



City of Portage

2019 Flea Market Application

May 9, June 13, August 8

(8:00am-1:00pm)



1. Contact Person (required)

Name _____ Phone _____ Address _____

City _____ State _____ Zip _____

Email address: _____

2. Business Name _____
(if applicable)

3. Please complete the Wisconsin Temporary Event Operator and Seller Information form
(ONLY for Small Business Owners that are using the Flea Market to sell items from their business)

4. Please list the types of items you wish to sell: *(Note: If you are a Direct Sales or Food vendor, please contact Park & Rec to confirm availability and other requirements.)*

5. Special Requests/Requirements: (Building #/Booth Location/Electricity/Indoor/Outdoor/Etc)

The information I have given is correct and complete to the best of my knowledge. I agree to be bound by all market rules and regulations as set forth by the City of Portage.

Fee's: \$25.00 _____ single space each date Participating Dates: ____ MAY 9 ____ JUNE 13
\$10.00 _____ additional space each date ____ AUG 8

Total Enclosed: \$ _____

- ☐ I have completed the appropriate tax forms to be in compliance with state regulations. (If needed)
- ☐ I have received and reviewed the Flea Market Guidelines (Located on back of this page)

Signature _____ Date _____

FLEA MARKET IS HELD AT COLUMBIA COUNTY FAIRGROUNDS IN PORTAGE, WI
(Enter at the corner of Superior St & McPherson St)

Return to: Portage Park and Recreation Department
701 W Slifer St
Portage, WI 53901

CONTACT INFO: MIKE PERCY
608-742-2178 mike.percy@portagewi.gov

For Office Use: Paid: _____ Space Number: _____ Building #: _____

FLEA MARKET RULES AND GUIDELINES

- Completion of a registration form and payment of any applicable registration fee is required to participate as a vendor in the Flea Market.
- Vendors **must** provide their own tables and chairs.
- Vendors must supply all other equipment and supplies needed for their booth.
- 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.
- If you are a Small Business Owner, please be sure to complete and turn in the appropriate tax forms with your Registration Form (Wisconsin Temporary Event Operator and Seller Information)
- There will be an early set up time on the Friday before each Flea Market from 5:30-7:30pm. The doors of the building will be locked overnight, so you can leave any items you wish in your booth.
- Doors will open 1 hour prior to the start time of the event on Saturday to allow for setup.
- Our advertised hours are 8:00 am – 1:00 pm Saturday for the Flea Market. Vendors must remain set-up during these hours. Please do not begin tear-down until 1:00 pm. Doors will remain open until 2:00 pm. Please complete deconstruction of your booth by this time on Saturday.
- 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 you are assigned to a particular booth before placing any items in that area.
- Spaces at the Fairgrounds will be assigned Indoors unless Outdoors is specifically requested.
- 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.
- If you have pre-registered your assigned space will be held for you until 8:00 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.