

# Vendor Rules & Contract

## A Signed Contract IS Required before Set - Up

INFORMATION for Decatur Coin Show & Marketplace LLC Rent & Rules

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

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Outside Vendor License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Rent- \$20.00 each table/average car length up to passenger van

1 table or space - \$20.00, 2 Tables or spaces \$35.00, 3 Tables or spaces \$55.00

Lobby is open at 6:00 a.m. for rest room, rolls and coffee, water, & soda. Lunch: Sandwiches, Chips and other snacks are available and served inside The Riverside Center, provided by Decatur Coin Show & Marketplace LLC, Partner “Butch” has a Food Service License.

Outside lot opens at 6:00 a.m. for outside vendor entrance, payment, form submission and set up. Outside space is \$20.00 ea. (length of an average vehicle, up to passenger van).

Outside vendors provide their own tables. (No set up in front or behind vehicle). We are required to provide lanes for exit to Jackson Street and Emergency Access. Our goal is to have outside vendors parked prior to advertised hours of operation. This is to ensure safety for our customers, and their families.

Vendors are required to remain set up until 2:00 PM the advertised time, this is to ensure safety for our customers, and their families. Inside Vendor Set-Up: When set-up personnel open the inside doors, indicating room set up is complete.

Show time is advertised 8:00 a.m. until 2:00 p.m. Vendors are required to remain set up till 2:00 PM. The high visibility of our market from Highway 224 & Jackson Street is an indication of whether or not we are open or closed. Remember, All Vendors Matter. All vendors are to be supportive of each other. Disparaging remarks toward any vendor or their geographic location at the Decatur Coin Show & Marketplace will not be tolerated. We will not tolerate anyone that makes disparaging remarks regarding our market. Those that engage in making disparaging remarks will be asked to leave and will not be allowed back. There are different vendors with different items for sale at each market regardless of where they are located.

## **Rules and Regulations for Decatur Coin Show & Marketplace LLC Dealers**

The Decatur Coin Show & Marketplace LLC is sponsored and managed by Carla Mattingly and Mascardo "Butch" H.A. Calumba as of January 5, of 2020 consisting of seven Volunteer Peer Vendors. The show is held the first Sunday of each month throughout the year (however, Easter & New Year's Day may be held the 2nd Sunday of the month Unless Otherwise Stated). The location for the Marketplace is: The Decatur Riverside Center, 231 E. Monroe Street (224 E.) Decatur, Indiana. Show hours are 8:00 AM until 2:00 PM Indiana time. For information, reservations, or cancellations call (260) 517-8182 or 260-804-3362

By participating in the Decatur Coin Show & Marketplace LLC Event, dealers agree not to hold Riverside Convention Center, Carla Mattingly, Mascardo "Butch" H.A. Calumba its officers and/or members and staff liable for any personal injury, accident, loss, damage, pandemic Covid-19 exposure, or theft of any merchandise, or other personal property. The Decatur Coin Show & Marketplace LLC reserves the right to refuse vendors that are ill, and/or person/s that do not follow State and Adams County mandates. Furthermore, by your participation in the show, you also agree to abide by the rules as set down by the Decatur Coin Show & Marketplace organizers.

The Decatur Coin Show & Marketplace LLC reserves the right to refuse admittance to, or the removal from the event, of any dealer(s) or person(s) whose conduct and/or behavior is considered to be improper, illegal, unseemly inappropriate. The manager may refuse rental to anyone whose merchandise does not adhere to rules regarding market merchandise. Dealers are not permitted to sell any live animals or food. Animals are not allowed (except licensed service dogs) on the grounds or in Riverside Center during the event. It is not permissible to use any device to spew or mist any fragrance, liquid, oil or scents into the air including vaping devices. All fragrances, scented oils, essential oils, perfumes, or scented liquids must have a lid on them. It is permissible for a shopper to individually smell the fragrance or oil individually. As soon as that action is completed the lid must be replaced on the container.

Fresh produce, honey, plants, fresh local grown vegetables, and fruit are allowed. No Food Sales are allowed.

NO Food Sales: All food is provided by and through The Decatur Coin Show & Marketplace LLC. **NO Dogs are allowed** (unless Licensed and Tagged with documentation)

NO SALES of Political, Politically Motivated, Hate, Racist, Sexual Orientation singularly or on Clothing, Hats, Signs, Banners, Masks, License Plates, Stickers, Flags, Memorabilia, Writing Instruments, Pins, Decals, Knives, Weapons, Tableware & more. All items are subject to Decatur Coin Show & Marketplace Owners approval. Exclusions are vintage items produced prior to 1970, Precious Metal Coinage, Bullion, Precious Metal Bars.

