GODWIN MERCADO

Flea Market Rules & Guidelines

Market Operations

- The market will operate rain or shine. In the event of severe weather events, the Market Manager will determine if cancellation or delays are necessary.
- Smoking and vaping at the market are prohibited.
- Animals, except service animals, are prohibited.

Vendor Fees & Application Processs

Rate	Wyoming Resident & Business	Non-Wyoming Resident & Business
Daily	$16.00	$24.00

- Pre-registration for each market date is required. You must register for each individual market date separately.
- Vendor payments are due in full at the time of registration. Your space is not confirmed until payment has been made in full.
- There will be no refunds of vendor fees.

Licenses

- All vendors are responsible for complying with federal, state, and local sales tax laws as it pertains to their products.

Liability/Hold Harmless

- Vendors must agree to a hold harmless agreement at the time of registering indicating the City of Wyoming is not responsible for damage or injury.

Vendor Selection

- All vendors must be approved in advance by the Market Manager. Vendors will not be accepted on the day of the market.
- Vendors are not granted exclusivity, but the market strives for variety and may limit vendors selling similar products.
- Franchises and multi-level marketing products are not permitted.
- The Market Manager reserves the right to determine whether the submitted product list meets the market objectives and criteria for participation.
- The sale of the following products is prohibited: Franchises and multi-level marketing products, weapons and explosives, Illegal and counterfeit goods, Food and beverages, Live animals, CBD/Hemp/Tobacco or vaping products, political and solicitous materials.

Vendor Spaces

- Each indoor vendor will be provided(1) 6 foot table and (1) folding chair.
- Indoor market spaces will be 10-feet by 10-feet.
- Vendors are responsible for their own setup and materials other than provided table and chair.
- Subleasing vendor spaces is not permitted.
- Booths must be neat, organized, and free of clutter.
- Waste receptacles in the market area are for shopper use; dumping of excess product or waste is prohibited.
- Vendors must manage and remove their own trash.

Vendor Arrival, Departure & Parking

- Vendors may arrive for setup 90 minutes before the market opens.
- Vendors must be fully setup at least 15 minutes prior to opening time.
- Late arrivals will not be permitted unless arrangements have been made in advance and approved by the Market Manager.
- Vendors may not leave or start tearing down until the market is closed.
- All sales must be completed by market closing time.
- Vendors who are not setup on time or leave early may result in termination of future market participation.

Attendance/No-Show Policy

- Cancellations must be in writing to the Market Manager prior to the market start time. No refunds will be issued.
- In the event of an emergency cancellation, please call the Market Manager.
- Attendance will be expected unless the market is canceled by the Market Manager.
- Failure to comply will result in:
  - 1st time: Verbal warning
  - 2nd time: Written warning
  - 3rd time: Vendor will be notified by Market Manager verbally and in a written letter excluding the vendor from further participation

Signage/Display Requirements

- Products must display the name of product and price clearly visible to the customer.

Free Speech Area

- Solicitation, petitioning, and campaigning are not allowed within the Godwin Mercado. These activities may take place only in the designated public right-of-ways or designated free speech area so they do not interfere with Mercado operations.
- No tables, chairs, or equipment may be used in this area without prior City approval.

Photography/Videos

- The City may use photos, likeness or video of market participants in publications, multimedia productions, displays, advertisements, or internet publications.
- To opt out of photos and video, notify the Market Manager in writing in advance.

Vendor Code of Conduct

- Vendors must be respectful of other vendors and patrons of the market. Vendors shall conduct themselves professionally toward other vendors, market staff, and patrons. Failure to do so is cause for immediate removal from the market.
- Radios or other amplified sound should not disturb other vendors and customers. Any ongoing noise disruptive to vendors or customers will not be permitted.
- Hawking, outcries, and other methods of attracting the attention of customers are prohibited.
- Behavior that disparages other participants or the market, actions that unnecessarily interfere with other participant's set-up, sales, or activities, and any other action that in the Market Manager's determination are uncooperative in nature are prohibited.
- Abusive or threatening language, circulating rumors, or filing false or frivolous reports that affect the reputation, integrity, or operation of other vendors or the Market are prohibited.

Enforcement of Rules

- Vendors who violate market rules or display inappropriate behavior may face future exclusion from the market. Violation of the rules will result in the following:
  - 1st warning: Verbal warning
  - 2nd warning: Written warning
  - 3rd warning: Vendor will be notified by Market Manager verbally and in a written letter excluding the vendor from further participation
- Problems, complaints, or concerns must be directed immediately to the Market Manager. Any incidents at the market should be addressed with the Market Manager in writing within 24 hours.
- The Godwin Mercado reserves the right to revise these policies at any time. Vendors will be notified of any updates in writing within 7 days.

Questions?

Contact the Market Manager
Phone: 616.249.3475
Email: GodwinMercado@wyomingmi.gov