

## **GUIDELINES FOR SWAP MEET**

**SPACES:** Early registration (through May 12<sup>th</sup>) will entitle the vendor to 1 (one) 10' x 10' vending area with one parking space for \$25.00. We do not accept credit cards and checks are preferred. Your parking space will be behind your vending area. You are required to bring your own shade, tables and chairs. These items will not be available the day of the event. The event is rain or shine so there are no refunds. After May 12<sup>th</sup> the cost will be \$40.00 per space, payable in cash prior to the event. Double spaces are double the cost of the single spaces for both early and late registration. We do not allow food, alcohol, weapons, or profane items to be sold in the vendor areas.

**ENTRY AND PARKING:** Each VENDOR entering the SWAP MEET must CHECK –IN at the gate. Please provide your Drivers License or State ID card. You will receive a parking pass for your vehicle. Please display the pass in clear view. We do random parking pass and ID checks and if your ticket is clearly posted we usually do not need to interrupt your sales. Parking permits are required at all times by all patrons and vendors parking outside the vending areas. Additional Parking Permits are available for \$3.00 per vehicle.

**DRIVING SAFETY:** We are asking all vendors to be especially careful while driving in the Swap Meet areas. All pre registered vendor's vehicles must occupy the assigned space by 8:30 am, or the space will be forfeited, no credit, no refund. There is to be no vehicle traffic within the vending areas between 8:30 am and 3:00 pm. Vendors are reminded not to leave until well after 3:00 pm. If you park your vehicle outside the market area, we ask that you pack your items in and do not plan on bringing your vehicle in. Once your vehicle is in your space (by 8:30 am) there is to be no departing until after 3:00 pm! This is enforced rain or shine. If you need to leave prior to 2:00 pm you must first get permission from the Information Booth and get a walking Swap Meet Staff escort. This is a serious safety and liability concern! Anyone leaving early without Staff escort may not be allowed to participate again in the future.

**DEPARTURE DEADLINE:** All vendors must be off premises by 4:30 pm. The cleaning crews start at that time. **If you are not out by 5:00 pm you will be fined for late departure!**

**PACK IT IN, PACK IT OUT:** In an effort to keep your registration fees low, we require all vendors to pack out all their trash, garbage, boxes, unsold items, etc. Garbage, trash and some recycling services are not provided for vendors. PLEASE DO NOT USE ANY GARBAGE CANS OR DEBRIS BOXES ON site FOR ANYTHING. Garbage cans are intended for attendees food related disposal only. Clean-up charges rise dramatically for extra clean-up efforts. SO PLEASE PACK OUT ALL YOUR TRASH, GARBAGE, and UNSOLD ITEMS. **Saint Vincent De Paul will be available to accept donations after 3:00pm. You will be required to bring your items to their vans on the site for donations. A recycling bin for your empty cardboard boxes will be available.**

Dumping of chemicals, oil, sewage, etc. into storm drains or anywhere else on site is not permitted.

**PARKING FEE:** Vendors will be given 1(one) parking pass for the event behind their vending space. Additional vehicles must park outside of the vending areas and there is a \$3.00 per vehicle fee to park on the Event Center site. Parking fees are to be paid on the day of the Swap Meet, to the parking attendants. Parking fee is subject to change. Vendor confirmation ticket is not valid for parking outside Swap Meet selling areas. Parking permits are required at all times by all patrons and vendors parking outside the vending areas. Do not park anywhere in the vending areas other than your own assigned space. Failure to adhere to the parking regulations will result in fines and possible towing of your vehicle at the owners expense.

**RESALE NUMBER/SELLER'S PERMIT:** All vendors that have a resale number must post their seller's permit in clear view pursuant to state code Section 6067 (Issuance and Display of Permit). "...A permit is not assignable and is valid only for the person whose name it is issued and for the transaction of business at the place designated therein. It shall at all times be conspicuously displayed at the place for which issued."

Occasional Sellers do not need a resale number and only need to fill out the Application form. Occasional Sellers are persons who have cleared their household of their own personal USED items and sell only those items. Occasional sellers can only sell their personal items no more than twice in the State of California within a twelve-month period.

For additional information about this event please contact RecycleWorks at 1.888.442.2666

**LLAME AL CONDADO DE SAN MATEO RECYCLEWORKS 1.888.442.2666**

San Mateo County Swap Meet, San Mateo County Event Center, 2495 South Delaware Street, San Mateo

### **Map |**

<http://www.mapquest.com/maps/map.adp?address=2495%20S%20Delaware%20St&city=San%20Mateo&state=CA&zipcode=94403&country=US&title=%3cb%3eSan%20Mateo%20County%20Expo%20Ctr%3a%3c%2fb%3e%20650%2d574%2d3247%3cbr%20%2f%3e%202495%20S%20Delaware%20St%3cbr%20%2f%3e%20San%20Mateo%2c%20CA%2094403%2c%20%20US&cid=Ifmaplink2&name=San%20Mateo%20County%20Expo%20Ctr>

**NO ROLLER-BLADING, ROLLER-SKATING, CYCLING, SKATEBOARDING, OR RIDING SCOOTERS**