

MERCHANDISE VENDOR INFORMATION

Thank you for your interest in Flea Market & Rummage Sale in the University City Loop.

Please take a moment to review the following important information:

APPLICATION TIMING

Send in your Flea Market & Rummage Sale in the University City Loop contract now. Spaces are assigned on a first-come, first-served basis. If you would like to be located by another vendor, the contracts must be submitted at the same time. Receipt of your contract will be confirmed via email.

PROVISIONS AND PROHIBITIONS

All vendors are responsible for abiding by the terms of the contract they sign. Review all provisions carefully as there are no refunds given under any circumstances. In addition to other provisions of the contract, note that the following are strictly prohibited:

- The possession, display, sale or distribution of animals, counterfeit items, flammable materials, firearms of any kind, weapons of any kind, literature that would be considered profane, pornographic in nature or promoting political or religious groups. Additional clarification on knives (including pocket knives) and weapons—if an item cannot be taken on a plane because it is deemed to be a possible weapon, then it is prohibited from being sold at Flea Market & Rummage Sale in the University City Loop.
- Open fires or food preparation is prohibited; this includes selling or serving any type of concession food and/or beverages (including water).
- The sale of tobacco products of any kind including electronic vapor cigarettes is prohibited.
- The possession, sale, distribution or use of any illegal or controlled substances is prohibited.
- Holding raffles or games of chance; playing loud music is prohibited.
- Additional prohibited items include sand, glitter, and confetti.

VENDOR CHECKLIST

Before mailing your Merchandise Vendor Contract, please check off the following:

- I have **completed my entire contract**. This includes any additional required supporting documentation as outlined in Merchandise Vendor Contract.
- I have **signed the contract** under the section marked **Vendor Signature**.
- I have **included a check, cashier's check, or money order** for the appropriate amount or a credit/debit card with complete, legible information and a signature.
- I have included any late fees as outlined within the contract.

We look forward to your participation in the Flea Market & Rummage Sale in the University City Loop!

CONFIRMATION AND FURTHER INFORMATION



& Rummage Sale
in the University City Loop
SUN. OCT. 13, 2019
Flea Market & Rummage
Sale in the University City
Loop

MERCHANDISE VENDOR CONTRACT

This contract is available online to complete with the option of making your payment through PayPal at **UniversityCityLoop.com**. U. City Flea Market is presented by Welcome Neighbor STL (hereinafter known as WNSTL for the purpose of this contract).

This Agreement is made between WNSTL and

BUSINESS NAME: _____

CONTACT'S NAME: _____

(hereinafter known as the Vendor), for FLEA MARKET & RUMMAGE SALE IN THE UNIVERSITY CITY LOOP 2019 to be held at the University City Market in the Loop at 6655 Delmar Blvd, on Sunday, October 13, 2019. FLEA MARKET & RUMMAGE SALE IN THE UNIVERSITY CITY LOOP will be open to the public from 8:00am–4:00pm.

VENDOR AGREES TO:

1. **PAY THE BOOTH FEE** for the type of space requested plus any applicable additional fees by **CHECK, CASHIER'S CHECK, MONEY ORDER, or PAYPAL. \$35 FEE CHARGED ON RETURNED CHECKS.**

- a. Unless you applied online, mail completed and signed contract materials and payment by October 7, 2019 to:
Welcome Neighbor STL
836 Forman Road
St. Louis, MO 63123

b. Receipt of payment and signed contract materials will reserve space. **NO REFUNDS UNDER ANY CIRCUMSTANCES.** Contracts are not transferable.

c. Note: You must contract for the type of space that will accommodate your business/merchandise requirements.

2. **CHECK IN is between 6:00am and 7:00am on Sunday, October 13, 2019, AND SET UP between 6:00am and 7:45am on Sunday, October 13, 2019.** All booths should be ready to be open for business by 7:45am.

