



# DE ANZA ASSOCIATED STUDENT BODY FLEA MARKET NEWSLETTER May 2009



**Please read both this newsletter and your confirmation ticket, front and back.**

**OFFICE RELOCATION:** The Flea Market office has moved into the Student Activities office. The Activities Office is located in the Hinson Campus Center, downstairs below the cafeteria.

**RULES & REGULATIONS:** All vendors must know & understand the rules and regulations. The refund policy will change beginning with the July 2009 market. Please review the rules and regulations on our web site or request them from our office.

**ARRIVAL TIME:** All vendors must be in their vendor stall and set up by 7:30am. If you are not in by 7:30am you will not be allowed in and will forfeit the space for the day, no credit, no refund. We suggest that you give yourself an extra hour to arrive, find your space and get set up.

**ALL VENDORS: EACH VEHICLE** entering the Flea Market **MUST HAVE AN ENTRY TICKET**. Please have your entry ticket and Driver License ready to show upon entry. If you plan to bring in two or more vehicles, call our office for instructions. Ticket purchaser, (name on the ticket), must be present the entire day of the Flea Market. **PLEASE DISPLAY YOUR TICKET at your booth, IN CLEAR VIEW at all times**. If you are not going to leave your vehicle in your assigned space, you must have it unloaded and out of the Flea Market selling areas before 7:30am. Do not park in another vendor stall. If you park your vehicle out of the Flea Market vending areas, keep a photocopy of your entry ticket on your dashboard in case we need to contact you. Flea market confirmation ticket is not valid for parking. Parking permits are required at all times for all patrons and vendors parking outside the vendor selling areas.

**VENDOR SELLING STALL:** Your selling stall(s) end at the end of the painted lines. Do not extend out into the aisle, cover the stall numbers or into your neighbor's stall(s). If your vehicle cannot fit into your space, you will need to move it out before 7:30am and pay for parking in the designated parking areas.

**ALL VENDORS:** Once your vehicle is parked in your space (by 7:30am) there is to be **NO DEPARTING UNTIL AFTER 2:00 PM!** This is due to liability concerns and is strictly enforced rain or shine. If you need to leave prior to 2pm, you must first get permission from the Information Booth and get a walking escort from Flea Market personnel. **THIS IS A SERIOUS SAFETY AND LIABILITY CONCERN! ANYONE LEAVING EARLY WITHOUT AN ESCORT MAY NOT BE ALLOWED TO PARTICIPATE AGAIN IN THE FUTURE**. Please remember that the Flea Market is officially open until 4pm so until that time do not block other vendor stalls. All vendors must be off campus by 6:00pm. **If you are not out BY 6:00 PM you will be fined for late departure!** First offense will result in a \$25 fine, second offense \$50, third offense \$100.

**ALL VENDORS:** Vendors may not sell, sublet, share or give unneeded spaces to other vendors without prior approval from Flea Market staff. Anyone caught doing so will be asked to leave without a refund and may not be allowed to participate in future Flea Markets.

**“PACK IT IN, PACK IT OUT!”: GARBAGE, TRASH AND RECYCLE SERVICES ARE NOT PROVIDED**. All vendors must pack out ALL their trash, garbage, boxes, unsold items, etc. Trash service for vendors is not provided. Do not use the garbage cans or debris boxes for ANYTHING! In addition, leave your selling space as clean as you found it. **FAILURE TO COMPLY MAY RESULT IN FINES AND/OR LOCKOUT**. There will be no warning or grace period. If we cannot reduce the build-up of trash, we will be forced to raise vendor prices.

**NO DOGS ALLOWED:** Dogs and other pets are not allowed at this Flea Market unless they are clearly identified (vest) as a service dog and are clearly acting in the capacity of a service dog.

**VENDOR CODE OF CONDUCT:** Physical or verbal threats or abuse, obscene, libelous or slanderous conduct, disruptive behavior, willful disobedience, profanity, vulgarity, open and persistent defiance of authority, or the persistent abuse of College or District personnel will not be tolerated and will result in immediate and permanent expulsion from the Flea Market. Refusal to comply with any Flea Market personnel, acting in the capacity as Flea Market staff, is a violation of the Vendor Code of Conduct.