

CAESAR CREEK FLEA MARKET

7763 St. Rt. 73W Wilmington, OH 45177
www.caesarcreek.com

(937)382-1660 Market Office

THE EMPIRE OF SAVINGS! - AT THE INTERSECTION OF I-71 AND STATE ROUTE 73

VENDOR RATES AND RULES - INDOORS

Revised September 2017

The following rules are intended to standardize operations and to benefit each vendor at Caesar Creek Flea Market. Vendors will be notified of any changes or additions to these rules. Your cooperation is needed and will be appreciated in helping to make Caesar Creek Flea Market the finest market in the Midwest.

BUSINESS HOURS: The Market is open to the public from 9:00 AM until 5:00 PM Saturday and Sunday YEAR ROUND, with the following exceptions:

- If Christmas falls on a Saturday, the Market will be open for shoppers on Friday, December 24 from 9:00 AM to 4:00 PM and Sunday, December 26 from 9:00 AM to 5:00 PM.
- If Christmas falls on a Sunday, the Market will be open for shoppers on Friday, December 23 from 9:00 AM to 5:00 PM and Saturday, December 24 from 9:00 AM to 4:00 PM.
- If New Year's Day falls on a Saturday or Sunday, we will be open for shoppers that day from 10:00 AM to 5:00 PM.
- Regular rental rates will still apply for changed or reduced hours.
- If any other Holidays fall on the weekend, we will be open our regular hours of 9:00 AM to 5:00 PM.

The Market office is open:

- Saturday and Sunday..... 8:00 AM to 5:00 PM.
- Monday, Tuesday, Thursday, and Friday*.....9:00 AM to 5:00 PM.

(for vendors who wish to make inquiries, rent a space, pay rent, set-up, tear-down, and booth maintenance.)

*If a Holiday falls during the week, please see the office for any revised weekday hours.

The Market and Market office are closed on Wednesday. For the safety and security of everyone, no vendors are permitted on the property at all on Wednesdays.

BOOTH RATES:

RATES ARE PER WEEKEND (SATURDAY AND SUNDAY)

Booth Size	Location	Cost per weekend*
10x12	Main between Aisles 1-4	\$47
10x12	Main between Aisles 4-7	\$43
10x12	Aisles 2, 3, 4, 5	\$43
10x13	Main	\$43
10x14	Aisle 1	\$54
10x15	Aisle 7	\$50
10x25	Main, Aisle 3	\$73
10x25	Aisle 7	\$72
10x31.5	Aisle 5	\$85
10x33	Main	\$89
10x33	Aisle 1	\$92
10x36	Aisle 2	\$98
12x12	Main between Aisles 1-4	\$51
12x12	Main between Aisles 4-7	\$49
15x15	Main, Aisle 7	\$75

*Above rates apply to on-time payments made once per month, times the four or five weekends in that month (determined by the number of Saturdays in the month). Monthly rent payments are due the first Sunday of the month for the coming month. If rent is paid weekly, add one \$5.00 surcharge. This surcharge is per vendor, not per booth. Weekly rent is due every Sunday, one week in advance. If rent is paid for two or three weeks, add one \$3.00 surcharge. This surcharge is per vendor, not per booth. Bi-weekly/tri-weekly rent is due the first Sunday of the bi-weekly/tri-weekly period. Rent is due at least one week in advance in the market office by 5:00pm.

The rent for Memorial Day and Labor Day is \$10.00 per small space, and \$12.50 per deep space (225 sq. ft. or larger).

There is a \$5.00/day surcharge on all candy and gum sales. If over half a booth is filled with candy (at the discretion of the market) the surcharge is \$10.00/day.

You may also try a space out on a temporary basis for a two week trial period. After the two week trial, you may choose to put down the deposit for the space(s) or vacate the space(s). *Please keep in mind that a deposit is the only way to secure a booth in your name for future dates.*

PET SALES:

You must make arrangements in the market office to sell puppies/dogs. All puppy/dog sellers must have a permit issued by the market. The permit must be prominently displayed where the puppies/dogs are being sold. The charge for selling puppies/dogs is \$50.00 per day, plus normal rent for space taken beyond 10' x 12'. All puppies must be at least 8 weeks old, have their first round of shots and have a health certificate from a licensed veterinarian. The seller must give each buyer their name, address, phone number, a written warranty (good for a minimum of 2 weeks) and copies of the shot records and health inspection. All puppy/dog sales arrangements and payments must be made at the market office prior to setting up. A driver's license, state I.D. card, military I.D., or other comparable form of identification is required.

