

COLLECTORS CARNIVAL ANTIQUÉ & FLEA MARKET SHOW RULES & INFO

QUESTIONS? - Please read and follow all the rules listed below. Our primary concern is to keep everyone safe and to encourage an atmosphere where everyone is respectful & considerate of one another. Your cooperation in following these rules will make the show more enjoyable for everyone involved. Should you have any questions at all, please feel free to contact us prior to the show at (812) 471-9419. Due to the size of this show, it is not possible to effectively address questions pertaining to the rules at the show. If we are not available when you call, please leave a message on the answering machine. All calls will be returned. This office number will be on call forwarding to Show Promoters, Suzie or Brent Pace, during the show and there is always someone at the main gate (Gate #2) during show hours under the tent where you check-in.

HOTEL & CAMPGROUND - We have a limited special rate of \$69 for a standard room with 1 king or 2 double beds, based upon availability, at The Comfort Inn & Suites (formerly The Drury Inn) (812) 423-5818. Mention the Collectors Carnival rate. There is also a full hookup campground at the 4-H Center for \$25.00 per night. For 4-H Campground information or to reserve at site, please contact Cindy at the 4-H Center at (812) 867-6217.

FOR MORE INFORMATION PLEASE CONTACT SUZIE PACE:

Collectors Carnival Inc. 620 Westmore Drive Evansville, IN 47712 Phone:(812)-471-9419
Website: <http://www.collectorscarnivlshows.com> Email: info@collectorscarnivalshows.com

IMPORTANT POINTS TO REMEMBER

- **THIS IS AN ANTIQUE & FLEA MARKET** that includes antiques, vintage, collectibles, upcycled, repurposed, handmade, home décor, furniture, jewelry and art. However, no animals are allowed.
- **NEW SHOW HOURS** - Saturday 7 a.m. – 4 p.m. and Sunday 9 a.m. – **3 p.m.** **You need to be in your booth by 7 a.m. Saturday and 9 a.m. Sunday when the show opens.** You are allowed access to the buildings 1 hour prior to opening to the public each day. Please plan accordingly.
- **CHECK-IN** - At the Vanderburgh Co. 4-H Center main northeast gate (Gate #2) located at 201 E. Boonville-New Harmony Road, Evansville, IN 47725. The campground entrance (Gate #1) will be used as an exit only. This means that if you don't want to get stuck waiting in a long line of shoppers during the show, don't be late! Dealers may enter the buildings one hour prior to the show opening to the public on Saturday & Sunday. Any time you enter the facility at Gate #2, please be sure your Parking Pass is visible on your driver's side dash and only drive on the right side of the road. Please do not drive around our check in area on the left (wrong) side of the road, unless directed to do so. If there is a line of cars, you must wait in line like everyone else.
- **NEW EARLIER SET UP TIME**- Friday from *2-8 p.m. (Central time) and Saturday from 6-7 a.m. We do allow Friday Setup Shoppers in starting at 3 p.m. **We highly encourage you to arrive as close to 2 p.m. as possible to begin setting up and stay until at least 6 p.m. to take advantage of the extra opportunity to sell to these avid Friday Setup Shoppers!** Dealers will have access to the buildings & grounds during the following hours:

	<u>BUILDINGS & GROUNDS OPEN</u>	<u>BUILDINGS LOCKED</u>
Friday	2:00 p.m.	8:00 p.m.
Saturday	6:00 a.m. (1 hr prior to show)	4:30 p.m.
Sunday	8:00 a.m. (1 hr prior to show)	8:00 p.m.
- **PARKING PASS** - Dealers and any pre-registered helpers arriving separately will receive a parking pass when you first check in at Gate #2. Your parking pass must be visible on the driver's side dash of your vehicle each time you enter the grounds.
- **HELPERS** - If you have a helper who will be driving separately with a different last name than your own, please notify us by Wednesday prior to the show so we can add their name to the check-in roster. Tear down help for Sunday will be admitted free of charge after 2:30 p.m. Sunday.

