

COLLECTORS CARNIVAL ANTIQUE & FLEA MARKET CONFIRMATION & SHOW RULES

All vendors at the **Collectors Carnival Antique & Flea Markets held at the Gibson Co. Fairgrounds at 709 N. Embree St. in Princeton, IN** are expected to read and follow the following rules and show information. Our primary goal is to keep everyone safe and encourage an atmosphere where everyone is respectful & considerate of one another. Your cooperation in knowing and following these rules will make the show more enjoyable for everyone involved.

QUESTIONS? - Should you have any questions after reading these show rules, please feel free to contact us prior to the show at (812) 471-9419. This is a landline. Texts are not received. 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 during the show to Promoters Suzie or Brent Pace.

HOTEL INFO- We have a Collectors Carnival discounted hotel rate at the Hampton Inn (812) 385-2400 in Princeton, IN for \$95 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 (landline, no texts): (812)471-9419 Email: info@CollectorsCarnivalShows.com

Website: www.CollectorsCarnivalShows.com

- **LOCATION** – Gibson County Fairgrounds, 709 N. Embree St., Princeton, IN. The fairgrounds are located 25 minutes north of Evansville, IN and 14 miles north of I-64. Use the second Princeton exit onto IN-64 E exit (Broadway St) off of Hwy 41 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. Saturday. If you are not in your booth by 7 a.m. Saturday, you may not be allowed to reclaim your booth for future shows.
- **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. **Antique dealers – if your schedule allows, we encourage you to begin setting up as close to 12 p.m. as possible and stay until at least 4 p.m. to take advantage of the extra opportunity to sell to the avid Friday Setup Shoppers looking for quality antiques & vintage collectibles!**
- **CHECK-IN – DO NOT ARRIVE BEFORE 11 a.m. FRIDAY. There is nowhere to park outside the fairgrounds gate and you can not sit on N. Embree St. and block it to local traffic.** The buildings will remain locked until set up begins at 12 p.m. **There will not be any available restrooms until the buildings open at 12 p.m.** We will only use the north 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.
- **SATURDAY ARRIVAL** – It is **HIGHLY** recommended that you arrive between 6-6:15 am so you don't get hung up in the Early Bird Shoppers that begin arriving around 6:30 am. **You need to be in your booth by 7 am.**
- **PARKING PASS** - Dealers and any pre-registered helpers arriving separately will receive a parking pass when you first check in. 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.
- **PARKING** – **Do not park your vehicle or trailer in the front lot of ANY building on Saturday from 7 a.m. – 4 p.m.** These parking lots are for your customers only. During set up on Friday, after you unload please move your vehicles and trailers to the area listed below so that another dealer may pull close to the building to unload– before you begin setting up your booth. See below for all designated parking areas during show hours on Saturday.

- **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 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 with inside or covered spaces that choose to begin packing up prior to 4 p.m. Saturday may not be allowed to reclaim their booth for future shows.

- **DESIGNATED PARKING AREAS:**

TOYOTA EVENTS CENTER – After set up and during all show hours, 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 during show hours unless told to do so by Collectors Carnival management. The paved and gravel lots are for Shopper parking only. 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. You must be loaded out by 8 p.m. Saturday.

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, gravel or grass lots in the front or side of the building.** These areas are for shopper parking only. You must be loaded out by 8 p.m. Saturday.

MERCHANT BUILDINGS 1,2,3 (April, August & October) – **No vehicles are 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. **All vehicles must be removed from the Midway road in front of the buildings before 7 am.** You must be loaded out by 8 p.m. Saturday.

INDUSTRIAL BUILDINGS 1,2 (April, August & October) – **No vehicles are allowed inside the buildings.** Only vendors in Industrial Bldg 1 & 2 that have rented multiple 10' x 12' booths in the outside rows of the buildings may **parallel park** along their booths as long as you have rented enough booth space to accommodate the length of your vehicle directly behind your own space. All other vendor vehicles & trailers must park behind the buildings in the grass area beyond the blacktop road along the outer fence along N. Embree St. **All vehicles must be removed from the Midway road in front of the buildings before 7 am. DO NOT MOVE** the orange cone in the concrete area between Industrial Bldgs 1 & 2 that is sitting on top of a drain. This drain can **NOT** be driven over. **Anyone that moves the orange cone & drives over the drain & breaks it, will be held responsible for paying the construction cost to dig up & replace the drain & all surrounding concrete.** There are surveillance cameras.

PAVILION (April, August & October) – **Absolutely no vehicles may enter or exit the building Saturday during show hours from 7 am-4 pm. If you bring your vehicle into the building before the show is over at 4 p.m. Saturday you may not be allowed back.** You may drive into the building to unload during set up on Friday & Saturday from 6-7 am. If you do not want to keep your vehicle in your space, please park on the left (west) side of the building. Do not park out front or block the road on the left (west) side of the building that wraps around the back of the building. You must be loaded out by 8 p.m. Saturday.

OUTSIDE FIELD SPACES – You can keep your vehicle, trailer, camper, etc. parked within your outside field space(s). **Do not park any vehicles or trailers in the paved Toyota Events Center parking lot. This lot is for shopper parking only.** Any vehicles that don't fit in your space can be parked along the outer edge of the grass field near the one-way outer drive to the south. 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 your 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.** Chairs are only included in the Toyota Events Center and 4-H Exhibit Hall. Please bring your own chairs for the three Merchant, two Industrial & Pavilion buildings and outside.
- **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), nor are you allowed to bring any additional tables to add to your set up.

- **SHARED BOOTHS** – Shared booths are not allowed. We only permit one person’s merchandise per space. Multiple vendors, each with their own merchandise, need to each rent their own space. This does not apply to spouses.
- **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 earbuds
- **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 an extension cord 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 LOW TACK 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 ½ booth. Payment is cash only due at check in for set up.
- **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 inside the Toyota Events Center. For April, August & October there will also be outside concessions at the end of the midway near Industrial Bldg 2.
- **OUTSIDE FIELD SPACES** – If you are bringing a large trailer, camper or motorhome, we suggest arriving when set up starts at 12 p.m. on Friday. If you arrive later on Friday or on Saturday, you may struggle to get your vehicle(s) into your space with vendors already set up on both sides of you. You are allowed to camp overnight Friday in your outside space; however, overnight camping is not permitted Saturday night. You must leave the grounds by midnight Saturday. 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 painted orange corner 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. 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, Merchant Buildings and Pavilion 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.
- **WIFI** - Complimentary Wi-Fi is available in the Toyota Events Center only at this time. Networks & passwords are the same – Guest1520 or Guest 1520_5G. They are working to get Wi-Fi back in the 4-H Exhibit Hall.
- **CANCELLATIONS & NO SHOWS** - Your rental is non-refundable and non-transferable to another show. The show will not be canceled on our part unless local authorities or severe weather 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 inside or within 25 ft. of any of the buildings at any time.
- **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. We do not collect or report sales tax on your behalf.
- **FUTURE SHOW SIGN UPS** – If you would like to sign up for the next show, **please turn in your completed & signed contract & payment at the main gate on your way in Saturday morning.** Suzie will try to stop in each building on to collect future reservations if you have your contract & payment ready to turn in when she is there.
- **THANK YOU** for being a part of the Collectors Carnival Antique & Flea Market! You are our best form of advertising! We have pads of flyers and posters available to take with you to your shops or other shows.