

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.