The charge for selling birds is \$50.00 per day, plus normal rent for space taken beyond 10' x 12'.

No animals may be given away free. Permission from the office is required to sell any animals.

Any animal sold must stay with the selling vendor until the buyer is ready to leave the market.

AISLE SPACE: RENTAL PAYMENTS COVER ALL MERCHANDISE DISPLAYED WITH-IN THE DESIGNATED AREA OF THE BOOTH (OUT TO THE WHITE AISLE LINE OR THE BOUNDARY OF THE ROLL-UP GATE). In order to maintain good customer flow and an attractive selling environment, as well as to comply with safety requirements from the fire department, no merchandise, signs, or other displays are permitted beyond this boundary.

SUBLETTING: No vendor may sublet their space to another vendor, nor transfer or "sell" the space to another vendor when leaving the market.

DEPOSIT: A one-time deposit equal to two week's rent is required. If you expand your booth size or move to a higher rent booth, additional deposit is required. Vendors who are consistently late with rent payments may be required to post additional deposit. Refund of deposit is conditioned upon submitting a completed and signed "Notice of Departure" form before 5:00pm on the Sunday before your last full weekend, indicating that you are moving out and will not be returning the following weekend, and your space is vacated and swept by 5:00 PM Monday, with no damages. If a vendor moves out during the week with no notice, the deposit is applied toward rent for the upcoming weekend. Any outstanding charges will be deducted from the deposit before a refund is issued. There is a two week waiting period for refunds if the vendor has any outstanding checks. Cash refunds are only made through the market office on Saturday and Sunday, and only if the above conditions are met. All other deposit refunds will be made via company check through the mail.

PAYMENT: RENT MUST BE PAID IN THE OFFICE BY 4:00 ON SUNDAY. NO EXCEPTIONS- NO EXCUSES.

We accept cash, check, or credit/debit cards. There is a 2% processing fee for Visa, MasterCard, Discover payments with a \$3 minimum; 3% for American Express with a \$3.00 minimum. There is a \$30.00 fee on all returned checks. Any vendor that has a check returned unpaid may be asked to pay with cash or credit card in the future.

DELINQUENT ACCOUNTS: Rental payments must be made on a timely basis for vendors to sell at the market. However, we understand that once in a while extenuating circumstances can occur. A late fee of \$7.00 per week per 10 foot booth is assessed on all overdue balances. If the overdue balance is excessive, at the sole discretion of market management, a booth may be padlocked (locked out) by the market and the vendor will not be permitted to open or enter the booth until payment is made. The vendor is responsible for all rental payments while the booth is "locked out". A lien is reserved against all merchandise, fixtures and other property left in the market when rent is unpaid. If a vendor's rent is delinquent and/or if merchandise or other property is abandoned, Caesar Creek Flea Market, after making a reasonable attempt to notify the vendor and receive payment, has the option of moving said merchandise/property to storage, at the vendor's expense. After 30 days, said merchandise/property will be subject to sale for payment of rent, storage, moving and cleaning expenses, or any other outstanding balance. If the sale of these items does not cover the amount owed, the vendor is still liable for any outstanding balance.

REFUNDS AND CREDITS: No refunds or credits will be issued due to weather or any other condition beyond the control of Caesar Creek Flea Market.

ALL VENDORS MUST OBSERVE MARKET OPENING AND CLOSING TIMES: We advertise the hours that the market is open to the public. It is therefore necessary that you are set up and open for business by 9:00 AM and that you remain open until 5:00 PM on the days the market is open to the public. Booths that are not opened during the hours of 9-5 will incur a fine which will be added to your next rental payment.

First Offense – Warning

Second offense – \$10 fine

Third Offense – \$15 fine

Fourth Offense – \$20 fine

Fifth and any subsequent Offense(s) – \$25 fine (each) and you may lose your booth

WEATHER RELATED CLOSURES: If weather conditions force the closure of the market, management will notify local TV and Radio Stations to inform both the public and the market vendors of the closure.

NOTICE OF DEPARTURE: Vendors who wish to leave the market in good standing and want to receive a deposit refund must submit a completed and signed "Notice of Departure" form as early as possible but at least before 5:00

PM on the Sunday before your last weekend at the market at the market. (Refer to the DEPOSIT section for further details).

