

## HOW TO RENT OUTSIDE SPACE

### **OPTION #1: FIRST COME - FIRST SERVE**

Come in any time during the week, our office is open Monday-Thursday 10:00 a.m.- 4:00 p.m. or show up on Sunday morning by 7:00 a.m. and you will be assigned a space on an availability basis.

### **OPTION #2: RESERVED SPACES**

To be guaranteed the same space on a continuing basis, it must be paid for prior to the close of business on the preceding Sunday otherwise there will be an additional \$5.00 charge to reserve the same space. We will not hold unpaid space. Any "reserved" space not paid for will be available for re-sale.

### **REGISTRATION FEE:**

There is a one-time fee of \$10.00 for all new exhibitors.

### **DEALER RATES:**

Daily rental rate of \$35.00 for a regular size space, *corners, oversized spaces and some locations are priced accordingly.*

### **PEAK SEASON:**

As of Sunday September 29<sup>th</sup> 2013 and continuing through December 22<sup>nd</sup>. Any dealer entering during this period will pay an additional \$10.00 fee per space above their base starting rate. After peak season, the \$10.00 fee will no longer apply

### **SET UP**

Spaces must be occupied no later than 8:00 a.m.. Late arrivals will be charged a \$10.00 fee, payable at the admission house prior to entrance. Any spaces not occupied by 8:00 a.m., without prior notification, will be available for re-sale. Vehicles leaving the fenced in area cannot re-enter until 5:00 p.m. or, at management's discretion. Any vehicle leaving the fenced in area is bound by the existing parking regulations.

Dealers are responsible for cleaning and properly disposing of trash from their spaces. Those who do not will be subject to a \$10.00 surcharge and/or refusal of setup.

Outside dealers are expected to maintain the same hours of operation as inside dealers seasonal and weather conditions excepted. Those who continually breakdown early will be surcharged, or refused setup, at management's discretion.

Outside dealers are bound by the same ground rules. Outside dealers are expected to keep their vehicles in their space. Those who choose not to **MUST** bring their vehicles to the off premise shuttle lots. Red spaces are reserved for inside dealers only (Refer to the blue sheet for shuttle lot information.)

#### **CANCELLATIONS**

We allow cancellations of your rental space up until 7:00 a.m. Sunday morning. Calls received after 7:00 a.m. Sunday morning will be subject to the full rental rate for the day. Our office has a 24 hour answering service so you may call at any time. Your rent will be applied to the next Sunday. All cancellations are subject to a \$10.00 per space cancellation fee. A maximum of six cancellations will be allowed per season; after that, you will be required to pay full rent for the reserved space(s) on a weekly basis.

#### **RAIN DATES**

Rain day policy is as follows:

- 1) All vendors with reserved spaces will be charged a \$10.00 per space rain day fee.
- 2) Any vendor who elects to set up will be subject to the full day's rent. Vendors on premise who have not set up but have a vehicle in a selling space must make their decision by 10 a.m. or be subject to the full day's rent. Those electing to leave must be fully packed and promptly exit the exhibition grounds no later than 10 a.m. to be eligible for the reduced \$10 fee.

The \$10 rain day fee will not be included in the number of cancellations allowed. Rain days will be determined at the close of business on the given day in question.

We reserve the right to amend/change these rules at any time without notice.

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