

**Hayward Sports Center -“Monday Flea Market” Guidelines**  
**C/O Sharon Paine Post Office Box 475 Hayward, WI. 54843**  
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**2010 Market Hours:**

- ✓ **8:00 am – 3:00 pm.**
  - **Every Monday Starting Memorial Day May 31<sup>st</sup> – August 30<sup>th</sup>**  
**Bonus Date:**
    - **Sunday Sept 5<sup>th</sup> 9:00 – 3:00** (Labor Day Weekend)
- ✓ **All Vendors must be set-up by 8:00 and remain set-up until 3:00pm as advertised.**
- ✓ **Late arrivals and/or early departures will not be allowed.**

**Indoor Vendor Set-up/Teardown**

- ✓ Vendor Set-up Monday mornings starting at 6:30am.  
(Please keep noise to minimum, as not to disturb neighbors.)
- ✓ Early Set-up available prior to first flea market of season.  
*Monday May 17<sup>th</sup> 8:30 am – 3:00 pm*  
*Tuesday May 18<sup>th</sup> 8:30 am – 3:00 pm*  
*Wednesday May 19<sup>th</sup> 4:00 pm – 8:00 pm*  
*Thursday May 20<sup>th</sup> 8:30 am – 3:00 pm*
- ✓ Sunday set-up will also be made available following a teardown date. Sunday set-up times may vary.
- ✓ Vendors may drive their vehicles into the building through back garage doors for easy access to space. Vehicle engines must be turned off immediately (including diesel) after you arrive to your allotted space, unload merchandise promptly and exit building to designated vendor parking area. Please unload and move promptly as to allow other vendors access to their space. Absolutely NO Vehicles are allowed in buildings after 7:45am or before 3:00 pm. For insurance purposes any vendor violating this rule will be asked to bring in merchandise by hand.
- ✓ All items must remain within your allotted space. Vendors placing items in walkways will be charged for additional space.
- ✓ Seasonal vendors are given the opportunity to leave their items on site each week provided we do not have to teardown for a weekend event. You will be notified of teardown dates in advance. All items left in the arenas are at your own risk.
- ✓ The Hayward Sports Center will not be responsible for any items lost, stolen or damaged while left onsite.
- ✓ Vendors must drape their items with some type of covering after Market is completed each Monday.
- ✓ It is strongly suggested that nothing is left on site that is of great value or is irreplaceable. It is also suggested that breakable items be wrapped and removed from tables.
- ✓ **Due to Conditional Use Permit - NO DOGS of any size are allowed on HSC property.**

**Outdoor Vendor Set-up/Teardown**

- ✓ Vendors Set-up Monday mornings starting at 6:30 am.  
(Please keep noise to minimum, as not to disturb neighbors)
- ✓ City of Hayward prohibits camping on the grounds.
- ✓ Vendors may park their vehicle at allotted space as indicated by Market Manager.
- ✓ Vendors **must** remain set-up until 3:00 as advertised. (See inclement weather policy)
- ✓ Vendors arriving without a reservation will be placed on a first come first serve basis.  
There is no guarantee of space availability without reservation.
- ✓ Due to City Conditional Use Permit NO DOGS of any size are allowed on HSC property.

**Inclement Weather Policy**

- ✓ In the case of inclement weather Outdoor Vendor's will be given until 9:00 am to decide if they will be setting up for the day. Vendors who decide not to stay must be packed up and have space vacated by 9:30am. No refunds will be given after 9:30.

## **Space payment policy:**

- ✓ Flea Market personnel will visit your space each Monday to collect space rental fees.
- ✓ Vendors may pay by cash, check or money order. There will be a \$20.00 fee for any returned check.

## **Absentee Policy:**

### **Indoor Seasonal Vendors:**

- ✓ Vendors leaving merchandise in space will be charged for each week of season regardless of presence. To avoid being charged you must notify Market Manager one (1) week in advance and all merchandise must be removed from space allowing it to be occupied in your absence. (During your absence locked storage space, on site, is available at \$5.00 per week if so desired). If you will be absent for 2 consecutive weeks space must be cleared of all merchandise to allow rental to weekly vendors. Seasonal Vendors missing 4 or more weeks during season will be considered a Weekly Vendor and Weekly Vendor guidelines will apply.

### **Indoor/Outdoor Weekly Vendors:**

- ✓ Vendors will be billed for spaces reserved and not used if the Hayward Sports Center is not notified by 5:00 pm on Wednesday prior to scheduled date. Merchandise must be removed from space each week unless previous arrangements are made. On site storage spaces are available to rent at \$5.00 per week if so desired.

### **Prohibited Items and Activities:**

- ✓ NO Dogs are allowed, regardless of size. Exception: Seeing Eye dogs.
- ✓ No Alcohol or Tobacco products
- ✓ No Counterfeit items or unlicensed merchandise
- ✓ No Firearms, ammunition or knives.
- ✓ No Fireworks
- ✓ No adult books, magazines, videos or like materials.
- ✓ No drug paraphernalia
- ✓ No profanity
- ✓ No garage sale type clothing, new and vintage clothing allowed.
- ✓ No advertising signs may be placed within City limits by vendors due to City Sign Ordinance. Only Hayward Sports Center authorized signs may be displayed.
- ✓ No over night camping allowed
- ✓ The HSC reserves the right to refuse space rental if items sold do not fit the nature of the market.

### **Prohibited unless authorized by HSCFM Management:**

- ✓ No packaged or prepared food, drinks or snacks may be sold.
- ✓ No solicitation of Vendors or shoppers
- ✓ No distribution or display of posters, flyers, handbills unless directly related to items you are selling.
- ✓ No politically related materials may be displayed.

### **License and Taxes:**

- ✓ Vendors are **required** to have on file with the HSCFM office a State of Wisconsin Sales tax number, a Sales Tax Certificate or a Social Security number.

### **Space Availability:**

- ✓ It is strongly recommended that space arrangements be made in advance. Vendors arriving on Monday Morning without reservations will be placed on a first come first serve basic.
- ✓ Space availability is not guaranteed.
- ✓ HSC Market Director reserves the right to refuse service to anyone.