

**LOWER MOYAMENSING CIVIC ASSOCIATION
2015 FALL FLEA MARKET & COMMUNITY FAIR
VENDOR RULES & GUIDELINES**

DATE : SATURDAY, SEPTEMBER 19 (RAIN DATE: SUNDAY, SEPTEMBER 20)

LOCATION : SE CORNER OF BROAD & SNYDER in SOUTH PHILADELPHIA

HOURS 9am until 3pm Vendor Set Up is 7:30 - 9am.

WEATHER REPORT: If inclement weather is predicted the day of the event, log onto www.lomophilly.org or call 267-544-9597 after 6am on the day of the flea market.

::::::::::::::::::ADVERTISING & MARKETING::::::::::::::::::

The Lower Moyamensing Civic Association flea market & craft fair will be advertised thru e-mail lists, church bulletins, newspapers, promotional partners, as well as Facebook and other online community bulletin boards.

:::::::::::::::::: CANCELLATION POLICY::::::::::::::::::

ONE WEEK CANCELLATION NOTICE is required. Call 267-544-9597 or send e-mail to lomophilly@gmail.com . **DEADLINE** for cancellations is Saturday, September 12, before 6pm.

IF YOU CANCEL IN ADVANCE We will document your check # in our system, shred your check and confirm your cancellation by e-mail and/or phone. Only money orders will be returned by mail.

IF YOU DO NOT CANCEL IN ADVANCE or, if you are marked as a **NO SHOW**, you are not entitled to a refund. If this occurs, your payment will be processed as a donation. If your check is returned for any reason and is not promptly paid, you may be banned from future flea markets & craft fairs (see RETURNED CHECKS).

:::::::::::::::::: CONTACT INFORMATION::::::::::::::::::

MAILING ADDRESS: Lower Moyamensing Civic Association 2437 S. Broad St., Philadelphia, PA 19148

PHONE: 267-544-9597

E-MAIL: lomophilly@gmail.com **WEB PAGE:** www.lomophilly.org

FACEBOOK: www.facebook.com/lomoca **TWITTER:** @LoMoPhilly

YOUR CONTACT INFORMATION Promptly inform us of any change of address, new e-mail and/or new phone number.

:::::::::::::::::: HELPFUL HINTS::::::::::::::::::

WHAT TO BRING & WHAT TO WEAR Bring your own tables (see RESERVATIONS for table restrictions), folding chairs, paper or plastic bags for merchandise, a trash bag or box and plenty of bottled water. If it's hot, bring along a hat/visor, sunglasses and sunscreen. Wear old clothes and comfortable shoes.

WHEN TO START Come out early. Some of your best sales may come from other vendors before the flea market even opens.

HOW TO PRICE Make sure all of your items are clearly marked with a price tag. *DO NOT* make your customers ask for prices. If you are busy with another customer, you could lose a potential sale. Price your items to move. A true flea market shopper loves to bargain! A price guideline is 10% of the original retail price with the exception of antiques and collectibles.

NOTE Bring at least \$20 in \$1s and \$5s to get you started. Also, bring quarters if you plan to price anything under \$1.

An apron with deep pockets will serve as a good money holder.

::::::: **VENDOR CONDUCT - NO FOOD, NO SOLICITING & NO LOUD MUSIC!** :::::::

Food or beverages of any kind are not permitted to be sold during the flea market & craft fair without the permission of the flea market organizers.

Distribution and/or solicitation of political and/or religious materials are not permitted during any flea market/craft fair. The Lower Moyamensing Civic Association reserves the right to present information at our organization table. Vendors may *NOT* play loud music at their assigned space. Music *MUST* be kept to a minimum so that your neighbor on either side of you cannot hear it. If you are warned twice in the same day to turn down your music, the 3rd time you will be asked to leave and will be informed *NOT* to return to any of our future markets!

::::::::::::: **PARKING** ::::::::::::

Parking will be available in South Philadelphia High School's parking lot, which is located between Jackson Street and Snyder Avenue, Broad and 13th Streets. On-street parking is also available on Jackson Street.

::::::::::::: **RESERVATIONS** ::::::::::::

All vendors must be available for the scheduled rain date. *DO NOT* make a reservation if you have other commitments on the rain date. Vendor spaces are assigned and reserved upon receipt of payment. Vendor spaces along Broad St. will be assigned first followed by Snyder Ave. and Jackson St. E-mail and/or phone reservations are *NOT* accepted.

DAMAGE/LOSS The Lower Moyamensing Civic Association is not responsible for any damage and/or theft of property. Make sure that your vendor space is properly staffed at all times.

LOST/MISDIRECTED MAIL The Lower Moyamensing Civic Association is not responsible for lost and/or misdirected mail. Please make sure we have your correct mailing address or e-mail address.

PAYMENTS ACCEPTED The Lower Moyamensing Civic Association accepts local, valid bank checks, business checks, personal checks or money orders. Credit Cards payment can be made online via PayPal. Confirmations & web ads will only be issued once your check has cleared. PLEASE USE PAYPAL OR BRING CASH/MONEY ORDER TO THE EVENT FOR RESERVATIONS MADE ON OR AFTER APRIL 20. Cash is only accepted for last minute reservations or walk-ups the day of the market (space permitting). Please write your area code and phone # on all checks, as well as your email address (if applicable). Confirmations will be sent via email unless you only provide a street address. If you do not have email, enclose one self-addressed, stamped envelope (SASE) along with your vendor application & payment. Remember to place a stamp on your SASE.

