

# Shipshewana

## Antique Market



### Vendor Rules & Regulations

The following rules & regulations are intended to benefit each and every vendor at the Shipshewana Antique Market. Your cooperation with these regulations is expected as well as appreciated in making this a quality semi-annual antique market.

This event to be held the **1st Saturday in June** and the **1st Saturday in August** each year. The event to be held on the grounds of the Trading Place Antique Gallery, located across the road from Shipshewana Auction & Flea Market.



#### **Event Hours**

7:00 am - 4:00 pm. All vendors are required to be open by 7am and stay open until 4pm. **NO EXCEPTIONS.**

#### **Spaces**

•**Outdoor spaces:** 20x25 - \$100 **Under tent:** 10x15 - \$135

•Spaces may be reserved in advance. Spaces will be displayed along the winding sidewalks through out the grassy areas. The tent will be in the big open area in the front yard of the Antique Gallery. All merchandise must be displayed in rented areas. Most spaces will accommodate your vehicle, some may not. Spaces may be shared but **NO SUBLEASING!** If shared, need names of all parties involved.

•**Spread Out Rates:** \$15 (up to 5') per side, if space allows. You may spread out after the show begins but must pull back 1/2 hour before show ends.

•**To reserve spaces contact Elsie at (260) 768-7090 during office hours. Monday - Friday, 8am - 5pm.**

#### **Other Services**

8' tables available. Check for rates.

#### **Setup Hours**

Friday 11am - 5pm. Saturday 5am - 6:30am.

#### **Merchandise**

This is an antique market. All merchandise offered must be from the **1960's or older. No reproductions** please. Management has the right to dismiss any vendor that does not abide by this age requirement. It is our intention to offer a quality product to our customers. This age requirement is to benefit all. All items are to be displayed with eye appeal. **Discount signs are NOT allowed to be posted.**

#### **Vendor Parking**

Please park in designated vendor parking areas. This is for all vehicles that are not parked on rented spaces. This applies to your employees as well.

#### **Early Packing**

Please adhere to the hours of the market, 7am – 4pm. Everyone is anxious to get out by the end of the day. The packing of merchandise needs to begin **no earlier than 4pm.** No exceptions. Thank you for respecting the hours of this one day, twice a year market.

#### **Facilities**

Restrooms are available in the Antique Gallery during gallery open hours plus port- a -johns on the grounds.

# Shipshewana

TradingPlace™ *Antique Market*



## *Security*

The Shipshewana Antique Market provides security during the market time.

However, Shipshewana Antique Market cannot be responsible for breakage or damage of any kind or for lost or stolen merchandise.

## *Sewage*

No sewage or sewage container is to be put in any trash barrel or on the ground.

## *Canopies*

All canopies are to be staked to the ground within the confines of your space, including those using cement blocks at the base. Canopy users are responsible for any and all damages caused by the canopy. If you are using a canopy service, those canopies must be set up on Thursday, the week of the show. All outside services need to check with management before setting up canopy. If you are setting up your own canopy you may do so during set up hours. All outside canopy services will be charged a set up fee of \$10 per canopy.

## *Pets*

All pets are to be on a leash at all times and are to be under your control and responsibility. The owner of the pet is responsible for any injury or damage caused by your pet. All pets need to have their shots up to date. Management has the right to request verification of shots. You are expected to clean up after your pet.

## *Trash & Cleanup*

Dealers are responsible to keep their space clean at all times. Please tidy up your spaces and put small trash in barrels.

## *General Information*

Vendors must register both personal and business (if any) name, address and a copy of their State of Indiana Registered Retail Merchant Certificate with the office. **Each vendor is required to collect 7% sales tax for the state of Indiana - no exceptions.** If you do not have an Indiana Tax Number please ask the office for an application. You may also go to our website and link to State of Indiana to apply online for a number. ShipshewanaAntiques.com or [CLICK HERE](#).

No foot peddling allowed.

Quiet hours are Friday evening from 11pm - 5am. No exceptions. Noise must be kept at a reasonable level at all times, with management to determine reasonable level.

Any person who conducts themselves in an objectionable manner, including consumption of alcohol, drugs, foul language or any other action not conducive to a respectable market, or is not marketing items from the 60's or older, is subject to be removed from the premises.

Lodging is available next door at our Farmstead Inn. Please ask about our Antique Gallery Room Package.

Once again, these rules and regulations are intended to benefit all parties involved. Your cooperation will help make this event a success as well as an enjoyable experience. Thank you for your support of the Shipshewana Antique Market.

PO Box 185 • SR 5 • Shipshewana, IN 46565 • Ph 260) 768-7090 • Fx 260) 768-4523

*Held on the Grounds of the Trading Place Antique Gallery*

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TradingPlace

## Antique Market

## Vendor Application

Your Name \_\_\_\_\_ Business Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

### Sales Tax Information

Indiana Sales Tax Number: \_\_\_\_\_. If you do not have an Indiana Retail Certificate Number we can give you the application here or you may apply online. Go to our website, ShipshewanaAntiques.com or [CLICK HERE](#).

**ALL VENDORS WILL COLLECT 7% INDIANA SALES TAX – NO EXCEPTIONS.**

### Space Information

Space assignment by office

# Of outdoor spaces (20x25): \_\_\_\_\_ @ \$100.00 = \$ \_\_\_\_\_

# Of spaces under Big Top Tent (10x15): \_\_\_\_\_ @ \$135.00 = \$ \_\_\_\_\_

TOTAL = \$ \_\_\_\_\_

**Spread Out Rates** - \$15.00 (up to 5') per side, as space allows. Must be paid by day of show. May spread out after show begins. Must pull back 1/2 hour before show ends.

**Farmstead Inn Room Package** - based on availability **\$88.48** (tax included) for a Friday overnight stay for two. \$20.00 deposit required with balance due for rooms by same due dates as the space due dates (see below).

**Deposit Required** - \$ 20.00 per space, per show. Deposit due with application. You may do one show or both. To hold same space from show to show deposits are due by Sept. 30th for both June & August.

Deposit Amount Paid for June show = \$ \_\_\_\_\_ Balance Due for June = \$ \_\_\_\_\_

Deposit Amount Paid for Aug. show = \$ \_\_\_\_\_ Balance Due for Aug. = \$ \_\_\_\_\_

Room Deposit for June = \$ \_\_\_\_\_ Balance Due for June = \$ \_\_\_\_\_

Room Deposit for Aug. = \$ \_\_\_\_\_ Balance Due for Aug. = \$ \_\_\_\_\_

Total Deposit paid = \$ \_\_\_\_\_

**Balance for rooms & June show due by Feb. 28th.**

**Balance for rooms & Aug. show due by June show.**

### Description of Merchandise

(1960's or older) \_\_\_\_\_

I have read the vendor rules & regulations, understand and agree to abide by all rules concerning this event.

Signed \_\_\_\_\_ Date \_\_\_\_\_