BOOTH ACCESS: Vendors who wish to work on their booths on Monday, Tuesday, Thursday and Friday must enter and depart through the main dining entrance (the red doors located on the South side of the building) and must sign in and out on the log sheet just inside the red entry doors. Vendors are responsible for any persons they bring to the market and for security reasons no one is permitted to roam the aisles on these days or before the market opens on the weekend.

The market reserves the right to enter any booth at any time, with or without prior notice, in order to perform maintenance functions. Market employees entering a vendors' booth to perform such maintenance will do so only with permission from the market Operations Manager or above.

PARKING PASSES: Free parking is available for all vendors that observe market opening times. After 9:00 AM (8:00 AM during the summer hours) ALL VEHICLES that enter the property must pay the posted parking fee. If you attend church or have some other legitimate reason for coming to the market late, such as a relative or employee that comes in later to help out, you may pick up a "Vendor Parking Pass" in the office to be used for such instances. Passes are good for a specific month and you must remember to pick up a new pass at the beginning of each new month. Please keep in mind that the attendants at the ticket booths see thousands of faces every day and are not expected to keep track of who is or is not a vendor. If you arrive at the market after 9:00 AM without a "Vendor Parking Pass" you must pay the posted parking fee.

ELECTRIC USE: Limited to 600 Watts. A surcharge will be assessed for power usage over this amount. Any vendor requiring extra electric may have additional circuits and outlets installed assuming there is adequate power available in that section of the building. Please see the market office for a quote for installation by a certified electrician.

There is a \$15.00 charge for each approved commercial refrigerator or freezer that runs all week.

All other electric in the booth must be turned off at the close of business Saturday and Sunday. This includes all showcase lights, radios, fans, displays, etc. If electric is left on after the close of business, market personnel may enter the booth to turn it off and a \$5.00 service charge will be added to the next rent bill.

ELECTRIC HEATERS, HOT PLATES, MICROWAVES, COFFEE POTS, AND MINI REFRIGERATORS ARE NOT PERMITTED UNDER ANY CIRCUMSTANCES.

COOKING GRILLS: Use of cooking grills is not permitted.

PHONE SERVICE: Telephone service to your booth can be established by contacting Verizon @ (800)483-5000.

EXTENSION CORD USE: In order to reduce the likelihood of a fire, extension cords are not permitted. If extension cord use is necessary on a temporary basis while a certified electrician is installing an additional outlet, the following rules must be observed:

- Cords must be at least 12 gauge wire with a three prong grounded plug, heavy duty orange or yellow commercial type, UL approved, and in good condition. No cheap household cords are permitted under any circumstance.
- Use the right length cord for the job. Excessive wire lying in a pile can overheat creating a fire hazard. All extension cords must plug directly into the wall outlet.
- Do not plug one extension cord into another or into a power strip.
- An extension cord may only power one appliance with the exception of UL approved multi-plug extension cords.
- Extension cords may not extend across a walkway.
- Power strips may be used so long as they are heavy duty, UL approved units and are plugged directly into the wall outlet. Extension cords or additional power strips may not be run off another power strip.
- Multi-plug adapters, such as cube adapters and un-fused plug strips are prohibited.
- If using tarps, they may not extend any higher than 4ft. The Fire Chief must be able to see the inside of the booth without obstruction.

Any vendor requiring extra electric may have additional circuits and outlets installed assuming there is adequate power available in that section of the building. Please see the market Office for a quote for installation by a certified electrician.

MERCHANDISE: The following items are not permitted: baby food, infant formula, fireworks, alcoholic beverages, illegal items, bootleg or counterfeit items, crushed or ground incense, coin operated gumball or candy machines, petition signings, and any item deemed objectionable (at the sole discretion of Caesar Creek Flea Market). Games of chance are not allowed. Combustibles – gasoline, propane, fuel oil, etc. are not permitted inside the building at all (even if it is in a lawn mower, motor scooter, etc.). The following items require special permission from the office: Dogs, cats, any other animals, food or drink items of any kind, guns, ammo, electric scooters, adult and X-rated materials, upholstered furniture, and mattresses. Additional rent may be required for certain items.

Tires are not permitted inside of the market without approval from management.

The market may not be used to further political agendas, parties, elections, issues, or candidates.

