



Auction & Flea Market

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, Labor Day, & Fall Season Finale weeks. 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 to October. 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 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, 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: There are seven (7) different locations available throughout the market. These are open at all times during Market days.

Showers: Showers are available for vendor use on all scheduled Market days including set up dates.

RV/Motor Home Park: For those not parking on their Flea Market space, we have a 70 site Park complete with full service amenities (electric, water, sewer, Wi-Fi). Please contact the Flea Market office for availability.

Rest Areas: The Flea Market features covered pavilions throughout the market designated as rest areas for customers. These areas will have picnic tables and seating, and may feature special entertainment and/or refreshments.

Food/Refreshments: There are six (6) restaurants (one full service and five fast food) located on the grounds.

Vendor Setup/Ticketing:

All rental fees must be paid before entry into the Flea Market. Vendors will receive a ticket(s) for the space(s) rented with the space number on it. **This ticket must be presented at the gate for entry and displayed in the rented space at all times.** Vendors allowing others into the Market with their ticket(s) for any reason may result in cancellation of rented space. Anyone found occupying space that has not been rented properly through the Flea Market office will be charged a minimum of \$50.00 in addition to the space rental. **THERE IS ABSOLUTELY NO SUBLEASING!**

Vendor Setup Hours:

Mon: 10:00 AM – 10:00 PM

Tue: 6:00 AM – 7:45 AM

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 ****



Flea Market | Livestock & Horse Auctions | Miscellaneous & Antique Auctions
Farmstead Inn & Conference Center | RV Park | Auction Restaurant

P.O. Box 185 · Shipshewana, IN 46565

Phone: (260) 768-4129 · Fax: (260) 768-7041

Email: info@shipshewanafleamarket.com

Web: www.shipshewanafleamarket.com

Space and Building Rental:

Outdoor Spaces are approximately 25' frontage x 20' deep.

Permanent Vendor Space: \$35.00-\$43.00 per week paid monthly (rates vary based on location)

Fees for permanent vendors are due monthly on or before the last Wednesday of the month for the following month. To hold your permanent space for the following season, spaces must first 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.

Weekly/Daily/No Show Space: \$50.00 per week//\$35.00 per day (first come first serve) Fees to be paid at time of booking.

Building rates & sizes: Check with office for availability (**Buildings available for full season rental only**)

Includes space fees: 24' x 16' = \$223.00/wk, 20' x 8' = \$115.00/wk, 10' x 8' = \$83.00/wk

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

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

Electricity:

Each space has 1 standard (20 amp/110 volt) outlet available. Overloading of circuit or using electric not designated to your rented space may result in a fine. 30 amp service is available for an additional \$4.00 per week.

Big Top Tent and Canopy Information:

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.

Big Top Tent inquiries: Contact Shipshewana Tent Rental @ 260/768-7485 or Flea Market office @ 260/768-4129

*Big Top Rental requires a minimum 18 week space rental

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

Storage:

Vendors are allowed to "store" certain items on their spaces from week to week. These include vehicles, trailers, and canopy frames. Items such as tables/racks, merchandise, and canopy tarps must be packed inside vehicle/trailer or taken with you. Those with Big Tops are required to pay the storage fee, and may leave their setup if desired. These fees are to be paid by the week or a month in advance.

Fees: \$15.00 per space per week (May & Sept)

\$20.00 per space per week (June-August)

Parking:

Parking permits must be purchased and issued to 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. Vehicles with passes are to park in the designated vendor parking areas surrounding the Market during shopping hours. No vehicle(s) are to be in Market aisles after entrance gates are closed at 10 pm on market days. All vehicles are to be cleared from Market parking lots by no later than 8 p.m. Wednesday evening.

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 anytime.