



Flagstaff Urban Flea Market Rules and Regulations

PLEASE NOTE: FULL SEASON vendors (including returning vendors) are given priority for the upcoming season!

No refunds are given for missed markets

REGISTRATION FEES

Full season Space with vehicle \$680 _____

10'x25' space- vehicle and canopy **MUST** fit within 10'x25" space

Per day rate- space w/ vehicle \$75 per day _____

10'x25' space -vehicle and canopy **MUST** fit within 10'x25" space

Full season 10'x10' space without vehicle \$600 _____

Per day registration 10'10'/canopy space \$65 per day _____

Table Only Spaces 5'x8' (email to confirm) \$45 per day _____

Weeks Expect to Attend:

June 13, 27

July 11, 25

August 8, 22

Sept 12, 26

Oct 10, 24

*No refunds for missed markets, weather, acts of Jah Rastafari or political shenanigans. Vendors may choose to assign their space to another vendor if they are going to miss the market. Inform the market if you will not be there or have assigned a different vendor to your space.

*Returning Vendors: Please submit your application by March 15th.

I. Mission

Flagstaff Urban Flea Market is a monthly eclectic market featuring new, used, upcycled, handmade, artisan goods, and food. The primary purpose of Flag Flea is to provide a unique and energetic market setting to connect independent small businesses, artisans and producers with customers in an affordable and accessible manner. It is our goal to provide a local alternative to cookie cutter corporate retail operations. Flagstaff Urban Flea Market also supports specific non-profit and community based groups by providing them with a fundraising vehicle for promoting their missions as well as donating a portion of market proceeds to featured non profits.

II. Market Guidelines

A. Flagstaff Community Markets (FCM), operator of Flagstaff Urban Flea Market (FUFM), will determine market location, dates, and

hours. Available spaces in the parking lot are limited and first priority is given to seasonal reserved vendors with vehicles. Once parking

lot spaces are full, vendors will be placed in booth spaces on the lawn

B. Membership and vending fees are set by FUFM. Refer to Vendor Registration for registration fees. Manager (s) solely determine location and placement of vendors and full season vendors get priority for market placement.

C. FUFM and/or its managers have the right to suspend or revoke vendor's ability to sell at any point

III. Vendor Guidelines

A. The following **MUST** be received and approved prior to vending

1. Completed and signed vendor registration and proof of all relevant licenses

(business license, TPT etc..) and health department certifications, ADHS & ADA when required

2. Copy of commercial liability insurance for food vendors

3. Signed copy of the FUFM Rules and Regulations

4. **There will be no refunds on any vendor application or registration fees**

5. Your reserved space is not guaranteed if you arrive later than 8:30 a.m. for set up

B. Vendors will not be allowed to set up if they do not provide all insurance, licensing, tax ID numbers, required fees and signed documents.

C. SMOKING: please be courteous of your fellow vendors and don't smoke within 20 feet of the parking lot

D. Only full season reserved vendors are given first right of refusal for the following year

IV. Vendor Selection

A. All vendor applications will be reviewed and accepted or rejected by FUFM

B. Returning vendors who want reserved space will be given first priority. Applications for returning vendors requesting their reserved

space are due March 15th.

B. Market management will ensure there is balance, diversity and complementary types of vendors at the market and as such will

limit certain types of products to achieve a diverse and eclectic vendor mix.

Management reserves the right to only allow 1 vending space per vendor to allow for diversity of products and uniformity of vending layout

C. All applicants must include registration fees with their application. If applications are rejected, fees will be refunded

D. Value Added/Processed Food

1. All food vendors must meet applicable local, state, & federal regulations. **If you sell prepared food, you MUST have & display**

a Coconino County Public Health Services District Temporary Food Service Permit and State of Arizona Sales Tax

number. If you do not have these displayed, you will NOT be permitted to sell. ALL Value Added vendors MUST

carry commercial liability insurance and list “Flagstaff Community Markets LLC” as an additional insured and

provide FUFM with a copy of that certificate- No Exceptions!

V. Stall Guidelines

A. Selling will not start before Market Manager announces start of the market

B. Vendors and management are expected to maintain high standards of honesty and respect towards one another and customers and conduct themselves in a courteous manner

Rudeness, prejudice, intolerance towards others, and dishonesty are grounds for removal

from the market

D. Please separate trash from recycling

E. Vendors are responsible for bringing everything they need to sell including weights, canopies and tables.

F. We do not have any source of power at our markets. If you need power, you are responsible for supplying that (solar generators/other

quiet sources of power are preferred over gas generators).

G. No gas generators in the center of the market, all generators must be at least 15 feet from other vendors, and if your generator

makes an excessive amount of noise that is disruptive to other vendors you will either be asked to supply noise suppression (like a

zombie box), purchase a new, quieter generator, or you may be moved farther away from other vendors.

H. Please note ten by ten canopy spaces are sighted directly next to one another. Your canopy will touch the canopy of your neighbor.

I. Absolutely no parking on the grass surrounding the lot.

VI. Market Safety

A. Vendors should begin set-up no earlier than 6:30 A.M

B. Late arrival participation will be contingent on space availability and vendors will park outside designated market boundaries and

carry products to stall space.

C. Vendors have responsibility for the safety and behavior of their children and animals. All pets must be leashed and kept out of

vending booths.

D. ALL CANOPIES MUST BE SECURED WITH WEIGHTED SANDBAGS OR SIMILAR MATERIAL WEIGHTS. IF A CANOPY IS

SET UP IN AN UNSAFE MANNER, IT WILL BE REMOVED. THE CITY OF FLAGSTAFF AND FCM HAVE ESTABLISHED

MINIMUM CANOPY WEIGHT REQUIREMENTS OF 10LBS PER LEG WHICH MUST BE SECURELY ATTACHED TO CANOPY

LEGS. FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN REMOVAL OF CANOPY. TYING OFF CANOPIES TO

ANOTHER VENDOR'S CANOPY IS NOT ACCEPTABLE. CANOPIES MAY NOT HAVE STAKES OR OTHER ANCHORS

PLACED IN THE GROUND. THE CITY OF FLAGSTAFF WILL BE CONDUCTING CANOPY INSPECTIONS.

VII. Insurance

A. All vendors must either sign the indemnity agreement and/or list "Flagstaff Community Markets LLC" as an additional insured if

required to do so by management

B. All food vendors must carry commercial insurance listing "Flagstaff Community Markets LLC" as additional insured

VIII. Market Violations

A. Any vendor violating the above stated rules and regulations of the Flagstaff Urban Flea Market or the regulations of Coconino

County Public Health Services District or other local, state, or federal agencies may be suspended and/or expelled from the market

B. The market manager/owner has discretion to make any on-site decisions regarding violation

C. Any serious violation will be reported to the proper authorities

D. Vendor has the right to appeal the violation to the FUFM owner. Vendors will submit any conflicts, suspected conflicts, and/or

concerns regarding the overall market or individual vendors in writing to the FUFM owner

Venmo to pay registration fees is preferred:

Venmo: @flag-flea

You can also mail the application in but email is preferred:

Dapper Dre

324 N Kendrick St. #1

Flagstaff, AZ 86001

flagflea@gmail.com

Make checks payable to: Flagstaff Community Market