

COLLECTORS CARNIVAL ANTIQUE & FLEA MARKET SHOW RULES

We're excited to have you join us! This is a confirmation of your paid reservation for the **AUGUST 10, 2019 Collectors Carnival Antique & Flea Market at the Gibson Co. Fairgrounds at 709 N. Embree St. in Princeton, IN.** By receiving this letter, you were assigned one of your choices of booth space or a mutually agreed upon alternative location.

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. If we are not available when you call, please leave a message. 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 North Gate near the 4-H Exhibit Hall during show hours under the tent where you check-in.

HOTEL INFO- We have a Collectors Carnival discounted hotel rate at three different properties: Fairfield Inn (812) 385-4300 or Hampton Inn (812) 385-2400 in Princeton, IN for \$89 plus taxes and the Comfort Inn & Suites (812) 423-5818 in Evansville, IN for \$69.99 plus taxes. Mention the Collectors Carnival rate at each property to receive the discounted rate. Rooms based upon availability.

FOR MORE INFORMATION PLEASE CONTACT SHOW PROMOTER, SUZIE PACE:

Office: (812)471-9419 Email: info@collectorscarnivalshows.com

www.CollectorsCarnivalShows.com

PLEASE READ THESE IMPORTANT POINTS

- **THIS IS AN ANTIQUE & FLEA MARKET** that includes antiques, vintage collectibles, furniture, advertising, repurposed home décor, jewelry, clothing, artisan handmade items, etc. No animals are allowed.
- **LOCATION** – Gibson Co. Fairgrounds, 709 N. Embree St., Princeton, IN. The fairgrounds are located 14 miles north of I-64. Take the State Route 64 (W. Broadway St.) exit off of Hwy 41 east toward Princeton.
- **SHOW HOURS** – SATURDAY ONLY 7 a.m. – 4 p.m. (Central time) **You are required to be in your booth by 7 a.m. Saturday when the show opens. ATTENDANCE WILL BE TAKEN. You or a helper is required to be in your booth the entire show 7 a.m. – 4 p.m.** Dealers are allowed access to the buildings at 6 a.m. If you are not in your booth by 7 a.m. Saturday, you may not be allowed to reclaim your booth for future shows.
- **NEW SET UP TIMES** – Friday *12 – 7 p.m. and Saturday 6 – 7 a.m. (Central time). Friday Setup Shopping is advertised to the public from 1-4 p.m. **We ask that you arrive as close to 12 p.m. as possible to begin setting up and stay until at least 4 p.m. to take advantage of the extra opportunity to sell to the avid Friday Setup Shoppers!** No load in or out through the overhead door in the Toyota Events Center Saturday 6-7 a.m.
- **CHECK-IN** – We will only use the Lower Gate, closest to the 4-H Exhibit Hall, as our Entrance and Exit for dealer check in and shoppers. The gate closest to the Toyota Events Center will not be used and will remain locked until the show ends at 4 p.m. Saturday. **YOU CAN NOT ENTER THE GROUNDS OR CHECK IN FOR SET UP UNTIL 11 a.m. FRIDAY.** There is no 'holding' area outside of the grounds. You can not park on N. Embree Street and block it prior to the gate opening. Please do not arrive prior to 11 a.m. Friday. **PLEASE DO NOT ATTEMPT TO ENTER THE BUILDINGS UNTIL 12 p.m. THERE WILL NOT BE ANY AVAILABLE RESTROOMS UNTIL THE BUILDINGS OPEN AT 12 p.m.**
- **PARKING PASS** - Dealers and any pre-registered helpers arriving separately will receive a parking pass when you first check in at the Lower Gate. 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 Monday prior to the show so we can add their name to the check-in roster in order for them to be allowed in during set up or show hours without being charged admission. If you have a helper arrive that is not on our Check In list and we are unable to reach you, they will not be allowed in without paying the admission.
- **NO DOGS OR ANIMALS** – **Please leave your pets at home.** We love dogs, but our insurance will not assume the liability. Dogs are not allowed out on the grounds or in the buildings at any time during set up, show hours or tear down.

