



**Germantown Community Flea Market  
Vendor Information  
October 27, 2012 at Vernon Park 2012**

**Fees: \$20 Individual; \$40 for Businesses. All food vendors are considered businesses!  
EARLY BIRD DISCOUNT: 50% off if paid and registered by 5 pm 10/10/12**

**NOTE:** Vendors must provide their own tables and displays. As a courtesy, a few tables will be available to be rented for the day through the generosity of the First Presbyterian Church of Germantown, 35 W. Cheltenham Avenue. Vendors must transport the tables themselves from the pickup location, and return them to the drop off location. Pick-up/Drop-off location will be around the corner at the church (35 W Cheltenham Avenue) although we may secure a closer location. 50% of the \$20 rental fee will be refunded when the table is returned by 5:00 pm that day. Tables will be available on a first come first serve basis while supplies last. If you want a table, please indicate this on the registration form and include the rental fee in your registration payment. Table refund will be given in cash regardless of original form of payment.

**When** Saturday, October 27, 2012

*Setup is 7 am – 9 am, event is open to public 9 am – 4 pm, breakdown is 4 pm – 5 pm.*

**Location** Vernon Park is located in Germantown, between Germantown Avenue and Greene Street, just north of Cheltenham Avenue.

**Rain date** is the next day, Sunday October 28th. Vendors must be available for the rain date. No fees are returned unless both Saturday and Sunday rain dates are called, then the fee would be refunded.

**Your prepaid, signed registration is required by 5 pm on October 17, 2012.**

**The early registration discount requires that the registration is signed and submitted with payment by 5 pm October 10, 2012.**

Check or Money Order made payable to "Friends of Vernon Park" can be mailed or dropped off in a sealed envelope with signed registration form at the address below. Paypal payments can be made to **Support@FriendsofVernonPark.org**.

**Friends of Vernon Park**, PO Box 48374, Philadelphia, PA 19144.

To arrange a cash payment, or if you have questions, please leave a message for YahNé Ndgo Baker at 215.390.4960 or email Angela Miles at **Programs@FriendsofVernonPark.org**.

Information and registration documents can also be found at **[www.FriendsofVernonPark.org](http://www.FriendsofVernonPark.org)**.

# Vendor Registration Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

What kind of items will you be selling?

\_\_\_\_\_

Will you be vending as an \_\_\_\_\_ Individual (\$20) or a \_\_\_\_\_ Business/Organization (\$40)?

Would you like to rent a table? \_\_\_\_\_ yes or \_\_\_\_\_ no. If yes, add \$20 to the vending fee.  
(Note: \$10 will be refunded in cash when the table is returned by 5:00 pm.)

**Please select one or more of the following:**

\_\_\_\_\_ I am submitting my form and payment by 10/10 and requesting the 50% early bird discount.

\_\_\_\_\_ I am submitting my form and payment by 10/10 but waiving the 50% early bird discount in support of the work of Friends of Vernon Park.

\_\_\_\_\_ I am submitting my form and payment after 10/10, but by the deadline of 10/17. Full payment amount is included.

\_\_\_\_\_ I am submitting an additional monetary donation in the amount of \$\_\_\_\_\_.

**Please indicate your payment method below**

**(Checks or Money Orders should be made payable to "Friends of Vernon Park"):**

Total amount of \$\_\_\_\_\_ is enclosed as \_\_\_\_\_ cash, \_\_\_\_\_ check/money order, or \_\_\_\_\_ Credit Card.  
or

Total amount of \$\_\_\_\_\_ was submitted via paypal using email address \_\_\_\_\_.

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I hereby forever discharge, hold harmless and release Friends of Vernon Park, the Philadelphia Parks and Recreation and their agents, beneficiaries, employees and/or volunteers from any and all manner of action, claims, damages and/or suits, whatsoever arising out of any damage and/or loss to person and/or property while participating in these events.

I have received, have read, understand, and agree to abide by the Policies and Procedures.

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_



## Germantown Community Flea Market Policies and Procedures

The Friends of Vernon Park must exclude any Vendor that does not adhere to the following:

### 1. CHECK-IN IS FROM 7am to 8:30 am AT THE REGISTRATION BOOTH.

All vendors must check-in by 8:30 am. If you have not checked in or spoken to the vending coordinator by 8:30 am, and unloaded into your space by 9:00am your space will be reassigned and you will not be refunded. Please have helpers or a dolly to unload your vehicle quickly. Vendors must bring their own tables and displays and are required to respect the neighborhood by keeping noise levels to acceptable levels at all times.

