

# Indoor Vendor Information Packet

## Vendor Checklist

- ✓ Forms
  - Read all material
  - Sign and return Rules & Regulations
  - Complete Vendor Information Sheet
- ✓ Payment
  - Make Checks Payable to Cuyahoga County Fair (CCF)
  - CALL to check on availability of spaces before mailing a check
  - Pay by phone at 440-243-0090
  - Pay in person Mon, Wed, Fri 10-3 at the Fair Board Office
    - Must Pay Minimum \$40 NO SPACES HELD WIHOUT Advanced payment
- ✓ Setup
  - Setup Friday prior to Indoor Weekend 4pm-7:30pm
  - Open for vendors Saturday morning 5am-7am, Sunday 6am-7am
  - Tables pre-rented will be set up for you ahead of time
    - If you rent a table the day of set up YOU are responsible for moving and setting it up
- ✓ Tear Down
  - Spaces need to be vacated by 3:15 Sunday of Indoor Flea Market
    - No staff will remain after 3:15 and buildings will be locked

**NO REFUNDS**

BEREA FLEA MARKET  
 VENDOR INFORMATION SHEET  
**INDOOR SEASON 2016-2017**

164 Eastland Rd.  
 P.O. Box 135  
 Berea, OH 44017  
 (440) 305-0061

First Weekend of each Month

Operating Hours: 7am-2pm Sat. & Sun.

Open for vendors at 5am Sat, 6am Sun

November	4 & 5	2017
December	2 & 3	2017
January	6 & 7	2018
February	3 & 4	2018
March	3 & 4	2018

**No Spaces Will Be Held without Payment | No set up without SIGNING RULES**  
**Friday Set up is REQUIRED. Empty spaces will be resold without refund.**

**Reservation Schedule:**

- Vendors from the 2016-17 Indoor Season can pay in full for all 5 weekend by October 2<sup>nd</sup> to retain the same space for 2016-17
- After October 8<sup>th</sup> unpaid spaces will be sold
- Single month weekend spaces will be available after October 1<sup>st</sup>

**Set-Up Times:**

Friday: 4pm-7:30pm (note change in time from last 2016)

Set up is required Friday evening. Vacant spaces will be resold and no refund issued. Please call if unforeseen circumstances arise.

\*\*NO VEHICLES ALLOWED INSIDE BUILDINGS\*\*

**Table/Chair Rental Available:** Tables are set up for you ONLY with advanced rental

- Tables- 6' - \$6 per weekend  
           8' - \$8 per weekend
- Chairs - \$1 each

<b><u>Rates:</u></b> Paid In Advance	Full Season November-March	\$170
	Full Season w/Table Package (3 Tables, 2 Chairs)	\$210
	Single Month Sat & Sun (starting Oct 1 <sup>st</sup> )	\$40
	Single Month w/Table Package (3 Tables, 2 Chairs)	\$50

**NO REFUNDS**

# Rules & Regulations

All vendors for the 2017-2018 Indoor season are required to read the Rules and Regulations governing the Berea Indoor Flea Market, and acknowledge they have done so by having a signed copy of the rules on file each month with the Berea Flea Market (subject to change):

- No part of booth or display may extend out into the aisle
- Only Blue or Green Painters Tape may be used on walls
- Leave space clean. No trash or unwanted items may be dumped or left behind. Trash cans are only for personal items such as coffee cups, food wrappers, etc. This will be STRICTLY Enforced. (Cardboard can be flattened and left at entrance)
- Sale or swap of explosives, flammables, alcoholic beverages, animals, obscene materials, or illegal items is prohibited.
- Cords cannot be laid across aisles
- No loud music as determined by Flea Market Staff
- No Parking around building or in fire lanes
  - Vehicles must be moved after unloading
  - All parking is to be in gravel lot south of Building C
- No Setting up until a minimum of \$40 is paid
- SET UP
  - No Setting up until a minimum of \$40 is paid & rules are signed
  - Set up is required Friday evening 4pm-7:30pm. Vacant spaces will be resold and no refund issued. Please call if unforeseen circumstances arise.
  - Space to be vacated by 3:15 Sunday

Failure to abide by the Rules and Regulations governing the Berea Indoor Flea Market can result in any of, but not limited to, the following:

- Being banned from the remainder of the 2016-17 Indoor Season
- A minimum fine of \$40 for leaving space unclean or dumping of trash and/or unwanted/unsold items

Individuals banned for violating the rules with a Full Season space will be charged \$40 for each month the Berea Indoor Flea Market operated and refunded the difference of the total amount paid, less any fine for leaving the space unclean or dumping of trash and or unwanted/unsold items.

## **Management's interpretation and execution of the above Rules and Regulations is final.**

Reasonable care and protection is given to property and people on our premises. Flea Market staff is not responsible for injuries caused by others or injury to persons entering these premises. Also, no responsibility is assumed for any damage or loss due to fire, theft, breakage, or collision. Articles are conveyed to the market and displayed and sold at owner's risk.

I (the undersigned) acknowledge having received the Rules and Regulations of the Berea Indoor Flea Market and agree to abide by the Rules and Regulations in addition to any additional rules and regulations management may see fit to enforce to operate the Berea Indoor Flea Market

Name Print: \_\_\_\_\_ Date: \_\_\_\_\_

Name Sign: \_\_\_\_\_ SPACE: \_\_\_\_\_

**BEREA FLEA MARKET**

**NO REFUNDS**

**INDOOR VENDOR INFORMATION  
2017-2018 WINTER SEASON  
(440) 305-0061**

**VENDOR NAME:** \_\_\_\_\_

**STREET:** \_\_\_\_\_

**CITY** \_\_\_\_\_

**ZIP** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**SPACE #:** \_\_\_\_\_

**Tables:**     **6 foot** \_\_\_\_\_ **X \$6 =** \_\_\_\_\_  
                  **8 foot** \_\_\_\_\_ **X \$8 =** \_\_\_\_\_

**Total :** \_\_\_\_\_

**NO REFUNDS**