

## 2023 Flea Market Vendor Information

### Booth Reservation

- We now require a **NON-REFUNDABLE** pre-payment for each space.
- If you cancel your reservation within 7 days, your payment may be forwarded to another 2023 flea market date. Payments not utilized for the 2023 Flea Markets will be forfeited.

### Rates

- **\*Please note there has been a rate increase on spaces, effective 2023\***
- Spaces are 10' x 10' *-please call or email if more space is needed to discuss pricing*
- \$50 pre-paid registration. \$55 week of registration and \$60 day of check in registration. Registration must be paid before you will be assigned a space.
- Two tables are provided at no additional charge. If you should need more than two tables, they will be \$5 per table and must be paid for at check in.
- There are electrical outlets throughout the facility. These can be utilized to ensure an item works. If you request electric for your booth to be able to have things constantly plugged in, you will be charged an additional \$10 and this must be requested and paid for at time of registration.

### How to make a reservation

- You will need to fill out our vendor application and return it to the Expo Center Office with payment. To receive an application please email [wendy.woody@claremore.com](mailto:wendy.woody@claremore.com), visit our website events page at [visitclaremore.com](http://visitclaremore.com) or call our office at 918-342-5357

### Submitting Payment

- Payment can be made by Cash, credit card, or money order. If you choose to mail a money order our address is 400 South Veteran's Parkway, Claremore, OK 74017. Our office hours are Monday-Friday from 8am-4:30pm if you choose to call payment in or pay in person.

## **Sales Tax**

The Oklahoma Tax Commission requires vendors to collect sales tax on ALL items sold. The current rate is 9.333%. You are responsible for reporting income to the OTC we will not do that for you.

- Tax ID numbers are not required, but are recommended by the OTC.
- Tax forms are always available at our information desk with instructions on how/where to submit the sales tax.

## **Restrictions**

- The following items are **NOT PERMITTED** for sale and include but are not limited to the following:
  - Animals (*can not be sold or given away*)
  - Mattresses
  - Lingerie, sex toys
  - Direct Sales that are order only (Must have items for sale in booth if you are doing Direct Sales)
  - E-cigarettes
  - Drug paraphernalia
  - Guns - The sale of antique/vintage/used firearms is permitted as long as a vendor keeps the safety devices and/or locks engaged at all times. If possible, keep guns in a locked display case.
  - Knives - **MUST** be kept in a locked display case at all times.
  - **We have the right to refuse space rental to anyone**
- Please contact us for any clarification or question regarding your specific item if it is not mentioned above.

## **Set-up time/Tear Down time**

- Set up will be Friday: 8am to 7pm and Saturday: 7am to 8pm.
- We ARE NOT open to the public on Friday.
- Tear down will begin at 3pm on Saturday. Please be mindful of our staff and make this process happen as quickly as possible. Our goal is to have the building shut down by 5pm.

## The Rules

- The doors are open for the public on Saturday from 8am – 3 pm. Vendors are expected to stay the duration. If you must leave due to an emergency or if you sell out, please notify staff before leaving. If you leave without notifying anyone, it will jeopardize your opportunity to come back and any registrations that you have paid will be forfeited.
- If you are not here by 8am you will jeopardize your opportunity to return to future events.
- Vendors may begin packing up early but must remain open until 3pm.
- Do not leave trash in booths. We provide a dumpster outside of the north doors for bigger trash items – (i.e. empty boxes or bulky items that you wish to leave behind) - these DO NOT belong in the trashcans or on the floor by the trashcan.
- Merchandise cannot be left or stored for any reason after load out is complete on Saturday.
- **There will be no option to drive inside the building for unloading this year. We also do not provide dollies or carts for unloading so please come prepared. As each flea market approaches, we will have the option for vendors to pick a time to unload in order to keep a flow. We ask that you please park near the north doors to unload and promptly move your vehicle to a parking area in order for the next group to have close and easy access to the building to unload.**

## Important Disclaimer

- The Claremore Expo is not responsible for ANY theft, damage, or loss of merchandise, or hurt feelings of anyone for any reason. Additionally, we cannot be held responsible for items left in the building after we close on Saturday.
- The cost for space in our Flea Markets is kept low by you helping us with your trash and keeping the facility in good shape.
- When you choose to rent a space with us, you are in fact agreeing to the previous terms.