### 2. SPACE ASSIGNMENTS

Space assignments will be given at the registration check-in booth and volunteers will assist everyone in locating their space.

**\*\*Note: No generators** allowed without advanced permission from the Vending Coordinator.\*\*

**\*\*The Space size is 8X8 feet.** Your booth, tent, canopy, umbrella and all your items MUST FIT within your space.\*\*

### 3. ABSOLUTELY NO DRIVING IN THE PARK. Penalties are \$50 plus damages.

### 4. UNLOADING

Flea Market coordinators will put up No Parking signs on Greene Street and Germantown Avenue for vendors to use to unload on a first-come, first-serve basis. If you have to double-park, you MUST unload all your items onto the sidewalk rapidly, before setting up your space.

### 5. RAIN DATE *(Please bring a tarp/plastic for a possible light rain)*

Call or text Angela Miles at 215.359.7816, or YahNé Ndgo Baker at 215-390-4960 between 5 and 5:30 am on the scheduled morning of the flea market if you are concerned that a rain date has been called. All vendors must be available for the rain date, which is Sunday, October 28th. If you do not show up for the rain date, your registration fee will be processed as a donation. Please let us know if you are not coming.

### 6. CLEAN UP

Vendors are required to leave their spaces clean. To continue vending at this flea market, please bag your trash and place it in existing park garbage cans. Do not leave any large items, like furniture or lamps. It is important that we leave the park neat and clean for the community.

## **7. FOOD LICENSES**

**You must have the following licenses in order to sell food within the City of Phila:**

**1. Business Privilege License, 2. Vendor license, 3. Food Handler License.**

If you are selling and preparing food, we must receive a copy of these three valid current operating licenses at least one week prior to the flea market. Phila Licenses & Inspections (L&I) require that you **DISPLAY** your original licenses during operating hours. All food processes and grills must be inside a tent structure. Food must be kept safely off the ground and on ice as necessary, covered and apart from clientele. All city/state rules need to be respected by food vendors at this event.

## **8. PAYMENT PROCESS**

Payment and signed registration form must be received by the deadline date and time to guarantee your space, and you must receive verbal confirmation during this process.

- a.** Checks or Money Orders should be made payable to "Friends of Vernon Park".
- b.** Include your full name, address and phone number with your payment
- c.** Mail, deliver or Paypal your payment
- d.** Call 215.390.4960 or email [programs@FriendsofVernonPark.org](mailto:programs@FriendsofVernonPark.org) to arrange cash payment
- e.** We will call or email you to confirm receipt of registration.

## **9. CANCELLATION POLICY**

You must give advance notice of cancellation to receive a refund. Call or send email by 5pm on October 17<sup>th</sup> and your fees will be refunded; we will confirm your cancellation by phone/email.

## **10. IF YOU DO NOT CANCEL IN ADVANCE**

You will be marked as a NO SHOW; you are not entitled to a refund. If this occurs, your payment will be processed as a donation. There are no exceptions.

## **11. PRIVACY POLICY**

FOVP will not rent, sell, and/or share your information with third parties without your permission.

## **12. DAMAGE/LOSS**

FOVP is not responsible for any damage and/or loss to property. Make sure that your space is properly staffed and secured.

## **13. ADVERTISING & MARKETING**

FOVP will advertise the flea market through press releases, email lists, social media, and flyer distribution. The flea market may be listed on GoPhila.com, Craigslist.com, and other online calendar announcements and online newspapers.

## **14. VENDOR SALES**

Vendors keep their individual sales. FOVP does not guarantee vendor sales.

## **15. PROHIBITED ITEMS (may not be sold under any circumstances)**

**No weapons including collectible weapons**

Including, but not limited to guns, knives, slingshots, pepper-spray, fireworks, flammable liquids

**No drugs or drug paraphernalia**

Including, but not limited to, drugs, head shop items, pipes, bongs, rolling papers

**Other restricted items**

Including, but not limited to, stolen merchandise, bootleg DVDs or CDs and similar items, or any other product/service that is in violation of any local, city, state or federal regulation or statute

**No pornographic materials**

Including, but not limited to, literature, magazines, videos, DVDs, and/or similar items

**No socially offensive items**

Including hate group paraphernalia, such as items prosecuting any race, creed, nationality, gender, or sexual orientation, or other items deemed offensive by coordinators or shoppers.