



# VENDOR RULES

## Information

- To maintain a safe and sustainable Flea Market, EXPO New Mexico Management has the right to add, delete, or change the rules at its discretion and without notice at any time. **All vendors must possess a current receipt to set up in the Flea Market.** Full rules and information on fines can be obtained in the Flea Market Office.
- All vendors must follow all state laws, ordinances, rules, and regulations, including those pertaining to unfair trade practices, health and safety, and COVID safe practices set forth by the New Mexico Department of Health and EXPO New Mexico.
- All vendors will be expected to treat customers, other vendors, and all Expo staff with courtesy. If continuous issues/conflicts arise, vendor(s) may be asked to leave. Their return will be subject to Expo Management.
- Space Size: Approx. 18' x 22'

## Rental Information

- Vendors must keep their property, including vehicles and signage, within the space/spaces they have rented.
- Tie downs, stakes, nails, or any other object used to secure canopies in asphalt are **strictly prohibited**. A \$750 fine will be applied.
- Large vehicles or vehicles w/trailer: A minimum of two spaces is required; this is at the discretion of the FM Manager, depending on size.
- **NO REFUNDS** will be issued for any reason, including weather or emergencies. EXPO New Mexico is not responsible for any losses due to changes in hours or dates.
- **Current receipt MUST be visible on the vehicle's dashboard.** Driving while unescorted from 10 am – 2 pm will result in a \$20 fee and will be immediately added to your account. Please contact the Flea Market office or parking employee(s) for an escort in and out within the times listed above.
- Tables are available to rent for \$10 and must be returned at the end of the day.
- Vendor entrance line-up starts at 6:30 am. Friday set-up 8 am – 5:30 pm. Tear down 2 pm - 5:30 pm.
- **ABSOLUTELY NO** setting up on unpaid spaces or expired spaces on the rental agreement. A \$20 inconvenience fee will be applied.
- Vendors who wish to rent a storage or shade structure can be put on a waiting list and must have a minimum of eight (8) consecutive days on their rental agreement prior.
- Every vendor space must be clear of trash, unwanted items, and debris. Spaces with these items will incur an inconvenience fee of up to \$40 and will not be allowed to set up the following weekend if there are any outstanding fees.

- Any food/drink sales, please see Flea Market Office for rules and regulations.

## Reserved Vendors

- Vendor must prepay for eight (8) consecutive days to reserve a specific space. **Reserved vendors must prepay for their reserved spaces by 2:30 p.m. on the last day listed on their receipt; otherwise, they risk losing their reserved location.**
- Reserved vendors must be in their space by 8:45 am; reserved spaces not occupied by 9:00 am will be released to Daily Vendors. **Expired spaces will be available to sell. NO MORE HOLDS!**
- **Storage sheds, shade structures, and spaces MUST be paid in full to Expo and MyStorage on the first of the month. Past due date will result in a \$20 late fee that will be applied in the last week of the month.** If payment is behind two months, MyStorage will lock out the unit until the payment is received.
- Vendor employee parking passes will be available for \$20/month.
- Vendors with storage sheds must ensure ALL items are locked in the storage shed and not stored outside. EXPO New Mexico is not responsible for any losses.

## Daily Vendors

- Daily vendors do not need a reservation to obtain a space to sell at the Flea Market. Daily Vendors can access the Flea Market through Domingo Rd. & San Pedro. OPEN Saturday and Sunday between the hours of 6:30 am and 9 am.
- Cost: Non-corner: \$25.00, Corner: \$30.00 (cash or credit accepted)

## California/Tower pedestrian entrances

- One (1) VALID RECEIPT = Main account holder + one (1) employee entry at pedestrian entrances.
- **NO PAPERWORK – NO ENTRY – NO EXCEPTIONS (will need to pay \$2 entrance fee).**

DAY/MONTH RANGE	DAILY PRICE	8 - 16 DAYS (1 - 2 MONTHS)	17 - 43 DAYS (3 - 5 MONTHS)	44 - 60 DAYS (6 MONTHS)	61 - 150 DAYS [(12 MONTHS){YEARLY}]
REGULAR	\$25.00	\$21.00	\$17.00	\$15.00	\$11.00
CORNER	\$30.00	\$26.00	\$22.00	\$20.00	\$16.00