



**Germantown Community Flea Market  
Vendor Information  
September 20, 2014, 9am-3pm in Vernon Park**

**Fees: \$15 Germantown Residents; \$25 for Non-Residents and Germantown Businesses and Organizations, \$35 for Non-Germantown Businesses and Organizations.**  
**Any food vendors must register before Sept 15 and have all supportive documentation (licenses and permits) for verification.**

**NOTE:** Vendors must provide their own tables, chairs and displays. Vending spaces will be available on a first come first serve basis based on arrival at the park on September 20<sup>th</sup>.

**When** Saturday, September 20, 2014

*Setup is 8 am – 9 am, event is open to public 9 am – 3 pm, breakdown is 3 pm – 4 pm.*

**Location** Vernon Park is located in Germantown, between Germantown Avenue and Greene Street, just north of Cheltenham Avenue. The Flea Market will be on the Greene Street side of the park.

**Rain date** is the next day, Sunday September 21st. 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.

**Advance registration is recommended. Same day registration will be available from 8am-10am.**

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 **[Info@FriendsofVernonPark.org](mailto:Info@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 Angela Miles at 215.359.7816 or email her at **[Programs@FriendsofVernonPark.org](mailto: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?

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I will be vending as a

\_\_\_\_\_ Germantowner (\$15)

\_\_\_\_\_ Non-Resident/Germantown Business/Organization (\$25)

\_\_\_\_\_ Non-Germantown Business/Organization (\$35)

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

\_\_\_\_\_ I am submitting my form and payment.

\_\_\_\_\_ I am submitting my form, payment and an additional donation in the amount of \$\_\_\_\_\_.

\_\_\_\_\_ I am submitting my form and payment and have items to donate to be sold for FOVP.

\_\_\_\_\_ I am submitting a monetary donation only 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 8 am to 9 am at the Friends of Vernon Park Vending Station.**

All vendors must check-in by 9 am. If you have not checked in or spoken to the vending coordinator by 9 am, and unloaded into your space by 10am your space may be forfeited and you will not be refunded. We will not forfeit your space unless it is necessary. 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**

Vendors may choose their space on a first come first served basis.

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

**\*\*The Space size is generally 10x10 feet.** Your booth, tent, canopy, umbrella and all your items MUST FIT within your space, please be considerate of others.\*\*

**3. DRIVING IN THE PARK IS ALLOWED FOR LOADING AND UNLOADING ONLY.** Cars must be removed from the park within 15 minutes. There is no parking in the park. All cars must stay on the paved paths and avoid parking or driving on the grass. Penalties are \$50 plus damages.

### **4. UNLOADING**

Flea Market coordinators will put up No Parking signs on Greene Street for vendors to use to unload on a first-come, first-serve basis. As an alternative to parking in the park, please consider parking and loading from Greene Street.

### **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 7 and 7:30 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, September 21st. 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. If the trash is minimal, you may place it in existing park garbage cans. If you have a full garbage bag, please place it in the indicated trash area. 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 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 September 16<sup>th</sup> and your fees will be refunded; we will confirm your cancellation.

## **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, bong, 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.