



SHIPSHEWANA FLEA MARKET

Rules & Regulations

Flea Market · Antique Auction · Livestock Auction · Horse Auction · Antique Gallery · Farmstead Inn · Auction Restaurant

The following rules and regulations are intended to benefit each and every vendor at the Shipshewana Auction, Inc. Flea Market. Failure to comply with these rules may mean expulsion from the Market. We expect your cooperation and appreciate your interest and participation in helping make the Shipshewana Auction Inc. Flea Market the finest in the Midwest.

Flea Market Office Hours (May through October):

Mon: 8:00 AM – 8:00 PM
Tue: 5:30 AM – 5:30 PM
Wed: 5:30 AM – 5:30 PM
Thurs-Sat: By Appointment

Hours Open to the Public (including extended dates):

Tue: 8:00 AM – 5:00 PM
Wed: 8:00 AM – 5:00 PM

VENDORS ARE TO BE OPEN THESE HOURS UNLESS OTHERWISE AUTHORIZED BY MANAGEMENT

General Information:

The Flea Market is open year round, weather permitting. Reservations are taken for May through October. All vendors must register both a personal and business (if applicable) name, address, and copy of their State of Indiana Registered Retail Merchant Certificate (tax number) with the Flea Market office before setting up in the market. **NO EXCEPTIONS!** If you need to register for a tax number contact the Fort Wayne office of the Indiana Dept. of Revenue at 260/436-5663.

Management reserves the right to inspect and determine whether merchandise is appropriate at any time. Alcohol, drug related items, firearms, fireworks, and/or counterfeit merchandise are prohibited. Vendors intentionally displaying or offering any of these products may have their lease terminated and be excused from the Market. Monies prepaid or in escrow, will **not** be refunded when excluded from the Market. If the merchandise is questionable, please do not offer it in Shipshewana.

Any person who conducts themselves in an objectionable manner or has merchandise that is not conducive to a respectable market is subject to removal from premises. Foul language, alcohol, drugs, or prostitution are not permitted and will not be tolerated.

Foot peddling or the selling and passing out of literature is prohibited unless authorized by Flea Market Management.

The Flea Market area is to be quiet from 11:00 PM to 6:00 AM. All noise must be kept at a reasonable level at all times, especially during Market hours. Management reserves the right to determine reasonable level during these times.

Facilities:

Rest Areas: The Flea Market features several landscaped areas throughout the market designated as rest areas for customers. These areas will have picnic tables and seating, and may feature special entertainment and/or refreshments.

RV/Motor Home Park: For those not parking on their Flea Market space, we have a 70 site Park complete with full service amenities (electric, water, sewer, Wi-Fi). Contact office or check the website.

Food/Refreshments: There are six (6) restaurants (one full service and five fast food) located on the grounds. In addition, there are several booths located throughout the market featuring sandwiches and soft drinks.

Restrooms: There are eight (8) different locations available throughout the market. Most are open at all times during Market days.

Showers: Showers are available for vendor use on all scheduled Market days including set up dates.

Appearance and Clean Up:

Vendors are responsible to keep spaces clean at all times and place small trash in receptacles. All cardboard boxes are to be **broken down** and placed **beside** trash receptacles by vendor. All large heavy items and produce of any type along with trash left after garbage pick up must be taken with you and disposed in available dumping areas. Anyone who does not comply may be subject to a fine. Please remember to keep all aisles free and clear at 5:00 PM for garbage pickup.

Parking:

Any vehicle, trailer, camper, motor home etc... belonging to a vendor or vendor employee that is not parked on the rented space is to have a parking pass issued by the Flea Market office. Areas are designated for those vehicles to accommodate the general public. General public parking is \$3.00 per vehicle (subject to change w/out notice).

Fee: \$30.00/season

Pets:

All pets are to be on restraints at all times and are to be under your control and responsibility. Restrooms, showers, eating establishments are off limits for pets at all times (except for guide animals). The owner of the pet is responsible for any injury or damage caused by the animal. All pets are to be vaccinated and management reserves the right to request verification of vaccination. **Cleanup after pet is also expected.**

Space and Building Rental:

All spaces and rows are identified by number with the series of numbers for that row on end posts. Spaces are approximately 25' x 20' (some may be smaller).

