

Arbor Vitae Fire Department

10672 Big Arbor Vitae Drive
Arbor Vitae, WI 54568
Phone (715) 358-9485

4/3/2009

Attention Vendors:

We would like to announce our First Annual Arbor Vitae Fire Department Summer Flea Market. It is being held every Saturday from May 23 through September 5.

We would like to take this opportunity to extend you an invitation. This is an event that is going to take place on an annual basis. For those that joined us last year, we thank you and definitely hope to see you this year again. You made it a success and the decision to make this a weekly event was due to the great turn out that we had last year. For those that didn't attend, we held a one day flea market on the weekend of our annual Firemen's picnic and it turned out to be a huge success.

Enclosed you will find the flyer, the rules and the application. You can mail your completed application along with the applicable fees to the address on the bottom of the application. We hope to hear from you and look forward to getting to know each and every one of you. If you have any questions, please feel free to contact me at anytime.

Sincerely,

*Michelle Brown
c/o The Arbor Vitae Fire Department*

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Flea Market Rules 2009

1. The sale of fireworks, firearms, drug paraphernalia or explicit material is not allowed.
2. Due to town ordinances, pets are not allowed, for sale or otherwise.
3. If you do not have a reserved space, DO NOT set up until you have checked in at the office. There will be an additional charge of \$10.00 per space if you do not sign in. The office will open for check-in at 5:00 a.m. You must be registered and set up in your designated space by 8:00 a.m.
4. Reserved spaces are for the entire summer only. If you are not in your space by 8:00 a.m. without prior notification, your space will be given to someone else for the day. If you miss two weeks in a row without notifying the flea market staff, you will lose your preferred spot. **THERE WILL BE NO REFUNDS!!**
5. Advertised selling time is between 8:00 a.m. and 3:00 p.m. **YOU ARE NOT TO LEAVE BEFORE 3:00 P.M. WITHOUT PRIOR ARRANGEMENTS**, which are to be made before setting up. If you have the need to leave early, you will be assigned a specific place so as not to disrupt business or the safety of the customers. The only exception will be inclement weather, which is to be determined by the Flea Market Staff.
6. Space fee for a daily rental will be \$15.00. All spaces are 10 feet wide by 10 feet deep. You may rent as many spaces as you like. The seasonal fee for a space is \$195.00. There are very limited food vendor spaces available. These food vendor spaces are \$320.00 for the season. There will be a \$5.00 per week charge for the use of electricity.
7. Audio device volume is to be kept low at all times. You will be asked to turn the device off if it is bothersome to others.
8. Make sure that your area(s) are clean before you leave. There are dumpsters that will be provided on the grounds. **DO NOT LEAVE YOUR TRASH ANYWHERE ON THE GROUNDS!!!**
9. Vendors that have reserved spaces are to unload their vehicles quickly, so as to allow other vendors room and time to unload also. When unloading is complete, please park your vehicle in the designated parking areas near the town shop. The only exception for parking shall be for handicapped vehicles.
10. There will be a \$35.00 service charge for any returned checks.
11. The flea market staff reserves the right to make any necessary rule changes as needed.
12. Please pre-register no later than May 1st, 2009.
13. No refunds will be issued.

ANY VIOLATION OF THESE RULES WILL BE GROUNDS FOR IMMEDIATE EVICTION!!

Arbor Vitae Fire Department

Flea Market Application

Every Saturday from May 23rd through September 5th, 2009

(Please type or print Completely)

EXHIBITOR NAME _____
BUSINESS NAME _____
MAILING ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE # (Daytime) _____ EMAIL _____
WI SELLERS PERMIT # _____ If none, list SS# _____
VEHICLE LICENSE PLATE # _____ STATE _____ MAKE _____

VENDORS

Cost per space	No. of spaces Requested	Electricity (Add \$10)	Total Amount Enclosed
\$15.00	_____	_____	\$ _____

Seasonal rate	No. of Spaces Requested	Electricity (Add \$5/wk)	Total Amount Enclosed
\$195.00	_____	_____	\$ _____

FOOD VENDORS

Seasonal Rate	No. of spaces Requested	Electricity (Add \$5/wk)	Total Amount Enclosed
\$320.00	_____	_____	\$ _____

I assume all responsibility for my exhibit and hereby release the Arbor Vitae Fire Department from claims or loss or damage of any kind. I have also read and agree to comply with the terms of the Arbor Vitae Fire Department Flea Market.

SIGNATURE _____

DATE _____

Mail payments along with applications to: Arbor Vitae Fire Department

Attn: Flea Market
10672 Big Arbor Vitae Drive
Arbor Vitae, WI 54568

Please make checks payable to:

Arbor Vitae Fire Department