



Holtville Community Swap Meet

VENDOR RULES & REGULATIONS

Hours/Location:

Sat., April 14th 7 am – 12 pm

Holt Park, 101 W. 5th Street, Holtville, CA 92250

760.356.2923

1. The Holtville Community Swap Meet will be open to the public on **Saturday, April 14, 2018** from **7:00 am to 12:00 pm**. Vendors may set up in Holt Park starting at 5:30 am. Vendors must bring their own tables, chairs, canopy, and any other supplies they may need.
2. Eligible vendors include individual Holtville community members and residents, school, student or church groups, or individuals representing similar groups, who wish to participate in the Swap Meet in order to raise funds to support upcoming group activities or programming. All groups must complete a Vendor Application and Liability Waiver and pay the \$10 vendor fee prior to acceptance as a vendor.
3. The Swap Meet is intended to provide a space for residents and community groups to sell second-hand, or previously used, items, as well as any antique, vintage or up-cycled pieces. Homemade food products or drinks of any kind may NOT be sold. The Holtville Chamber reserves the right to sell all items for consumption.
4. The following categories of items MAY NOT BE SOLD at the Swap Meet:
 - A. Food or drinks of any kind. The Holtville Chamber of Commerce will sell all food and drinks at the event.
 - B. Alcoholic beverages, tobacco products, medicinal items, drugs, vitamins, health supplements, diet aids and/or other similar health aids intended to be consumed by humans or animals/pets, as well as items commonly used or associated with the use of medicinal or illegal drugs, including marijuana or any other form of drug or narcotic, such as hash or water pipes, roach clips or other paraphernalia.
 - C. Guns, ammunition or weapons of any kind.
 - D. Live pets or animals, and endangered species' products of any kind.
 - E. Any item or service, the manufacture, use or sale of which constitutes an infringement of any valid patent, trademark or copyright of another or any counterfeit item or items involving a misrepresentation of any kind.
 - F. Used items such as creams, lotions, perfumes, makeup, etc., designed to be applied to the skin. These items that are NEW and SEALED may be sold.
 - G. Illegal merchandise of any kind.



5. The fee to participate as a vendor at the Swap Meet is **\$10** for a 12 x 12 ft sale space.

The vendor fee is non-refundable. To secure space, fees must be pre-paid to The Holtville Chamber of Commerce at least one business week (5 days) prior to the Swap Meet. Fees may be dropped off at the office. Cash or Checks will be accepted. Credit Cards payment may also be made with an additional \$1.00 fee.

6. Vendor Rules

- A. Set-up – Vendors may begin setting-up in Holt Park at 5:30 am. Vendor spaces will be pre-assigned, and the vendor directed to the space upon arrival by a representative of The Holtville Chamber of Commerce. Vendors will have 1.5 hours (90 minutes) to set-up their space prior to opening time (7 am). **Vendors arriving after 6 am will not be allowed to set-up and will forfeit their space. Any fees already paid by vendors arriving late will not be refunded.**
- B. Parking – Once unloaded, vendors must park their vehicles in the gravel parking lot on the corner of Holt and 6th Street.
- C. Signage – Vendors are encouraged to post a sign identifying themselves and the group or organization represented. Signage must be of good quality.
- D. Price Signage – Vendors are required to visible display the price of items being sold.
- E. Booth Space – Vendors' sale area, items for sale and signage may not extend beyond the allocated boundaries of the booth space. Each vendor is responsible for the set-up, display and take-down of their own sale space. Vendors are responsible for keeping their sale space tidy and attractive during the Swap Meet.
- F. Clean-up – Vendors must wait until the Swap Meet closes at 12 pm to begin cleaning up their sale space and packing up unsold items. Vendors must remove any unsold items from Holt Park at the conclusion of the Swap Meet at 12 pm. Vendors are additionally responsible for removing any trash around their sale space. A vendor's failure to clean-up their sale space will result in their removal from future events.
- G. Vendor Conduct – Vendors will conduct themselves in a courteous manner and interact with customers in an appropriate way. Any vendors failing to conduct themselves in a professional manner, at the sole discretion of The Holtville Chamber of Commerce, will be asked to leave the premises and removed from vending at future events.
- H. Cancellation Policy – Two-day notice of cancellation is required. Vendors who fail to notify The Chamber of their cancellation will forfeit any vendors fees already paid and will be removed from the list of vendors at future events.



Holtville Community Swap Meet VENDOR APPLICATION

Organization/Vendor Name: _____

Contact Name(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

Website: _____

Social Media Handle: _____

Description of item(s) to be sold: _____

(PLEASE CHECK AND INITIAL)

By checking this box and signing this vendor application, I hereby release The Holtville Chamber and the City of Holtville of any liability associated with my/my group and representatives of my group's participation in the Holtville Community Swap Meet.

I have read the attached Rules and Regulations and agree to hold myself and/or other representatives from my organization responsible for the compliance with these rules.

VENDOR SIGNATURE _____ **DATE** _____

Please drop off completed application and fee(s) to:

Holtville Chamber of
Commerce
101 W. 5th Street
Holtville, CA 92250
760.356.2923
anita@holtvillechamber.org