- a. Vendor must remove vehicle(s) from the loading zone area by 7:30am on Sunday, October 13, 2019 and move to parking lot located directly behind the Market in The Loop at 6655 Delmar Blvd, University City, MO 63130.
- b. Vendors who are not checked in by 7:45am on Sunday, October 13, 2019, may forfeit their space(s) unless prior arrangements have been approved by WNSTL.
- c. If you are unable to check in by 7:45am on Sunday, October 13, 2019, please call/text 314-585-6331.

3. **WEAR FLEA MARKET & RUMMAGE SALE IN THE UNIVERSITY CITY LOOP IDENTIFICATION IDS AT ALL TIMES** from check in until departing site at the conclusion of the event on Sunday, October 13, 2019. All workers must wear their assigned IDS; **no exceptions will be made.**

4. **REMAIN OPEN FOR BUSINESS** from 8:00am until 4:00pm on Sunday, October 13, 2019.

5. **COMPLY WITH ALL STATE, LOCAL SAFETY POLICIES**, including the following:

- a. Any animal(s) must be kept within the Vendor's booth.
- b. Vendors must leave the event site if ordered to do so by security personnel or representative of law enforcement.
- c. Vendors will be financially responsible for any damage to the area occupied by Vendor.
- d. Flea Market & Rummage Sale in the University City Loop is not responsible for any damages that occur under any circumstances including Acts of God.
- e. Vendors must secure any tent, covering or display structure in compliance with local safety recommendations.
- f. Vendors must clean up and remove all trash from the area occupied by Vendor prior to departure by 5:00pm on Sunday, October 13, 2019.

6. **ALLOW THE USE OF ANY IMAGES OR PHOTOGRAPHS** taken for the use of Flea Market & Rummage Sale in the University City Loop publicity purposes.

7. **NOT ENGAGE IN ANY OF THESE STRICTLY PROHIBITED ACTIONS/ACTIVITIES:**

- a. The possession, display, sale or distribution of the following: animals, counterfeit items, flammable materials, electronic vapor cigarettes, firearms of any kind, weapons of any kind, literature that would be considered profane, pornographic in nature or promoting political or religious groups.
 - Weapons are defined as anything that may be considered a weapon including but not limited toopereational, non-operational, antique, material make-up-plastic or metal, knives. Cutlery, guns, swords, explosives, etc. Additional clarification on knives (including pocket knives) and weapons—if an item cannot be taken on a plane because it is deemed to be a possible weapon, then it is prohibited from being sold at Flea Market & Rummage Sale in the University City Loop.
- b. The use of generators is prohibited. Also, please note that **booth-specific electricity is not provided** by Flea Market & Rummage Sale in the University City Loop.
- c. Open fires or food preparation.
- d. The possession, distribution or use of any illegal substances.
- e. Selling or serving any type of food and/or beverages (including water), holding raffles or games of chance, or playing loud music.
- f. The sale or use of tobacco and electronic vapor cigarettes is prohibited on event grounds.
- g. Additional items prohibited for those exhibiting within the arena: sand, glitter, confetti.
- h. WNSTL, in its sole discretion, may prohibit the sale of any item that it deems inappropriate.
- i. Violation by Vendors of any terms of this Agreement shall entitle the WNSTL to direct Vendor to immediately vacate the exhibition area.
- j. It is the consultant’s responsibility to contact their company and inquire whether another consultant has already contracted the event. If such vendor is a consultant for a company that allows for only one consultant per event. Flea Market & Rummage Sale in the University City Loop will not be held responsible for providing this information or restricting vendors.