- **EARLY ARRIVAL** - If you choose to arrive before setup begins at 2 p.m. on Friday, you will need to be prepared to sit in your vehicle in a holding line until set up begins at 2 p.m. There will be no "dropping" of vehicles or trailers to hold your spot in line. You must remain with your vehicle in line in case we have to release the holding lines early.
- **SUNDAY TEAR DOWN** - **Please, please, please do not start wrapping or packing up ANY merchandise before 3 p.m. Sunday** – regardless of how many shoppers are or aren't in your building at the time, or the weather, or your sales, or what time it gets dark, yada, yada, yada. Unhappy, frustrated shoppers have posted complaints to our Facebook page to let us know about dealers who were already packing up merchandise before a show had ended. This is unprofessional and rude to customers who have paid to come shop. EVERY shopper matters, even if there's only one customer in the building and even if they don't happen to be in YOUR booth. **Please have the courtesy to think beyond your own circumstances and respect the advertised show hours that you have committed to.** We are working hard to keep our shows growing for everyone's benefit and certainly don't need the reputation of dealers packing up early before the show ends on Sunday. This applies to all dealers with inside or covered spaces unless you have an actual medical emergency and let a Collectors Carnival staff person know by calling 812-471-9419.
- **PARKING** - Please park all vehicles and trailers in the appropriate area listed. Once you have unloaded, **before setting up your booth** - please move all vehicles to the rear or side of your building so that another dealer may pull in to unload. **DO NOT LEAVE OR PARK YOUR VEHICLES OR TRAILERS IN THE LOTS IN FRONT OF THE BUILDINGS DURING SHOW HOURS.** These parking lots are for your customers!

DESIGNATED DEALER PARKING AREAS:

Auditorium – Paved parking areas in the rear and both sides of the building.

Activities Center/Skating Rink – Paved parking lot behind or on east side behind the grandstand. If you choose to park in the alley between the Skating Rink and Commercial Building, you do so at your own risk of getting blocked in since the exit at the front of the alley is choked down to one lane.

Commercial Building (April & October) – Paved parking lot behind building and along each side of the building. However, if you choose to park in the alley between the Skating Rink and Commercial Building, you do so at your own risk of getting blocked in since the exit at the front of the alley is choked down to one lane.

Industrial Building (April, August & October) – Paved/striped parking lot behind the building. Exception: If you have rented 2 or more of the 10' x13' booths #51-68 on the east side of the building, you may parallel park directly behind your booths as long as your vehicle fits in the area behind the spaces you have rented and doesn't extend behind your neighbor's booth spaces.

Outside Field Spaces – Dealers should keep their vehicles & trailers parked within their own outside field space(s).

- **BOOTH & TABLE SETUP** - The perimeters of your space will be marked either by your tables, if you rent them from us, or chalk marks on the floor. Take notice of these marks and setup only in the space you have paid for. If you setup outside the space you've paid for, you will be asked to move back into the proper area regardless of whether you are already setup. This is simply to make it safe and fair to all dealers. Fire code safety requires that you leave room to sit inside your booth, not out in the aisle. Dealers that rent single table spaces, please keep in mind that these are not booth spaces. You may display merchandise on top of your table(s) and directly below, but not on the floor behind or out in front of your table(s). The only things allowed behind your table(s) are you & your chair. Please do not display or store anything on the floor behind your table(s).
- **SHARED BOOTHS** - We only permit one dealer's merchandise per space. Multiple dealers, each with their own merchandise, need to rent their own space. You may not share a booth unless it is with a spouse.
- **PORTER SERVICE** - Limited porter service is available on a first-come, first-serve basis when you arrive Friday for setup for a minimum of \$15 in and/or \$15 out for one booth plus \$5 for each additional booth. Cash only. In order to be guaranteed available porter service, you must notify us prior to the week of the show.
- **CARTS & DOLLIES** - No carts or dollies are allowed over the engraved brick portion of the sidewalk in front of the Activities Center/Skating Rink. If you plan on using a cart or dolly to wheel your merchandise into the front entrance of the Skating Rink, you will need to use the sidewalk coming from the alley side closest to the Commercial Building.
- **RUGS, ELECTRICAL CORDS, POWER & TAPE** - The rugs at the doors may NOT be removed to cover your power cords. If you need electricity, be sure to bring plenty of electrical cords and enough non-slip, rubber-backed rugs or runners to cover your power cords that cross the aisle ways in these buildings. Electrical outlets are located along the walls, but may not be located in your booth. Rubber-backed runners can usually be purchased by the foot at Menards, Lowes or Home Depot. Tape is not allowed on any floor or wall in the Auditorium or Activities Center/Skating Rink. If we are billed by the 4-H Center for damage of any kind you will responsible.