- **TEAR DOWN** – Please do not start wrapping, boxing up or hauling out ANY unsold merchandise before the show ends at 4 p.m. Saturday. We have committed to giving this new show our very best effort and opportunity to succeed and ask that you do the same. We don't want any unhappy, frustrated shoppers posting complaints and negative comments on our Facebook page about dealers who were packing up merchandise before the show ended. It is unprofessional & rude to your fellow dealers and shoppers. Dealers that choose to begin packing up prior to 4 p.m. Saturday may not be allowed to reclaim their booth for future shows. 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.
- **PARKING** – Do not park your vehicle or trailer in the front lot of any building on Saturday until 4 p.m. These parking lots are for your customers! After unloading – before you begin setting up your booth - please move your vehicles and trailers to the area listed below so that another dealer may pull close to the building to unload.

DESIGNATED DEALER PARKING AREAS SATURDAY 6 a.m. – 4 p.m.:

TOYOTA EVENTS CENTER– Park all dealer vehicles & trailers in the grass area beyond the end of the building unless told otherwise. **Do not park or leave any vehicles or trailers in the front paved or side gravel lot.** These areas are for shopper parking only unless told otherwise by Collectors Carnival staff. **To allow multiple vendors access to load in and out through the overhead door, keep all vehicles 10' away from in front of the overhead door.**

4-H EXHIBIT HALL – Gravel and grass area beyond the rear end of the building to the north. **Do not leave any vehicles or trailers in the paved or gravel lots in front or side of the building.** These areas are for shopper parking only.

MERCHANT BUILDINGS 1,2,3 (April, August & October) – **No vehicles allowed inside the buildings. Keep all vehicles 10' away from the front & rear entrances to allow multiple vendors access for load in and out.** Park all dealer vehicles and trailers behind the buildings in the grass beyond the blacktop road along the outer fence along N. Embree St.

INDUSTRIAL BUILDINGS 1,2 (April, August & October) – **No vehicles allowed inside the buildings.** Only vendors in Industrial Bldg 1 that have rented booths #1-8 or Industrial Bldg 2 that have rented booths #57-64 may parallel park along their booths **as long as you have rented enough booth space to accommodate the size of your vehicle.** All other vendor vehicles & trailers must park behind the buildings in the grass beyond the blacktop road along the outer fence along N. Embree St. **No unloading or parking is allowed on the concrete area between Industrial Bldg 1 & 2.** This area has a drain that cannot withstand vehicles driving over it & will be used for concessions and picnic table seating.

OUTSIDE FIELD SPACES – Dealers should keep their vehicles & trailers parked within their own outside field space(s). **Do not park any vehicles or trailers in the Toyota Events Center parking lot. This lot is for shopper parking only.** You are allowed to camp in your space Friday night, but you must leave the grounds by midnight Saturday. There is a restroom/shower house behind the grandstand.

- **BOOTH SETUP** - The corners of your space will be indicated with chalk marks on the floor. Before setting up, take note of these marks and setup only in the space you have paid for. Do not set up any merchandise or tables outside of these marks. **Do not block access to or cover up any fire extinguisher in your booth. YOU MUST LEAVE ROOM TO SIT INSIDE YOUR BOOTH, NOT OUT IN ANY PART OF THE AISLE.** If you are sitting or setup outside the space, 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 for fire code and fair to all dealers. **Merchandise in the Toyota Events Center must be antique and/or vintage collectibles from the 1970's and older.**
- **SINGLE TABLE SETUP** – These are not booth spaces. You may display merchandise on top of your table(s) and directly below in the footprint of your table(s), but you are not allowed to display or store anything on the floor behind or out in front of your table(s). You are not allowed to bring any additional tables to add to your set up. **For single 8' tables #60,61,62,63,64 in the Toyota Events Center** – set up is not until 6 p.m. or until the dealers in booths #21-32 are loaded in on Friday and/or 6-7 a.m. on Saturday due to the location of these single tables in front of the overhead door and along the aisleway. **There is no load in or out through the overhead door Saturday from 6-7 a.m.** Table #64 in the Toyota Events Center must remain up against the wall to keep the aisle way as wide as possible. Do not pull this table off the wall. You must sit at the end of this table to sell instead of behind it.
- **SHARED BOOTHS** - We only permit one dealer's merchandise per space. Multiple dealers, each with their own merchandise, need to each rent their own space. You may only share a booth with your spouse or business partner.
- **SALE SIGNAGE** – '1/2 PRICE' & 'SALE' signs & tables are not allowed in the Toyota Events Center or 4-H Exhibit Hall. Signs, flyers or business cards may not be posted outside your booth, on the grounds or vehicles.