The selling of counterfeit merchandise is not permitted at the market. This includes counterfeit merchandise of any kind, including but not limited to: counterfeit – Handbags and wallets – DVDs – T-shirts – Sports Jerseys – Tennis Shoes – CDs – Sunglasses – Baseball Caps. Selling illegal items is bad for the market and any vendor caught selling such merchandise may be subject to eviction. Please, be extremely cautious when purchasing stock.

In order to sell any gas powered motorized vehicles (includes scooters, motorcycles, ATVs, autos, RVs, etc.) other than casual sales of a personally owned used vehicle, you must be licensed by the State of Ohio to sell motor vehicles at this location and each salesman must be a licensed motor vehicle salesman. Contact the Ohio Department of Dealer licensing @ 614-752-7600 for more information.

All home made food items require proper packaging and labeling. Call the Ohio Department of Agriculture at 614-728-6250 or visit www.ohioagriculture.gov for more information. With proper packaging and labeling, the following items allowed are: fresh unprocessed fruits and vegetables, maple syrup, sorghum, honey, cookies, brownies, cakes, pies, breads, jams, jellies, fruit butters, all other non potentially hazardous baked products. No individual servings may be sold - all food items must be packaged in quantities "to go" (ex.: whole pies, whole cakes, whole loafs of bread, cookies and brownies packed as at least ½ dozen, etc.). The following information must be included on each unit of home made food product offered for sale:

- 1) The name and business address of the "Cottage Food Production Operation".
- 2) The name of the food product.
- 3) The ingredients and sub ingredients of the food product, in the descending order of predominance by weight.
- 4) The net weight or net volume declared in both U.S. Customary System and the SI (metric system) of the food product.
- 5) The following statement in ten-point type: "This Product is Home Produced".

The following items are considered potentially hazardous products and Ohio requires special licensing, production and handling methods, and/or USDA/Ohio Department of Agriculture approval: home canned items, including salsa and pickles, eggs, cooked or raw meats, snack food, fried foods, candied fruits, cheese, cream pies, pumpkins pies, cheesecake, meringue, dried foods and cider. Please feel free to pick-up a complete packet of rules from the Ohio Department of Agriculture in the office in Aisle 4.

All over the counter medications (anything with drug facts listed) sold must be with-in the expiration date.

Under Ohio law, used or second hand articles of bedding, upholstered furniture, and stuffed toys must be sanitized with a sate approved product such as Steri-Fab before it can be sold. The product is sprayed on the item until it is soaked, then allowed to dry. The item then must be tagged with a red "second hand article" tag before being offered for sale. This red tag requires a state registration license number that costs \$50 to obtain from the Ohio Department of Commerce.

The Department of Commerce is authorized to seize articles that are not in compliance and the seller can be fined.

The Ohio Department of Commerce is out in the markets enforcing their policy so make sure you are in compliance. For more information please call the Ohio Department of Commerce at (614)644-2236. The market office has Department of Commerce informational packets for anyone needing one.

GUNS: Gun and ammo sellers at Caesar Creek Flea Market must observe the following rules:

- All guns must be unloaded, tied, and the magazines removed.
- All ammo must be in sealed containers.
- No loaded magazines allowed.
- You must demand proper ID on all firearm sales. 21 to buy handguns, 18 to buy long guns.
- You may buy, sell, or trade only with residents of this state unless the individual is a licensed FFL dealer.
- No straw purchases.
- It is a violation of federal law to sell or otherwise dispose of any firearm or ammunition to a person you know or have reasonable cause to believe – is under indictment for a crime punishable by imprisonment for a term exceeding one year (felony), has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year (felony), is a fugitive from justice, is an unlawful user of or addicted to any controlled substance, has been adjudicated as a mental defective, has been committed to any mental institution, who, being and alien, is illegally or unlawfully in the United states, or has been admitted to the United states under a nonimmigrant visa, has been discharged from the armed forces under dishonorable circumstances, who, having been a citizen of the United States has renounced his citizenship, is subject to a court order that restrains such person from harassing, stalking, or threatening an intimate partner of such person or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child, has been convicted in a court of a misdemeanor crime of domestic violence.
- It is a violation of federal law to transfer, sell, trade, give, or deliver any firearm to a person you know or have reasonable cause to believe does not reside in the state in which you reside.
- It is a violation of federal law to engage in the business of dealing on firearms without a federal firearms license: You are considered to be engaging in the business of dealing in firearms if you devote time, attention, and labor to dealing in firearms as a regular course of trade or business with the principal objective of livelihood and profit through the repetitive purchase and resale of firearms. You are not considered to be engaging in the business of dealing in firearms if you make occasional sales, exchanges, or purchases of firearms for the enhancement of a personal collection or for a hobby, or if you sell all or part of your personal collection of firearms.

