



**Germantown Community Bazaar & Flea Market  
Sat. Oct. 13, 2018, 9am-3pm in Vernon Park**

**Vendor Information**

Join us for our 2018 Fall Bazaar on Saturday, October 13, 2018. Meet neighbors, learn about community organizations, enjoy great finds for great deals and the beauty of autumn in Vernon Park.

A diverse array of vendors will be selling all kinds of treasures, providing vital community information and offering arts & advocacy based activities all in one spot—the "Emerald of Germantown", Vernon Park!

Please share with friends, neighbors, social media networks and community organizations—we truly appreciate your support for building strong community in our public spaces!

**Vendors welcome!** (Artists/makers/activities/secondhand wares/local organizations/non-profits)

**Rate:** \$12/space (before 10/12, \$20/space day of). All payments are accepted in the form of a donation to Friends of Vernon Park and go directly back into stewardship, advocacy and park improvements.

**NOTE:** *All food vendors must be licensed and registered with the City's Department of Health.*

**When** Saturday, October 13, 2018

*Setup is 7:30 am – 8:45 am, event is open to public 9 am – 3 pm, breakdown is 3 pm – 4 pm.*

**Where:** 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. GPS: use 5801 Greene St. Philadelphia, PA 19144

**Rain date** is the next week, Sat., October 20. Same time and place.

**Advance registration is recommended. Same day registration will be available at a rate of \$20/space.**

**Notes:** Vendors must provide their own tables, chairs and displays. Vending spaces will be available on a first come first serve basis. No worries, there is PLENTY of space.

Also bring plenty of change (banks are nearby but several blocks away), consider reusing paper or plastic shopping bags and dress for the weather.

Check or Money Order made payable to "Friends of Vernon Park" can be mailed with signed registration form at this address: **Friends of Vernon Park, PO Box 48374, Philadelphia, PA 19144.**

PayPal payments can be made to **Info@FriendsofVernonPark.org**.

Register & pay online at: **www.friendsofvernonpark.org**.

# Vendor Registration Form

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

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

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

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

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

What kind of items/activities will you be offering?

---

I will be vending as a

\_\_\_\_\_ Individual

\_\_\_\_\_ Business (including makers/artists/crafters)

\_\_\_\_\_ Local Organization/Community Resource

**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 \_\_\_\_\_

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 Bazaar & Flea Market in Vernon Park

## Policies and Procedures

**1. CHECK-IN IS FROM 7 am to 8:30 am at the Friends of Vernon Park table by the Greene Street Entrance.** All vendors must check-in by 8:30 am. We will do our best to help you, but encourage vendors to bring a folding cart or dolly to unload your vehicle. Vendors must bring their own tables and displays and are asked 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. There is plenty of space!

**\*\*Note: No generators allowed without advanced permission from the Vending Coordinator.\*\* **\*\*The Space size is approx. 10 feet wide along the path.** 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 may remain in the park off of the path for the duration of the event but for pedestrian safety, there is no driving in the park once the Flea Market starts. If you must leave early, please consider parking in the adjacent lot off of W. Rittenhouse St. and McCallum St.**

### 4. UNLOADING

Friends of Vernon Park will place No Parking signs along meters on Greene Street for vendors to use to unload on a first-come, first-serve basis between 8:30. As an alternative to parking in the park, please consider parking and loading from Greene Street. We will work together bring cars into the park to unload along the path, and then direct to free, all day parking for vendors in the W. Rittenhouse St. lot adjacent to the Park's playground area.

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

We are hoping for a sunny, crisp autumn day, and want to ensure a good experience for you and those who come to browse + buy. In the event of rain, the Bazaar + Flea Market will be held 1 week later on Saturday, Oct. 20. Same place and time. This information is on all promo materials and we will be sure to get the word out emphasizing the new date. In order for everyone to have enough time to plan, a decision based on the forecast will be made on Friday, October 12 by 12pm, and all vendors notified. For vendors that cannot make the rain date, any advance payments will be returned.

**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 Philadelphia:

**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 will 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. 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 13<sup>th</sup> and your fees will be refunded; we will confirm your cancellation.

## 10. PRIVACY POLICY

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

## 11. DAMAGE/LOSS

FOVP is not responsible for any damage and/or loss to property. Make sure that your space is properly staffed and secured. Generally there are no problems but it is important to be mindful of your change and items.

## 12. 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. More people will know (and attend) with **your** help! Please share in the promotional effort to get the word out.

## 13. VENDOR SALES

Vendors keep all proceeds from their individual sales. FOVP does not guarantee vendor sales.

## 14. PROHIBITED ITEMS (may not be sold under any circumstances, vendors may be asked to leave)

- *No weapons including collectible weapons including, but not limited to guns, knives, slingshots, pepper-spray, fireworks, flammable liquids;*
- *No drugs or drug paraphernalia*
- *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 persecuting any race, creed, nationality, gender, or sexual orientation, or other items deemed offensive by coordinators or shoppers.*