

FLEA MARKET GUIDELINES

1. Completion of a registration form and payment of any applicable registration fee is required to participate as a vendor in the Flea Market.
2. **You must check in/register at the Sign In booth prior to any unloading or set up the day of the flea market or during the advanced set-up. Please do so even if you believe you know your assigned space.**
3. Doors will open 1 hour prior to the start time of the event to allow for setup.
4. Our advertised hours are 9:00 am – 3:00 pm Saturday for the Flea Market. Vendors must remain set-up during these hours. Please do not begin tear-down until 3:00 pm. Doors will remain open until 4:00 pm. Please complete deconstruction of your booth by this time on Saturday.
5. Booth assignments are made by the Flea Market staff. Preference will be given to prior vendors for booth placement, but space assignments are not guaranteed. If you are a new vendor, booth assignments are on a first come first serve basis. Please confirm with the Flea Market Staff that a particular booth is available before placing any items in that area.
6. Spaces at the Fairgrounds will be assigned Indoors unless Outdoors is specifically requested.
7. When setting up your booth, please stay within the lines. Please keep in mind that the spaces to the sides of your booth and behind may be taken by another vendor. Your customers may only be able to access your booth from the front.
8. **Vendors must provide their own tables and chairs.**
9. Vendors must supply all other equipment and supplies needed for their booth.
10. If you have pre-registered your assigned space will be held for you until 9:00 am the morning of the event. If you have not arrived by this time or made arrangements with us by phone to hold your space, it will be released to another vendor. If you arrive after your space has been released, we will assign a space to you based on what is available at that time.

TAX FORMS

Tax forms MUST be completed by all vendors per state regulation. Please comply with this so that we can continue offering these events for everyone's enjoyment.

Please complete the SELLER portion of the form.

You should fall into one of the following categories:

- 1. You currently hold a sales tax ID #.** Please complete this information on the form.
- 2. You do not currently hold a sales tax ID#, but your annual sales exceed \$1000.** The state requires you to obtain a tax ID. Please do so and complete the information on this form.
- 3. You do not hold a sales tax ID# and your annual sales do not exceed \$1000.** The state DOES NOT require you to have a tax ID. Please fill out the form leaving the Tax ID line blank and mark the box for "Exempt Under Occasional Sales Rule."
- 4. You are a direct sales vendor and your company takes care of your sales taxes for you.** Please fill out the form leaving the Tax ID line blank and mark the box for "Direct Sales."

Please submit the tax form along with your registration items.