SIGNS: Signs that extend into the aisle must be 18" x 24" and made of PVC material, the design must be approved by market management. They must be installed at least 7'6" above the floor. Signs mounted flush with the header can be a larger size but must be properly hung and be acceptable in appearance. All signage, including signs inside booth areas, should be professionally made, neat in appearance and tasteful in content. Any signs found to be unacceptable must be removed. The market logo may only be used with the permission of management.

In order to maintain a uniform appearance, no signs, banners, or any thing else may be placed anywhere outside on the ground or on the outside of the building unless approved by the General Manager. Absolutely no signs are permitted on vendor doors. Any signs found to be on vendor doors will be disposed of by market staff.

WAIT LIST REQUEST: If you wish to expand, move to a different area, or to a specific booth, fill out a wait list request in the office. The request will be honored as quickly as possible. Not all requests can be honored in the order in which they are received due to merchandise mix or other factors.

EXCHANGES & REFUNDS: If merchandise is defective in any manner, then the customer is entitled to a refund or exchange. If merchandise is not defective, and there is no expressed or implied condition of returnability, then the request for a refund or exchange is a matter of good will and not a legal requirement. It is suggested that vendors post their return policy in their booths. Posting a "NO REFUND OR EXCHANGE" sign does not absolve the vendor from observing the market policy regarding defective merchandise.

SECURITY: Anyone who enters the building on Monday, Tuesday, Thursday or Friday is required to sign in and out at the main entrance doors. Caesar Creek Flea Market falls under the jurisdiction of the Clinton County Sheriff Dept. (937-382-1611). At night, the market utilizes a burglar and fire security system monitored by ADT which automatically notifies local police and fire departments if smoke or fire is detected, if any door is opened, skylight tampered with, or if movement or sound is detected in any aisle. The market utilizes security cameras in the aisles to help prevent and detect certain activities, and to monitor the market 24 hours a day. In addition, armed private security is on site weekends. If you need security at your booth call the office at 937-382-1660. Tell them your booth number and the nature of the problem, and help will be on the way. All concession stands in the market have in-house phones and the employees in the stands will be happy to notify the office if asked.

It is every vendor's responsibility to secure their booth properly when closing up for the night and they must lock their back door. Padlocks are not permitted on the outside of any door and will be removed by market personnel if placed there. Market personnel check all doors from the outside at closing time to ensure they are secure. If any booth is found to have an unsecured back door, market personnel may enter the booth to secure it.

INSURANCE: The market does not insure vendor's merchandise. The market, market ownership, market management, and market employees are not responsible for lost or stolen merchandise, loss by fire, windstorm, flood, power outage, or any other condition or event beyond their control. We suggest that you obtain insurance for these risks, as well as liability insurance that will cover customers injured while they are in your booth. The market is not responsible for accidents that occur inside vendor booths. It is further recommended, and is a basic rule of good merchandising, that boxes and merchandise not be displayed or stored directly on the floor, as this makes them susceptible to water, dirt, rodent, and insect damage, and creates a tripping hazard. The market is not responsible should these or other types of damage occur.

TRASH: Dumpsters are for empty boxes (which must be broken down or cut up), packing material, and trash. If the Dumpster nearest your booth is full, then you must carry these items to another Dumpster. Do not leave anything on the ground around any Dumpster or outside your back door. Unwanted fixtures or merchandise may not be disposed of at Caesar Creek Flea Market. Vendors must dispose of these items elsewhere. No person is to remove items from dumpsters on the market property for any reason.

It is recommended that all vendors have a small trashcan in their booth to control the trash generated through-out the day. The 50 gallon trash cans located in the aisles are for customer use only. An appropriate fee, minimum \$25 up to a maximum \$100, will be assessed to any vendor who does not observe the trash policies.

