

**Flea Market Registration
Oglesby Union, Florida State University
Vendor Agreement, Rules and Regulations**

Name: _____ Name of Backup Person: _____

Date of Market(s): _____

Address: _____

Telephone # _____ Items Sold: _____

Student ID: _____ (Last 8 digits)

Hours: The Flea Market starts at 8:00AM and ends at 5:00PM.

Earliest Setup time: 7:00AM

Vendors must be packed up and out of the Union by 6:00PM at the latest.

To be eligible to participate in the Union Flea Market, sales must be made on-site. "On-Site" is defined as the exchange of money for products while at the Flea Market. Vendors are not allowed to provide FREE samples of products, collect contact information or promote websites or other avenues as vehicles for furthering sales. Vendor further agrees to sale only the items listed on the front of this form.

Restrictions on Sales Items: The following items cannot be sold at the Flea Market:

Items that require a special state license (i.e. pets, haircuts, etc.).

Items that violate U.S. Copyright or Patent laws (i.e. Clothing, Purses, Copied CD's, DVD's, etc.).

Drug or smoking paraphernalia, illicit pornographic or illegal items.

Items bearing the FSU symbol or logo.

Telephone services (i.e. cell phones, long distance services, pagers, etc.)

Items that are already sold on campus (i.e. food & beverages, energy drinks, textbooks, computers, etc).

Apartment/Housing and Corporate promotions: Vendors such as apartment complexes can not participate in the Flea Market, they can however contact Guest Services at 644-6083 to participate in vendor Thursday.

Unloading/loading: Vendors may use the Circular turnaround on the East side of the Union

Ballrooms to load and unload their goods. Vendors must unload their goods and move their vehicle to a legal parking space. Failure to do so will result in ticketing and/or towing from the designated loading zones or expulsion from participating in the Flea Market.

Unloading: 7:00-9:00AM

Loading: 4:00-6:00PM

Parking: Parking is very limited. You may park at the Bookstore Parking Garage, St. Thomas Moore Church Parking Lot for a \$3.00 fee per day, or you can purchase a parking permit from FSU Parking Services, which are sold by the Office of Student Financial Services, University Center Building A-1500. **THE OGLESBY UNION WILL NOT BE RESPONSIBLE FOR ANY PARKING TICKETS YOU RECEIVE.**

Music: Amplified sound is prohibited at the Flea Market. Small radios are allowed if battery operated and if they can't be heard beyond the vendor table, which is at the discretion of the Flea Market staff. The Oglesby Union staff reserves the right to remove a radio if it is too loud or complaints are received. Vendors who do not comply will be expelled from participation in the Flea Market.

PROHIBITED: In the spirit of FSU's healthy campus initiatives, we are requesting that Market Day vendors refrain from smoking while participating in our Flea Market event in the Union.

NO ANIMALS ARE ALLOWED IN THE UNION.

Sales Tax Collection/Florida Department of Revenue: Vendor is responsible for submitting sales tax to the Florida Department of Revenue. Vendor must have a valid Florida Sales Tax I.D. number, or must have proof of having applied for their sales tax permit in order to participate in the Flea Market.

Effective June 1, 2005

Fall/Spring Cost:

Students \$5.00 per table
Non-Students \$20.00 per table for first 3 tables
\$15.00 per table for second 3 tables
\$10.00 for additional tables over 6
Price includes sales tax.

Summer Cost

Students \$5.00 per table
Non-Students \$15.00 per table for first 2 tables
\$10.00 for each additional table
Price includes sales tax.

The term "table" is defined as a 6-foot by 30-inch area (standard size table). If vendor brings his/her own tables, furniture, shelving, tents, etc., the applicable rate will be determined by measuring the amount of space used according to the above dimensions. The Oglesby Union does not provide equipment beyond tables and chairs to vendors. (i.e...extension cords, electricity, tape, etc. will not be provided).

Civility/Code of Conduct: Profanity or uncivil behavior will not be tolerated at the Flea Market.

Acknowledgement of Rules and Regulations: Vendor acknowledges that he/she has read and accepts the Rules and Regulations as set forth herein.

Violation of any Rules and Regulations set forth above will result in the expulsion of the vendor from the Flea Market, without refund. Vendor will not be permitted to participate in future flea markets after expulsion.

I understand that if I am unable to attend the flea market on the date(s) indicated, I must contact the Student Activities Center @644-6710 and make other arrangements or I forfeit my fee.

Signature: _____ Date: _____

_____ Tables x \$5.00 = \$ _____

_____ Tables x \$20.00 = \$ _____

_____ Tables x \$15.00 = \$ _____

_____ Tables x \$10.00 = \$ _____

Total Amount Paid \$ _____

Method of Payment Cash _____ Check _____ **Check Information Verified by:** _____

Collected by: _____ **Receipt #:** _____

Receipt written by: _____