

# Hamvention 2014

## Flea Market Rules & Information

(Rev. 4)

### Basic

### Information

The Dayton Hamvention® 2014 will be held on May 16-18 with unassisted installation of your displays on Thursday May 15, 8 a.m. until midnight and on May 16, 17 and 18 from 6-7:30 a.m.

**PLEASE NOTE:** On any day, after the Flea Market office has closed, any arrivals not having their Flea Market pass in-hand, WILL NOT be permitted entry, until obtaining their packet from the Flea Market office, the following morning. Dismantling will take place on Sunday, May 18th, from the time the displays close until 6 p.m. Any other times will require the approval of the Flea Market Chairmen.

### To All Flea Market Vendors:

The approximate size of each Flea Market space is 9 x 17 feet or 153 square feet. Any vehicle(s) that cannot fit **within** the boundaries of your Flea Market space(s), must be parked in the courtesy lot at the west end of the Flea Market. See the Dayton Hamvention® Flea Market Rule Sheet.

Vendors planning on having a tent, fly, or a pop-up of any kind, covering more than 200 square feet, must have valid permits, from both Montgomery County and the City of Trotwood, as well as an inspection conducted by the City of Trotwood Fire Department. Upon the issuance of the permit, you must submit a copy of the permit to the Dayton Hamvention® Flea Market Committee.

There are a maximum of two Flea Market Vendor Admission tickets available per Flea Market space. Vendor Admission tickets allow access to the Flea Market area for set-up, prior to the Flea Market being opened to the general public. If more than two tickets per space are needed, the additional tickets must be General Admission tickets. General Admission tickets allow access to the entire Dayton Hamvention®, e.g., Inside Exhibits, Forums, Flea Market, etc. If persons holding General Admission tickets are needed by Flea Market vendors, to assist with the setup and operation of their Flea Market space(s), prior to the Flea Market opening, those persons with General Admission tickets may enter, if escorted by someone holding a Vendor Admission ticket.

Any vendors who have not previously used the website for making their reservations, will need to e-mail: [Fleamarket@Hamvention.org](mailto:Fleamarket@Hamvention.org), to receive logon information, for reserving spaces via the website.

Vehicle Space Passes are required for any vehicle that needs to enter the Flea Market area. There is no charge for a vehicle space pass and you can receive one pass per Flea Market space. Any vehicle entering the Flea Market area must have their pass displayed so it is visible through the front windshield. Space Passes must remain displayed, at all times, while the vehicle is in the Flea Market.

Flea Market spaces are identified by a six-character designation, consisting of two letters and four digits, ie: FW1545. The letters "FE" and "FW" designate which half of the Flea Market the space is located in, either "Flea Market East" or "Flea Market West". The four-digit number following the two letters indicates the specific space, within the Flea Market. Regardless of which half (FE or FW) the space is located, the four-digit number is **never** duplicated, anywhere in the Flea Market.

### To Returning Flea Market Vendors:

Due to the many requests received from vendors to increase their number of Flea Market spaces, or to move to a different location in the Flea Market, there is a constant need to remain vigilant in controlling the spaces for all vendors.

As a returning vendor to the Hamvention® Flea Market, you are a valued customer. For this reason, the Flea Market spaces that you occupied during the previous year will be held in your name, for renewal, for the current year's Hamvention®. This allows returning vendors the first right of refusal of their previously held spaces. These spaces will remain on-hold until the end of day (midnight) on April 14<sup>th</sup> of the current year, which provides ample time for anyone wishing to return to the Hamvention® to renew their previously occupied spaces. If however, the on-hold spaces are not renewed by midnight of April 14<sup>th</sup>, the Flea Market Committee reserves the right to make these non-renewed spaces available to any customers, on a first come, first served basis.

If a returning vendor begins making a reservation request, prior to midnight of April 14<sup>th</sup>, they will have until midnight of April 21<sup>st</sup> to complete the payment process. If payment has not been completed before midnight on April 21<sup>st</sup>, the Flea Market Committee reserves the right to make the spaces in "unpaid reservations" available to any customers on a first come, first served basis.

If a vendor has had Flea Market spaces in the past, but does not return to the Hamvention® for the next consecutive year, those spaces will not continue to be held in that vendor's name for any future years and will be forfeited back into the pool of "available spaces".