HOUSEKEEPING: Walls, floors, doors, and light fixtures in each space must be kept clean by the vendor. It is recommended that each vendor have appropriate cleaning materials on hand such as: broom, dust pan, dusting towel, glass cleaner, trash can, etc. in order to maintain an acceptable standard of cleanliness. Vendors may not sweep litter into the aisles. Merchandise must be kept in a neat and organized manner. Vendors not meeting the cleanliness standards of the market are subject to fines of up to \$100 per day and/or eviction.

HIRING MARKET EMPLOYEES: Vendors may not hire any Caesar Creek Flea Market employee for a period of 90 days after the employee leaves our employment, unless written permission from management is given. This includes hiring for work at a location other than the market.

VEHICLE / POD / SHED STORAGE: There is a storage fee of \$15.00 per week for pods, storage sheds, vehicles or trailers left on the premises during the week, and is restricted to vendors with a permanent indoor booth space or outdoor vendors that regularly reserve in advance. Arrangements must be made in the office and permission granted before any of the above items may be stored on the property. The vendor must provide make, model, and plate number for all vehicles. Unauthorized vehicles or other items will be removed at the owners' expense. Be sure to check with market management as to where the stored vehicle must be parked. There is no charge for vendor's vehicles or trailers left on market property from Friday night through Sunday.

OUTSIDE STORAGE: No merchandise, fixtures, or anything else may be stored outside back doors. Any items left outside will be removed and disposed of by market personnel and a minimum \$25 disposal fee, or higher, depending on the item; will be assessed to the vendor.

PET POLICY: No customer or vendor pets are permitted at the market indoors or out. The only animals allowed are service animals and animals for sale (with permission from the office).

SMOKING: Per Ohio law, smoking is not permitted indoors. Vendors and their staffs must step completely outdoors to smoke, with the door shut to prevent smoke from blowing back into the building. Vendors found to be smoking indoors or allowing smoke to come into the building will be fined \$50.00 per infraction, and may be asked to leave the market if the activity does not subside. The \$50.00 fine will be added to the next rent due. Vendors are responsible for any litter associated with their smoking (cigarette butts), and smoking areas must be kept neat and clean.

BACK DOOR POLICY: Most, but not all, booths have a back door for vendors to use for loading and unloading merchandise. For those booths with a back door, they should be kept closed at all times unless you are actively loading or unloading merchandise. However, even when you are loading or unloading, every reasonable attempt to keep the door closed as much as possible must be made. When a back door is found open and you are not actively loading or unloading, a fine will be added to your next rental payment.

First Offense – Warning

Second Offense – \$10.00 fine

Third Offense – \$15.00 fine

Fourth Offense – \$20.00 fine

Fifth and any subsequent Offense(s) – \$25.00 fine (each) and you may lose your booth

VENDOR LICENSES AND SALES TAX: Ohio law stipulates that vendors must keep a vendor license number on file with the market. Caesar Creek Flea Market recommends that vendors follow all state regulations regarding vendors' license and sales tax collection and remission. In order to comply with state regulations, all sales taxes must be collected in addition to the selling price. Example: You are selling an item for \$1 and you have a large sign that says "\$1- tax included", your sign must also say ".93 + .07 tax" somewhere on it. If you don't have a sign, and you are asked by a customer what the price is, by law you must tell them "it is .93 cents plus .07 cents tax". If you issue receipts, they must also indicate price plus tax. For more information contact the Ohio Department of Taxation (888)405-4039 www.tax.ohio.gov or the Clinton County Auditor (937)382-2250. The current sales tax rate in Clinton County is 7.25%. Temporary vendors who are re-selling items that were originally purchased for personal use (in other words "garage sale" items) are not required to have a vendor's license or collect sales tax.

BOOTH MODIFICATIONS: The appearance of vendors' booths is important to the success of the market. In order to ensure acceptable standards and conformity to market theme concepts all booth modifications must be approved by market management. All booth configuration changes must be requested in writing and include a dimensional drawing. All modifications must comply with the markets design criteria which includes signage, store fronts, wall coverings, paint colors, building materials, etc. Each of these elements must be defined and noted in the written request and drawing. Paint color samples and samples of other materials must be submitted as well. Caesar Creek Flea Market supplies pegboard walls and roll- up gates for each booth at no charge. For vendors who wish to expand or reduce the size of their booth, we take down or build partitions in order to accommodate them. We will perform this service once per year at no charge. Any vendor who wishes to expand or reduce more often than that must pay for the construction or move to an appropriate size booth. All other booth modifications such as painting, changing the configuration of the gates, adding stockroom or display walls, etc. must be performed by market personnel and will be done on a time and materials basis. Anyone desiring any such modifications should contact the office for a written estimate. Repairs to lights, outlets, hasps, doors, etc. are done at no charge. Please let us know in the office if any maintenance work needs to be done in your booth.