Vendors are responsible for their actions and any damage done to facilities or other vendors including their merchandise.

The event is advertised to remain open until 2:00 p.m. Indiana time. Dealers are required to remain set-up until the stated time of closing, 2:00 p.m. The Market Manager will alert outside vendors of inclement weather to pack & leave prior to 2:00 PM. The Market Master must be informed of any vendor that leaves early. Dealers should be out of the building by 3:00 p.m. Pack up time is at 2:00 PM

The \$20.00 per table/per average car/van length is described below:

Outside Set-up: Outside Vendors must line up in the grass area to the north of Jackson Street. Outside vendors must enter from the Grass Lot Staging area. Contracted Personnel will direct and park vendors for outside set up. Vehicles larger than passenger vans will be charged for two (2) spaces. The fee includes space to accommodate the length of your vehicle and or trailer, use of the outside port-a-john, and use of inside restrooms. Outside vendors must provide their own tables. RV's (Recreational Vehicle) will not be allowed in the lot.

No items are allowed to be set up in front of or behind vehicle. A 10 X 10 pop-up canopy is recommended for the side of your vehicle.

**Vendor set up is from 6:00 AM to 8:00AM**

Any time the grass lot cannot be used as a staging area for Outside Vendors: Outside vendors may be canceled. This means that anytime the city has caution tape and no parking signs for the grass area due to excessive rain or flooding, outside vendors may be cancelled. Always check Decatur FleaMarket.com or DecaturCoinShow.com for details. (The inside vendors will not be affected by this change. Inside Vendors are Year-Round. Inside vendors do not get in line they have designated parking on the east side of the Riverside Building.

Any vendor that leaves early without being dismissed and escorted by the staff, cannot come back for 1 month and if/when they do come back the cost for them to set up is \$30.00 (NOT \$20.00)

Inside Set-up: The fee includes one (1) eight-foot table furnished by the Decatur Riverside Center, and chairs as needed by the dealer. To remain as a permanent dealer and reserve your table(s) for the next show, the table fee must be paid one month in advance. Failure to do so will prohibit said dealer from renting inside tables at future shows. Any temporary dealer who rents inside table space for the show, must pay for it in advance by using PayPal, paying cash a month before, or mailing a check or money order received by the Decatur Coin Show & Marketplace LLC by the 20th of the month, or in person a month in advance at the current show. If payment is not received, the table(s) will be assigned to another dealer.

Payment for all inside table rent is required to be paid in advance: Please go to our On-Line Payment Tab at: [www.decaturfleamarket.com](http://www.decaturfleamarket.com). Or call 260-517-8182 to submit payment by

Credit/Debit Card over phone. Table Rent is not refundable.

Any dealer who has paid for tables and cannot attend the show, must call or text (260) 517-8182 by noon the Monday before the show date to inform owners/coordinators. In the event that a permanent dealer who has paid for table(s) doesn't show up by 9:00 a.m. and didn't call, the coordinator, management or their appointee has the option to assign the table(s) to any dealer of choice. The original dealer will forfeit his fee for the month, and, will be required to pay the fee for the following month by the 20th day of the current month to remain as a permanent vendor.

Decatur Parks and Recreation Department has a NO SMOKING ordinance in effect for the Riverside Center. In addition, there will be no alcohol consumption In the Riverside Grass Area, The Riverside Lot or Inside the Building during The Decatur Coin Show and Marketplace LLC.

Photographs and/or video will be taken at every Decatur Coin Show and Marketplace LLC. No vendor is allowed to place anything on the walls, in windows, or on heat radiators.

By taking part in the Decatur Coin Show & Marketplace, LLC, you grant the event organizers full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications. If you do not wish to be photographed please inform an event organizer.

The Decatur Coin Show & Marketplace LLC event organizer (Carla Mattingly and Mascardo "Butch" H.A. Calumba) reserve the right to revise rules and regulations. If and when this revision is completed a copy will be on the Marketplace Table and or posted online on <https://DecaturFleaMarket.com> and <https://www.DecaturCoinShow.com>

Date: \_\_\_\_\_

Printed Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

This Policy has been revised on 10/01/2023