

2016 FLEA MARKET & CRAFT SHOW
Vendor Policies & Procedures
Van Buren County Conservation (VBCCB)

*Please read and initial each policy below
(will not be approved if any policies are not initialed)*

PRODUCTS : Products sold in the show can be craft, artwork, resale, collectibles, flea market, antiques. You must remain with your items during the event. All items must be clearly priced at the start of the show.

ITEMS: Must be family friendly

- 1) No pornographic or of sexual nature in pictures or wording
- 2) If said items are found in your booth, you will be asked to remove them. If problems continue, you will be asked to leave, therefore forfeiting your space and rental fee.

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REGISTRATION: Registration is on the Friday of the event weekend between 8:30am and 6:00pm and 7:30-9am on Saturday of the event. All participants MUST check in prior to booth set-up at the Historic Greef General Store, which is located across from the gazebo in the county park. Participants will be charged a \$5 early arrival fee and must be approved to come on the Thursday before the event.

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SPACE SIZE: Most spaces are approximately 10-20 feet wide by 20 feet deep. **Some spaces vary due to park trees, benches, etc.** Vendors must supply their own tents, tables and displays. Vendors are responsible for cleanliness of their display area during the show, and clean up of their area before leaving each evening.

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ELECTRICITY: Electricity is ONLY AVAILABLE for vendors that arrange and pay for electricity with the VBCCB. If you are using electricity that was not approved by the VBCCB, you will be forced to unplug immediately.

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IOWA SALES TAX PERMIT NUMBER: An Iowa Sales Tax Permit Number must be supplied by all participants. If you do not have one, we will issue you a form for a temporary tax number at registration.

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SHOW HOURS: Show hours will be from **10am – 5pm Saturday and 10am – 3pm on Sunday.** You must be open, rain or shine, these hours – no exceptions (except for severe weather).

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SECURITY: There is no hired security. The VBCCB is not responsible for any stolen or damage products, tents or other items in vendor booths.

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CODE OF CONDUCT: The VBCCB reserves the right to refuse anyone using inappropriate language or behavior or displaying undesirable items. Vendors displaying a poor attitude toward other vendors, customers or staff will be addressed immediately. This is at the discretion of the VBCCB and the decision is final. Anyone not abiding by these rules will be asked to leave.

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PARKING: Vendor vehicles may park nearby their sales unit if room is available. Vendor will leave a \$25 deposit fee at the Greef General Store which will be returned in full or partial pending any damage. Credit card info can be in lieu of the deposit if vendor signs waiver to allow the VBCCB to charge if damages found after departure.

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CAMPING: Overnight camping is allowed at the vendor sales unit or in the campgrounds. A camping fee of \$12 will be charged at event location.

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RESTROOMS: Located in the Greef General Store, at the shelterhouse on the east end of park and an SST on the West end of the park

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PETS: **PETS** are allowed. Owners will be responsible for cleaning up after their pets and keeping the public safe from any aggressive behavior by pets.

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BOOTH FEE: The fee for "Bentonsport Flea Market & Craft Show" is \$30.00 May event and \$50 Oct. event, flat rate for 2 days. No subleasing of spaces is allowed. You can request an email or mailing confirmation of your acceptance. You can pay in advance for a specific space if available and agreed upon by manager. For those not designated a space, the manager of the Greef General Store will meet with each vendor and help find a set up area that works for both the vendor and VBCCB. There is a \$25.00 fee for any returned checks.

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CANCELLATION: In the event of cancelation 60, or more, days prior to the Flea Market & Craft Show, your payment will be refunded. In the event of cancelation 59, or less, days prior to Flea Market & Craft Show, no refund will be granted. There is a \$25.00 fee for any returned insufficient fund checks.

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DISCLAIMER: The Van Buren County Conservation and Bentonsport Historic District are not responsible for any loss, damage, or accidents which may occur to your property or person.

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AGREEMENT

I have read and agree to abide by the above policies. I understand that failure to do so will be grounds for rejection of application for future VBCCB events, and also possibly being asked to leave this year. I agree to hold the Van Buren County Conservation harmless, for any loss, damage, or accidents which may occur. **I also understand that decisions made by the VBCCB are final.**

Signature _____

Date _____

**Van Buren Co. Conservation/ Historic Greef General Store
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www.greefstore.com**