P. A. ANNOUNCEMENTS: The office will help you advertise your business over the market sound system. Neatly type or write your announcement the way you would like it to be read, bring it to the office and specify approximate times that you like it to be announced. The cost is \$3.00 per reading. All announcements should be 150 words or less and may be subject to editing at the market's discretion.

CHILDREN: Vendors who bring children to the market must supervise them at all times. Children are not permitted to play in or around the dumpsters, in the parking areas, or in other vendors' booths (unless permission is granted by that vendor in advance). Children who become a nuisance may be restricted to their booth unless accompanied by an adult. Vendors are fully responsible for the actions of their children.

PRINTED MATERIALS: You may distribute business cards, printed sales aides or brochures, bounce back coupons, etc., freely from your booth. If you wish to distribute or circulate printed materials to other vendors, solicit signatures, or to pass out materials from a location other than your booth, you must obtain permission from the market General Manager in advance.

INTERNET SERVICE: High speed DSL Internet service is available to all indoor booths. Cost is \$5 per week. There is a one-time set-up fee of \$25 per location. If you move to a different booth and wish to continue service, you must pay another set-up fee. See the market office for details.

CODE OF CONDUCT: All vendors at Caesar Creek Flea Market are representatives of the market. Your behavior towards customers, other vendors, and market staff affects their experience here and helps determine the success of yourself, other vendors, and the market. Everything we do must be centered on making the market a positive, pleasant, and ethical place to buy, sell, and work. Please do not verbalize negative thoughts about a competitor or their products as it is degrading to the market, other vendors, and yourself. We encourage friendly, positive attitudes, and sales presentations based on the "features and benefits" of doing business with you and buying your products. Vendors who do not conduct themselves in a courteous and professional manner will not be permitted to continue operating at Caesar Creek Flea Market.

A satisfied customer is one that has had a positive experience and our philosophy is that "a satisfied customer is one that is likely to return".

RULES REVISIONS: Occasionally, rule revisions and/or additions are required. As these revisions and additions are made, they officially become a part of this document. Vendors will be notified of rule revisions through memos delivered to each booth. An up-to-date Vendor Rates and Rules- Indoors along with recent vendor memos are posted in the market office and copies are available upon request. It is the responsibility of each vendor to stay informed about changes.

CODE ADAM ALERT: To help protect children in our facilities, Caesar Creek Flea Market has instituted the "CODE ADAM" program to help find missing children in the market. This is a fast response program utilized by thousands of public facilities across the United States.

In the event that a parent approaches you and says their child is missing:

- 1) Obtain a detailed description of the child.
- 2) Contact the office by dialing 11 on any in-house phone or 937-382-1660 – Keep the parent with you until a market employee arrives with a radio. The parent or guardian of the missing child will assist in the search and should be accompanied by an employee with a radio so they can be contacted immediately to assist in identifying the child when found.
- 3) We will need to know:
 - a. Name, age, hair color, eye color.
 - b. Approximate weight and height.
 - c. What the child is wearing.
 - d. Shoe color and style (although the clothes may be changed, an abductor does not usually remove or change shoes).
 - e. Where the child was last seen.

If you hear a “Code Adam” alert announced, check the area around your booth for any child fitting the description. If you find the child contact the office right away so we can get word to the parents.

When the child is found we will announce “Code Adam Cancelled”.

Thank you all for helping to keep children safe at the market.

SUGGESTION LINE: In order to serve you better, Caesar Creek Flea Market has established a 24 hour “electronic suggestion box”. Using the email address below, you can submit ideas, suggestions, and comments directly to management whenever it is convenient. You will receive a reply acknowledging receipt of your submission. We look forward to hearing from you.

suggestion@caesarcreekmarket.com

**The most important thing we will do on any given day is to serve you.
You are our greatest resource.**

I have read, understand, and agree to all provisions of the foregoing Vendor Rates and Rules- Indoors and to any and all revisions to such as they occur. I understand that failure to observe the rules of the market could result in a fine being assessed and/or expulsion from Caesar Creek Flea Market.

Vendor Signature

Date

Print Name