

# Indoor Vendor Information Packet

## Vendor Checklist

- ✓ Forms
  - Read all material
  - Sign and return Rules & Regulations (or complete prior to setup)
  - 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-8pm
  - Setup Saturday morning of Indoor Flea Market 5am-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 – Office 440-243-0090

First Weekend of each Month  
Hours: 7am-2pm Sat. & Sun.

November	5 & 6	2016
December	3 & 4	2016
January	7 & 8	2017
February	4 & 5	2017
March	4 & 5	2017

***PAYMENT IN FULL IS REQUIRED FOR  
RESERVATIONS - NO EXCEPTIONS***

**No Spaces Will Be Held without Payment | No set up without SIGNING RULES**

**Reservation Schedule:**

- Vendors from the 2015-16 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 2<sup>nd</sup> remaining spaces will be sold for all 5 weekends until October 31<sup>st</sup>
- Single month weekend spaces will be available after October 3<sup>rd</sup>

**Set-Up Times:**            Friday:            4pm-8pm  
                                 Saturday:        5am-7am  
                                 \*\*Sunday:      6am-7am (Change in start time from 2015)

NO VEHICLES ALLOWED INSIDE BUILDINGS

**\*\*Table/Chair Rental Available:** Tables are set up for you ONLY with advanced rental  
\*\*You are responsible for table set up when rented day of

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

Outdoor Spaces are Available at Regular Rates (\$6 Sat - \$12 Sun) (table rental not available outdoors)

**Rates:**            Full Season Nov-March Paid in Advance    \$170  
                         Single Month Sat & Sun (starting Oct 3<sup>rd</sup>)    \$40  
                         Single Day-ONLY Sold day of if available    \$25

**NO REFUNDS**

## Rules & Regulations

- 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
- Space to be vacated by 3:15 Sunday
- No Setting up until rules are Signed

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 # \_\_\_\_\_

# NO REFUNDS

**BEREA FLEA MARKET  
INDOOR VENDOR INFORMATION  
2016-2017 WINTER SEASON  
(440) 305-0061**

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

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

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

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

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

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

**Tables:**     **6 foot** \_\_\_\_\_ **X \$6 =** \_\_\_\_\_  
                  **8 foot** \_\_\_\_\_ **X \$12 =** \_\_\_\_\_

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

**NO REFUNDS**