Permanent Vendor Space (May-Sept): \$35.00 – \$43.00 per week paid monthly (rates vary based on location)

Fees for permanent vendors are due monthly on or before the last Wednesday of the month for the following month.

To hold your permanent space for the following season a deposit equal to one week's rate, plus weekly building rate(if applicable) is due on or before your last date as a vendor of the current season.

Floater/No Show Space: \$50.00 per week (first come first serve) Fees to be paid at time of booking.

Building rates & sizes: Check with office for availability (**Buildings available for full season rental only, May-Oct/26 wks**)

Includes all fees: 24' x 16' = \$223.00/wk, 20' x 8' = \$153.00/wk, 10' x 8' = \$103.00/wk

*Extended Market dates are \$20.00 per space per day in addition to the weekly rate paid.

All fees are to be paid in cash unless personal check is approved by the management in advance. The Flea Market also accepts Visa, MasterCard, or Discover. **All late payments will be charged 2% of fees due with a minimum of \$15.00.**

Vendor Entry/Ticketing:

All rent and other fees are to be paid before entry into the Flea Market. Vendors will receive a ticket for the space rented with the space number on it. **This ticket must be presented at the gate for entry and displayed in the rented space at all times.** Vendors allowing others into the Market with their ticket(s) for any reason may result in cancellation of rented space. Anyone found occupying space that has not been rented properly through the Flea Market office will be charged a minimum of \$50.00 in addition to the space rental. **THERE IS ABSOLUTELY NO SUBLEASING!**

Vendor Entry Hours:

Mon: 10:00 AM – 10:00 PM

Tue: 6:00 AM – 8:00 AM

Wed: 6:00 AM – 8:00 AM

****Vendors are to occupy their booth by 7:45 AM, or it will be rented as a no show space for the week. ****

****Market aisles are to be clear of all vehicles by 8:45 AM unless authorized by management.**

Big Top Tent and Canopy Services:

These services are also available and provided by parties outside of Shipshewana Auction Inc. **Shipshewana Auction Inc. will not be held responsible for any incidents or damages from a result of the Big Top and/or canopy.**

For terms and conditions, please contact the parties directly:

Big Top Tent inquiries: Shipshewana Tent Rental @ 260/768-7485

*Vendors with Big Tops are required to pay weekly storage fees in addition to space fees (see below).

Canopy and Table Rentals: Shawn's Canopy @ 734/846-0990 or 734/664-7236

*Spaces are to be cleared of all items unless storage fees are paid (see below).

Vendors who choose to set their own canopies or tent must have them staked to the ground, including those using cement blocks at the base. Any damages caused by the canopy will be the responsibility of the vendor. Stakes are available in the Flea Market office.

Storage:

Vendors are allowed to "store" certain items on their spaces from week to week. These include vehicles, trailers, and canopy frames.

Items such as tables/racks, merchandise, and canopy tarps must be packed away or taken with you. Those with Big Tops are required to pay the storage fee, and may leave their setup if desired. These fees are to be paid a week or month in advance.

Fees: \$15.00 per space per week (May & Sept)

\$20.00 per space per week (June-August)

Shipshewana Auction also has storage space available on or near the Flea Market grounds throughout the year. Sizes and rates vary and are limited, contact the Flea Market office for information.

Electricity:

Each space has 1 standard (20 amp/110 volt) outlet with 2 plug ins available. Overloading of circuit or using electric not designated to the rented space will result in a fine and/or expulsion from the Market.

Deliveries:

Merchandise can be shipped to Shipshewana Auction Inc. on a limited basis and should be picked up promptly; however, there is to be no delivery or pickup to any Flea Market space during Market hours unless authorized by management. Anyone accepting merchandise from a delivery without authorization from the office is subject to losing merchandise and their space.

Rates shown are subject to change without notice.

Shipshewana Flea Market has staff on site at all times during Market days for emergencies, however, Shipshewana Auction Inc. is not responsible for lost, stolen, or damaged goods of any kind.