- **SIGNAGE & MUSIC** – ‘1/2 PRICE’ & ‘SALE’ signs & tables are not allowed in the Auditorium Building. Signs, flyers or business cards may not be posted outside your booth or on the grounds directing people to your booth. Flyer distribution on vehicles is not permitted on the grounds. If you play music in your booth, it must be kept quiet enough so that it can’t be heard by the other dealers next to you or outside of your space.
- **FOOD & DRINK SALES** - You are not allowed to sell food or drinks from your booth. Only the designated food concessionaires paying the concessionaire fee are allowed to sell food & beverages. Concessions will be available in both the Auditorium and Activities Center Banquet Hall kitchens and outside food trailers in front of the Commercial Building and lower Swine Barn (Saturday only).
- **COMMERCIAL BUILDING BOOTHS** - (April & October) The Commercial Building roof is NOT leak-proof. We recommend that you bring waterproof tarps or plastic to cover your merchandise overnight in case of rain.
- **OUTSIDE FIELD SPACES** - Overnight security is NOT provided for outside field spaces, however you are allowed to camp overnight in your space. If you reserve an outside field space in advance, there will be an orange flag with your space number on it between the orange paint marks on the grass. Upon arrival, please remove your flag and hold onto it. We will come by and pick it up later in the show. Also, please realize that if you arrive after 2 p.m. Friday, you may have to get your vehicle(s), trailer, motorhome, etc. moved into your outside space with vendors that are already set up on both sides of you. *** If the forecast calls for a good chance of rain or it rains and you would like to move inside, we will apply your payment to the price of any available covered or inside spaces.
- **OVERNIGHT CAMPING** - If you rent an outside field space, there is no extra charge to camp in your space Friday & Saturday night, but if you choose to arrive prior to setup on Friday or stay later than Sunday at midnight you will owe the 4-H Center \$25.00 per night for camping. They will collect this from you on their own. Please respect their policies. To reserve a separate site with your credit card in the 4-H Campground, call the 4-H Center Office at 812-867- 6217.
- **OVERNIGHT SECURITY** - The buildings will be closed and locked at the designated times listed in the show rules. Overnight security is not provided for outside field spaces or the open-sided Industrial Building. However, you are allowed to camp overnight in your outside field space or in your vehicle parked near the Industrial Building.
- **WIFI** - Complimentary Wi-Fi is available on the grounds in limited areas. For in and right around the Auditorium Building choose connection: Auditorium and use password: 4HAuditorium. For the area in front of the Activities Center/Skating Rink use connection: 4-H Center Guest and use password: ABCD1234AB. For the Commercial and Industrial Buildings you may be able to use the Activities Center/Skating Rink connection: 4-H Center Guest and password or one of the following campground connections – whichever is strongest. There are three campground connections: 1) Campground North 2) Campground West 3) Campground South. Click on the connection that is strongest and use password: 4HCenter2013 for all.
- **CANCELLATIONS & NO SHOWS** - Your rental is non-refundable and non-transferable to another show. The show will not be canceled on our part unless severe weather and/or the authorities dictate otherwise. If you have to cancel, please extend us the courtesy of calling as soon as possible prior to the show so that we can contact the other dealers around you to allow them to bring additional merchandise to fill your space. Our goal is to have a full show. Your cooperation is appreciated. Reserved spaces not claimed by 7 a.m. Saturday will be filled with no refund.
- **NO DOGS OR ANIMALS** - No dogs or other animals are allowed in any of the buildings or outside on the grounds during show hours, set up or tear down. Outside vendors must keep their dog in their vehicle or in a cage where it can’t come in contact with the public. We’re sorry. We love dogs, but that’s just the way it has to be for liability reasons.
- **NO SMOKING** - No smoking is allowed in any of the buildings or within 100 feet of any building’s entrance/exit or the open-sided Industrial Building. Please be courteous to those around you when smoking.
- **TRASH** - Please do not leave any trash in your inside or outside booth space. We will provide a large trash bag to all dealers renting an outside field space. Please don’t leave any trash that doesn’t fit into the bag provided – including empty boxes. If you need more than one trash bag, please ask and we will be happy to give you another one. If you have empty boxes you need to leave please break them down small enough to fit into your trash bags. There are two dumpsters up behind the Auditorium Building to deposit your trash. **IF YOUR TRASH DOESN’T FIT IN THE BAG, PLEASE TAKE IT HOME WITH YOU.**
- **INDIANA SALES TAX** – It is your responsibility to collect & report Indiana’s 7% sales tax. Contact the Evansville office of the Indiana Department of Revenue at (812) 479-9261 for more information on obtaining an Indiana Tax ID and filing your sales tax.