of animals of any kind is prohibited.***

12. **BANNED ITEMS:** The following items, Including, but not limited to: alcohol (including beer); guns; ammunition; explosive materials; dangerous, flammable or toxic substances; illegal drugs; drug paraphernalia; offensive, pornographic or x-rated material; outdated or questionable pharmaceutical items; any item that may present a public hazard; or any other illegal items, are banned.

13. **SECURITY:** Security of booth contents is the sole responsibility of each vendor. While Haywood County Fairgrounds ensures that buildings are locked when unoccupied, management assumes no liability for loss or damage to items.

14. **VENDOR TAX LIABILITY:** Vendors are responsible for complying with North Carolina Sales and Use Tax law. Vendor information may be released to state or federal tax agencies upon request from that entity.

15. **FINAL AUTHORITY:** HAYWOOD COUNTY FAIRGROUNDS MANAGEMENT is the final authority for administering these Rules of Use in determining what can and cannot be sold at flea market events

16. **All vendors are required to provide a signed copy of Rules of Use and Vendor Information Form with payment when booth reservation is made, or if payment is made online the vendor must check they have read the rules of use and agree to abide with each and every rule.**

17. **VIP vendors** are those who have paid an annual VIP membership fee which means that a VIP vendor's booth selection will remain the same for a period of 1 year beginning January of each year. Booths for the next month's Flea Market will be automatically assigned to VIP vendors first, then from the paid waiting list (if there is one), then preference to those present at the current Flea Market, and finally on a first-come, first-serve basis to those who remit payment. Booths will NOT be assigned to anyone who has not remitted their payment.

My signature certifies that I have received a copy of and agree to abide by Haywood County Fairgrounds Flea Market Rules of Use.

Signature

Date