

## Flea Market Space Renewals

(Rev.1)

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### Space Renewals

Anyone who reserves spaces in the Flea Market creates an account, which contains all the details of their reservation. These details include personal contact information, space numbers for the spaces reserved, the number of admission tickets and the number of Vendor Parking Permits. When one year's event is over, the details in each reservation remains stored in that account's record. Those details include the space numbers that were occupied and are retained in that record, until the vendor renews their reservation for the new event or the Flea Market Deadline.

### Flea Market Deadline

The Flea Market Deadline is midnight of March 14<sup>th</sup>, at which time spaces that aren't already reserved or haven't been renewed can be reserved or requested by anyone, on a first-come, first-served basis. The intent of the deadline is to allow vendors who reserved the spaces in one year have the first right of refusal, to reserve the same spaces, from one year to the next. The intent also includes the ability for interested vendors to reserve those spaces, if the previous vendor fails to renew their reservation, prior to the deadline.

### Interested Vendors

Anyone interested in spaces that are already in another vendor's record, may request those spaces if the previous vendor doesn't renew their reservation. The request must be submitted to the Flea Market committee, via an e-mail and requests are considered in the order (time and date) they're received. Inquiries must include a clear explanation of the number of each space of interest, as well as any spaces that will be relinquished. It's recommended that, if there's an interest in moving from a current location to a new one, in the event the primary spaces of interest aren't available, first, second or third choices of new spaces should be submitted.

### Processing Requests

Submission of space change requests will be processed in the order they're received. If a first choice of spaces is not available, if other choices are listed they'll be considered next. As the possibility exists that more than one vendor may be interested in acquiring the same space(s), the vendor whose request is received first, will be considered first. If their interest in available spaces has changed, the next interested vendor will be contacted, to confirm their interest and processing will proceed accordingly.

### Releasing Spaces

If a vendor no longer wishes to renew spaces that had been reserved in the previous year, they can release the space(s) by one of two ways; submit an e-mail to the Flea Market, indicating that they're relinquishing the spaces or they may elect to do nothing and allow the spaces to be claimed following the Flea Market Deadline.

### Ham Club Spaces

Club spaces are simply those in a vendor's reservation, where the vendor has requested that a club be listed in their record and has been approved to receive the "Ham Club Discount". If another vendor (club member) is going to take over the club's reservation responsibility, a formal transfer of the use of the club's name must be performed. Before a new vendor (club member) can use the name of the club, to receive the club discount, the vendor that is currently authorized to use the club's name, must release the club name and must identify the individual that will be taking over the responsibility of reserving the club's spaces. To do so, the vendor that's previously been authorized to use the club's name must send an e-

mail, to the Flea Market, from the e-mail address that's in their record. The e-mail must specify who is going to be assuming the responsibility of managing the club's reservation. Once the Flea Market receives this e-mail, the new club vendor will be contacted and the club's name will be transferred to the new vendor's record, where the club discount can be granted.

### **Questions**

Any questions regarding space renewals, the deadline or club space discounts should be addressed to the Flea Market Chairman.