NO SASE? Your reservations will be delayed in processing. Include your first/last name with return address on the front of the envelope. Please do not staple payments to your vendor application.

PLACEMENT & SHARED TABLES To be placed next to a friend or another vendor, mail your payments together in just one envelope with separate signed vendor applications. To share a table with another person, please indicate this on the vendor application form.

SPACE ASSIGNMENTS All spaces are approx. 12'L x 6'W. Tables in these spaces should not exceed 8'L.

TAX DEDUCTIONS Vendor fees are processed as donations and may be considered tax deductible.

VENDOR FEES You may purchase 1 or more spaces. **Tables are NOT provided.**

All spaces are 12'L x 6'W:

Price if vendor application is postmarked on or before AUGUST 15 : \$25 per space.

Price if vendor application is postmarked after AUGUST 15 : \$35 per space.

Price per space for 2 or more spaces: \$25

Price for current members of LoMo Civic Association: \$25

VENDOR SALES Vendors keep their individual sales. We cannot guarantee vendor sales (see Helpful Hints).

WAITING LIST If all vendor spaces fill up, you will be placed on our Waiting List. If we receive a cancellation, we will contact you by e-mail and/or phone. If you are not placed, your payment will *NOT* be processed & your check will be shredded. Money Orders will be returned (see Cancellation Policy).

::::::::::::: **RETURNED CHECKS** ::::::::::::

If your payment is returned for any reason, you are liable for bank fees as permitted by law. You are required to inform us if your account has been closed. Keep in mind; this is a fund raising effort for our civic association.

::::::::::::: **SAFETY & SECURITY** ::::::::::::

We must approve and monitor the merchandise being sold by our vendors. Here's a brief list of items that are regulated by the Phila Police Dept (PPD). These items **CANNOT** be sold!

NO PRESCRIPTION OR ILLEGAL DRUGS OR DRUG PARAPHERNALIA

NO PORNOGRAPHIC MATERIALS

NO WEAPONS, WEAPON ACCESSORIES, FIREWORKS, or HAZARDOUS MATERIALS

OTHER RESTRICTED ITEMS Bootleg audio/video tapes, bootleg CDs/DVDs, brand name counterfeit merchandise such as clothing, jewelry, handbags, stolen merchandise, and live animals are **NOT** permitted!

WARNING We reserve the right to have vendors remove items from their display which we feel are inappropriate.

YOU ARE SUBJECT TO ARREST, FINES AND/OR IMPRISONMENT IF YOU DISPLAY AND/OR SELL ILLEGAL ITEMS. MERCHANDISE COULD BE CONFISCATED BY THE PPD.

::::::::::::: **SET UP, MARKET HOURS, CLOSING & CLEAN UP** ::::::::::::

SET UP TIME 7:30 - 9am. All vendors must arrive before 9am. Failure to comply will result in losing your space

assignments. NO exceptions. If you are late, you may be placed in another location (space permitting). If you cannot be

placed, you agree to forfeit your space assignment. Your payment will be processed as a donation.

HOURS 9am until 3pm. Please respect our neighbors by keeping noise levels to a minimum at all times.

NO honking

horns. **NO** loud radios. **NO** yelling.

CLOSING Please, DO NOT break down before 2:30pm. DO NOT leave before 3pm.

CLEAN UP Vendors are required to leave their spaces clean. Please take all trash & recyclables with you.

LOWER MOYAMENSING CIVIC ASSOCIATION
2015 Fall FLEA MARKET & COMMUNITY FAIR VENDOR APPLICATION
Please read the Vendor Rules & Guidelines before filling out this application.

DATE: SATURDAY, SEPTEMBER 19 (RAIN DATE: SUNDAY, SEPTEMBER 20)

LOCATION: SE CORNER OF BROAD & SNYDER in SOUTH PHILADELPHIA

PRIMARY CONTACT: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS*: _____

PHONE NUMBER: _____

REFERRED BY: _____

NUMBER OF SPACES YOU WOULD LIKE TO RESERVE: _____

• FOR 12'L x 6'W spaces:

Price if vendor application is postmarked on or before AUGUST 15 : \$25 per space.

Price if vendor application is postmarked after AUGUST 15 : \$35 per space.

Price per space for 2 or more spaces: \$25 per space

Price for current members of LoMo Civic Association: \$25 per space

WILL YOU BE SHARING YOUR TABLE(S) WITH ANOTHER PERSON? _____

IF SO, PLEASE LIST THEIR NAME HERE: _____

PLEASE PROVIDE A GENERAL DESCRIPTION OF WHAT WILL BE FOR SALE AT YOUR TABLE:

_____ Yes, I would like my business name/logo featured in LoMo's flea market advertisements.
\$5 additional fee for small businesses only. Logos can be emailed to lomophilly@gmail.com.
Large businesses and chains are invited to contact us for sponsorship opportunities.

TOTAL PAYMENT ENCLOSED: \$_____

We are able to accept local, valid bank checks, business checks, personal checks or money orders.
Credit Cards payments are accepted via PayPal. Please visit www.lomophilly.org for our PayPal link.

MAIL APPLICATION & PAYMENT TO:

LOWER MOYAMENSING CIVIC ASSOCIATION
2437 S. Broad St.,
Philadelphia, PA 19148