### **Ham Club Spaces**

Ham Club Spaces will typically be located along the back rows of the Flea Market. Club Spaces are in groups of up to four (4) spaces, next to each other. They may be all in a row or spaces back to back, but must always be connected in a group. A group of Club Spaces cannot be granted to include end spaces that are on an aisle. End spaces can be part of a reservation, in addition to a group, but cannot be one of the Club Spaces of a group. Club Space requests cannot be accomplished automatically, in the BoothTracker, online reservation system. All requests for Club Spaces must be submitted to the Hamvention® Flea Market Committee, either by mail, fax or e-mail and can only be approved by the Flea Market Chairman or Co-Chairman. The Club Space request form can be downloaded from the Hamvention® website and completed for submission. When submitted, it must be accompanied by a copy of one of the following, to certify club existence: 1) Certificate of "Not-for-Profit" status; 2) ARRL registration; 3) Club callsign license; 4) Club newsletter; 5) Club letterhead. Upon receipt of your application, and validation of your request, your order will be manually processed. If you are requesting Club Spaces, **Do Not** enter any payment information in your reservation, until your club has been validated. Doing so **will** cause unnecessary delays in processing your request.

**PLEASE NOTE:** Club spaces are only available as a group of up to four (4) spaces and only **one** group is available to any one club that meets the aforementioned requirements.

### **Flea Market Space Pass:**

A Flea Market Space Pass is required for any vehicle needing to enter the Flea Market area. Since each Space Pass has ALL of a vendor's space numbers printed on it, it IS NOT necessary to have an individual Space Pass for every space, but only "one per vehicle" entering the Flea Market. A maximum of one Space Pass, per space, is available.

### **Flea Market Courtesy Parking Pass:**

A Flea Market Courtesy Parking Pass permits a vendor to park a vehicle in the parking area to the West of the Flea Market. Due to the limited number of spaces available in the Courtesy Parking Lot, 1 pass per Flea Market space is permitted, up to a maximum of three (3) passes per vendor. Courtesy Parking Passes are available on a "First Come, First Served" basis.

### **Flea Market Map (Floor Plan)**

If you log onto BoothTracker and view the floor plan of the Flea Market, a space's color indicates the status of that space. **WHITE** spaces are open and available for reservation, **GREEN** spaces have already been reserved (not booked) and **BLUE** spaces have already been booked (reserved and paid for).

## Ohio Department of Taxation

The Dayton Amateur Radio Association and/or the Dayton Hamvention® are not responsible for any sales taxes collected, during the Hamvention®. Any sales tax collected for transactions are the sole responsibility of the individual vendors. Please refer to the Ohio Department of Taxation's website, for any details, questions or forms, related to vendor's sales taxes: <http://www.tax.ohio.gov/forms.aspx> Once at this site, type "Vendor" in the space for "Form Title". This will take you to the forms that would be applicable.

## Additional

Please be sure to read the Dayton Hamvention® Flea Market Rules and this year's rate schedule.

The volunteers of the Flea Market Committee are looking forward to seeing you at the Dayton Hamvention® 2014 and will do everything possible, to make your visit an enjoyable one.

## Flea Market Rules

1. A Dayton Hamvention® 2014 admission ticket marked "Flea Market" is required for each individual to access the Flea Market area, for setup prior to 8 a.m., Friday, Saturday and Sunday.
2. Vending or trading on the Hara Arena Complex property is permitted **ONLY** during the Dayton Hamvention® show hours, not before or after.
3. A standard Flea Market space size is nominally 9 x 17 feet. No vehicle and/or setup may exceed the designated marked area of the spaces purchased. This is enforced by the City of Trotwood Fire Inspector.
4. Flea Market spaces are for the purpose of selling or trading amateur radio, electronic or related equipment or supplies. Spaces not being used for this purpose may be reclaimed and reallocated by the Flea Market Chairmen.
5. Security personnel will be in the area however, the Dayton Hamvention® is not responsible for the security of an exhibitor's property.
6. Any and all powered and non-powered means of personal transportation, other than Dayton Hamvention® authorized/required handicapped vehicles, are strictly prohibited. This includes, but is not limited to, golf carts and Segways. Except for working assistance animals, pets are not allowed in the Flea Market area.
7. Motorized traffic in the Flea Market area, during the show, **IS NOT PERMITTED**. All vehicles must be located within their assigned Flea Market space(s) or out of the Flea Market vendor area, 30 minutes prior to show opening time, by 7:30 am each day. Vehicles that do not comply may be towed at the owner's expense. Vehicles may not leave until 30 minutes after closing each day. If for any reason a vendor must leave the Flea Market area during OPEN hours, they must be escorted by Flea Market or Security personnel. Please contact Flea Market Office or Hamvention® Security, to arrange for an escort, during OPEN hours.
8. No "glass" food or beverage containers are permitted in the Flea Market area.

