



# Auction & Flea Market

## Flea Market Vendor Rules & Regulations

*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.*

### Hours Open to the Public:

Open 8 AM – 5 PM Every Tuesday & Wednesday beginning in May including extended dates for Memorial Day, Independence Day, and Labor Day. All vendors are to be open during these hours unless otherwise authorized by Management.

### Flea Market Office Hours:

During Season: Mon 8:00 AM – 8:00 PM; Tues & Wed 5:30AM – 6 PM; Thurs-Sat by appointment

Off Season: 8:00 AM – 4PM Mon-Fri

### General Information:

Shipshewana Flea Market is a 900 space outdoor flea market open every Tuesday & Wednesday from May through September. Reservations are accepted year round based on availability. All vendors must register both a personal and business (if applicable) name, address, copy of their State of Indiana Registered Retail Merchant Certificate (tax number) with the Flea Market office before setting up in the market. If you need to register for a tax number, go to [www.INtax.in.gov](http://www.INtax.in.gov) or contact the Fort Wayne office of the Indiana Dept. of Revenue at 260-436-5663. In addition to renting space, any vendor also renting a building or Big Top is to also provide a certificate of liability insurance.

Management reserves the right to inspect and determine whether merchandise is appropriate at any time. Alcohol, drug related items, firearms, fireworks, regulated materials including hypodermic needles (i.e. 856 1AC2-6-18(c), 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. A 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:

- **Restrooms/showers:** There are seven (7) different locations available throughout the market. These are open at all times during Market days. Showers are located near Gate 21 north of the Auction Building and are available for vendor use on all scheduled Market days including set up dates.
- **Hotel:** The Farmstead Inn is located directly across the street from the Market and does offer discounts to vendors. For reservations, call 260-768-4595.
- **RV/Motor Home Park:** For those not parking on their Flea Market space, we have a 165 site Park complete with full service amenities (electric, water, sewer, Wi-Fi). Please contact the Flea Market office for availability.
- **Food/Refreshments:** There are seven (7) restaurants (one full service and six concession) located on the grounds.

### Vendor Setup/Ticketing:

Vendors will receive a ticket(s) for the space(s) rented with the space number on it once all appropriate fees have been paid to the Flea Market office. This ticket must be presented at the gate for entry. Anyone found occupying space that has not been rented properly through the Flea Market office will be subject to a fine. THERE IS ABSOLUTELY NO SUBLEASING!

#### Vendor Setup Hours:

Mon: 10:00 AM – 10:00 PM

Tue-Wed: 6:00 AM – 7:45 AM

#### Extended Week Setup:

Sun: 3:00 PM – 10:00 PM

Mon-Wed: 6:00 AM – 7:45 AM

**\*\*Booths are to be occupied by 7:45 AM, or it will be rented as a no show space for the week.**

**Aisles are to be cleared of vehicles by 8:45 AM \*\***

## Space Rental:

Spaces are approximately 25' frontage x 20' deep and include 1 standard (20 amp/110 volt) outlet. 30 AMP service is available for additional \$4.00/wk. 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. Credit card payments over the phone or setup to be taken automatically will be charged a \$5.00 fee.

**Monthly Vendor Space:** Starts from \$37 to \$45 per week paid monthly beginning in May (rates vary based on location)

Fees are due on or before the last Wednesday of the month for the following month. To hold your space for the following season, spaces must be rented May through September and a deposit equal to one week's rent paid before your last date as a vendor of the current season.

**Contact office for availability:** Buildings-24'x 16', 20'x 8', & 10'x 8'

Big Tops- See "Big Top Tent" section below

**Weekly/Daily Space:** \$55.00 per week/\$35.00 per day. Must be paid in advance and is based on availability for week/day requested.

**No Show Space:** \$55.00 per week/\$35.00 per day (first come first serve).

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

**All late payments will be charged 2% of fees due with a minimum of \$15.00.**

## Big Top Tent and Canopy Information:

Shipshewana Flea Market works exclusively with Shipshewana Tent Rental in providing Big Top Tents for permanent vendors. Big Tops are available for a minimum 18 week contract and require a refundable security deposit and one week payment in advance to being setup for the season. If you are interested, please contact Shipshewana Tent Rental @ 260/768-7485.

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

Vendors who 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 for purchase in the Flea Market office.

## Storage:

Vehicles, trailers, and canopy frames can be left on rented space from week to week for a fee. Canopies or tarps are to be fully removed or tightly rolled back at the end of final day of market week. Vendors with rented Big Tops are required to pay the storage fee, and may leave their setup if desired.

Fees:       \$15.00 per space per week (May & Sept)  
              \$20.00 per space per week (June, July, & Aug)

Vehicle/trailers left on market property and not on rented market space will be charged \$10.00/week or \$30.00/month. Off-season storage is available for \$30.00/ month for each unit.

## Parking:

All vehicles belonging to a vendor or vendor employee not parked on the rented space are to have a parking pass issued by the Flea Market office. These vehicles are to park in the designated vendor parking areas surrounding the Market during shopping hours. Those staying on site overnight must keep aisles clear in case of an emergency.

**Season Parking Pass Fee: \$30.00 (\$25.00 if purchased before January 31st of current season)**

## Appearance and Clean Up:

Vendors are responsible to keep spaces clean at all times and place trash in receptacles. All cardboard boxes are to be **broken down** and placed **beside** trash receptacles. 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 the end of each market day for garbage pickup.

## Deliveries:

Merchandise can be shipped to the Market on a limited basis and should be picked up promptly. Please make sure that your name and space number is clearly marked, so you can be contacted upon arrival. Preferred days for items to be shipped are Monday-Wednesday.

## 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.**

*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 at any time.*