VENDOR ALSO AGREES:

- That neither WNSTL nor any of the sponsoring or affiliated agencies of Flea Market & Rummage Sale in the University City Loop shall be responsible for any injury or loss to Vendor or Vendor’s employees or agents, whether such injury or loss results from accident, fire, theft, or any cause, including Acts of God.
- That neither WNSTL nor any of the sponsoring or affiliated agencies of Flea Market & Rummage Sale in the University City Loop shall be responsible for any loss to the Vendor should the site become unavailable for Flea Market & Rummage Sale in the University City Loop.
- To hold WNSTL and any of the sponsoring or affiliated agencies of Flea Market & Rummage Sale in the University City Loop harmless from any loss or damage resulting from any act of Vendor and indemnify those parties accordingly.
- That neither WNSTL nor any of the sponsoring or affiliated agencies of Flea Market & Rummage Sale in the University City Loop shall be held liable for any loss of revenue incurred by Vendor’s participation in FLEA MARKET & RUMMAGE SALE IN THE UNIVERSITY CITY LOOP 2019.
- That neither WNSTL nor any of the sponsoring or affiliated agencies of Flea Market & Rummage Sale in the University City Loop offers or guarantees exclusivity of any product line.
- That neither WNSTL nor The Family Arena are responsible for any damages incurred to merchandise handled by volunteers.
- That vendor is solely responsible for assisting customers with the transporting of their large item purchases, not WNSTL. Procedures will be in place to allow vendors and their customers to handle large items.

WELCOME NEIGHBOR STL AGREES TO:

- Provide publicity throughout the greater St. Louis area for FLEA MARKET & RUMMAGE SALE IN THE UNIVERSITY CITY LOOP 2019.
- Arrange for the FLEA MARKET & RUMMAGE SALE IN THE UNIVERSITY CITY LOOP 2019 site; provide space as assigned by the Flea Market & Rummage Sale in the University City Loop and access to dumpsters to facilitate clean-up of the assigned areas.

2019 FLEA MARKET & RUMMAGE SALE IN THE UNIVERSITY CITY LOOP SPACE CONTRACTING GUIDELINES

- Everything that is set up as part of the Vendor's booth must fit within the contracted space(s) (i.e. tents, tables, vehicles, etc.). Note space dimensions and plan accordingly. Vendors must provide their own tents, tables, chairs and hand trucks; these are not available for rent through WNSTL.
- Vendors are responsible for bringing all necessary merchandise and materials to the assigned space while observing all limits of vehicular access.

VENDOR SPACE SPECIFICATIONS

OUTDOOR SPACE FEES:

Outdoor Spaces are located in the University City Market in The Loop at 6655 Delmar, University City, MO 63130.

- Outdoor Vendor spaces measure 10'W x 10'D for a cost of \$30 per booth.
- Nonprofit booths are offered a reduced rate of \$15. **Please submit supporting documentation if apply as a nonprofit.**
- University City business are offered a rate of \$0.

Merchandise Vendor Contracts and payment are due by October 7, 2019. A late fee of \$25 will be charged for all applications received after October 7, 2019.

Spaces will be assigned on a first-come, first-served basis. Flea Market & Rummage Sale in the University City Loop, at its sole discretion, reserves the right to refuse space to any Vendor.

Please sign all contract materials where indicated and return them with payment in the form of a CHECK, CASHIER'S CHECK, MONEY ORDER to:

WELCOME NEIGHBOR STL
3672 Arsenal St.
St. Louis, MO 63116

MERCHANDISE LIST (items you will sell, please be specific): _____

BUSINESS NAME: _____ CONTACT'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE # 1: _____ Ok to Text? _____ Phone # 2: _____ Ok to Text? _____

EMAIL: _____

Special Needs/Requests: _____

BOOTH TYPE

Outdoor Vendor Spaces _____

Non Profit Spaces _____ *Please ensure you are submitting supporting documentation.

University City Business Spaces _____ *Limit 2 spaces per business. Additional spaces available for \$15 each.

LATE FEE

If application is submitted after October 7, 2019, include \$25 late fee for application to be processed.

VENDOR SIGNATURE: _____ DATE _____

FOR OFFICE USE ONLY

ENTRY #(s): _____ # OF SPACES: _____

DATE RECEIVED: _____ \$ RECEIVED: _____

ASSIGNED BY: _____ DATE ASSIGNED: _____