9. Food and beverage sales by anyone other than Dayton Hara Arena are not permitted on the premises. No glass food or beverage containers are permitted in the Flea Market area.
10. Open flames, cooking grills, stoves, portable propane tanks or other potential hazards are not permitted in the Flea Market area. Self-contained vehicles must have all propane tanks disconnected.
11. No excessively loud music, voices, or noise (including portable generators) are permitted, due to the City of Trotwood zoning regulations.
12. No firearms or weapons are permitted on the Dayton Hara Complex property. There are **No Exceptions**.
13. Flea Market spaces are non-transferable. Please contact the Dayton Hamvention® Flea Market Committee if you need to dispose of your spaces.
14. The use of portable generators in the Flea Market area is strongly discouraged by the Fire Marshall. In addition, complaints of noise and/or fumes from generators will be resolved in favor of the individuals being disturbed by the generator. In many cases, this is a judgment call. In the event of any dispute(s), the decision of the General Chairman/Assistant Chairman is final.
15. Flea Market vendors must clear the premises by 6 p.m., Sunday.
16. No holes are permitted in the blacktop at the Dayton Hara Complex. Violations will result in a charge of \$50.00 per hole. Charges must be paid at the Flea Market Office, within two hours of the vendor being notified by the Flea Market that the fine/charges are due.
17. Excessive trash and refuse left by a Flea Market vendor will result in an additional charge, to the vendor, for disposal, by Hara Arena.
18. No selling or displaying of "adult oriented" material is permitted.
19. Due to local zoning restrictions, no camping or overnight sleeping is permitted at Dayton Hara Complex.
20. Any tables, chairs or shelters, for use in the Flea Market, must be provided by the vendor. No tables or chairs are available for the Flea Market from the Dayton Hamvention® or Dayton Hara Complex.
21. No Flea Market vendor's vehicles are permitted on Dayton Hara Complex until 8 a.m., Thursday, except by prior arrangement with the Flea Market Co-Chairman.
22. Late vendor arrivals must go to the Flea Market Office and obtain a line number. You may park in the loading/unloading zone, by the Flea Market office, which has a 15 minute limit. You can then unload your items onto a golf cart (may take several trips), for transport to your space and unloading. Access will be restricted to Gate D and vendors must be escorted by Flea Market personnel. You may then obtain a Courtesy Parking Pass, which will allow you to park your vehicle in Lot E which is adjacent to the Flea Market, on the West side.
23. Any violations to the above rules may result in expulsion, without refund, from the Flea Market and the Dayton Hamvention®.

## **PROHIBITED SALES**

Sales of the following items is prohibited, **anywhere** on the Hara Arena Complex property:

- 1 – Stun guns, firearms or weapons of any type.
- 2 – Lock picks or similar tools or devices.
- 3 – Food or beverages, other than those authorized/licensed by Hara Arena.

Any other items that may be questionable, may be prohibited, at the discretion of the Hamvention Chairman or Assistant Chairman.

## **Rates**

With the exception of “End-of-Aisle” and “Ham Club” spaces, all regular Flea Market vendor spaces will cost \$70 each. End-of-Aisle spaces will cost \$100 each. A Ham club space consists of four (4) regular spaces and will cost \$100. Please refer to the Ham Club Spaces section for more details.

## **Flea Market Map**

The map is available on the web-based reservation system or in PDF format.

## **Applications**

The application is available in either PDF or MS Word format, here and on the Hamvention® group on Yahoo! in the files section.

## **Ohio Tax Forms & Information**

Ohio tax forms are available on the Hamvention® group on Yahoo! in the files section. The URL for the Ohio Department of Taxation is:

<http://www.tax.ohio.gov/forms.aspx>