- **MUSIC** - Music or the radio may not be played in your booth. If you wish to listen to either, please use ear buds.
- **ELECTRICAL CORDS, POWER & TAPE** – All electrical outlets in the buildings are located along the walls or outer perimeter and may not be in your booth. If you need electricity, be sure to bring plenty of extension cords and a multi-outlet plug in strip so you can share the outlet with multiple vendors. If your extension cord must go across an aisle way, you **MUST COVER IT COMPLETELY WITH NON-SLIP, RUBBER BACKED RUGS or TAPE IT DOWN SECURELY WITH BLUE OR GREEN PAINTER'S TAPE. DO NOT USE DUCT TAPE OR ANY OTHER TYPE OF TAPE OTHER THAN LOW TACK PAINTER'S TAPE.** If there is damage to the floor due to using a tape other than blue or green painter's tape, you will be required to pay for the damage and repairs. Please be sure to remove any tape you put down.
- **PORTER SERVICE** – Porter service must be requested a week in advance by calling our office. Porters are available on a limited basis. Service not requested prior to the show may not be available. The minimum fee is \$15 in and/or \$15 out for a single booth plus \$5 for each additional booth. Payment is cash only at the show.
- **FOOD & DRINK SALES** - You are not allowed to sell food or drinks from your booth unless you are an approved specialty food vendor. Concessions will be available in the Toyota Events Center and 4-H Exhibit Hall kitchens. For April, August & October there will also be two outside food trucks near the Industrial Bldgs.
- **OUTSIDE FIELD SPACES** - You are allowed to camp overnight Friday in your outside space; however, overnight camping is not permitted Saturday night and you must leave the grounds by midnight. There is a restroom/shower house at the end of the outside field spaces behind the grandstand. If you reserve an outside field space in advance, there will be an orange flag with your space number on it inside 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 12 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 rain and you would like to move to an available covered booth space in one of the buildings, we will apply your payment toward the rental of any available covered or inside spaces.
- **OVERNIGHT SECURITY** - The Toyota Events Center, 4-H Exhibit Hall and Merchant Buildings 1,2,3 will be closed and locked at 7 p.m. Friday when set up ends. Overnight security is not provided for outside field spaces or the open-sided Industrial Buildings 1,2. However, you are allowed to camp overnight in your outside field space.
- **WIFI** - Complimentary Wi-Fi is available in the Toyota Events Center and 4-H Exhibit Hall. The passwords are the same as the connection names. 4-H Exhibit Hall – Frontier4H2 Toyota Events Center – Frontier4H4
- **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 our office at (812) 471-9419 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 SMOKING** - No smoking is allowed at any time during show hours, set up or tear down in any of the buildings or within 50 feet of any building entrance/exit or the open-sided Industrial Buildings.
- **TRASH** - Please clean up after yourself and pick up all the trash off the floor or ground in and around your space. We will provide a large trash bag to all outside dealers. If your trash doesn't fit in your trash bag, it needs to go back home with you. Please break down all empty boxes and put them in a trash bag, trash can or dumpster.
- **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.
- **FUTURE SHOW SIGN UPS** – If you would like to turn in your contract & payment for the next show, please turn it in at the main gate on your way in or be sure to take your show paperwork inside with you to your booth and have it filled out and ready to turn in with your payment by noon on Saturday. Dealers in the Toyota Events Center may turn in their contract & payment to Suzie or Collectors Carnival staff in the main lobby.
- **THANK YOU** for being a part of the Collectors Carnival Antique & Flea Market! You are our best form of advertising! If you would like to take a pad of ¼ pg flyers with you to your next show to let your shoppers know where you'll be or a show poster to display in your local antique shop or mall, Suzie has these available at Check In.