

**The Flea at La Tienda
The Flea at La Tienda
(Operated by Utopia)
Vendor Information Sheet**

**YOU MUST READ THIS INFORMATION AND SIGN THE REGISTRATION FORM PRIOR TO
SETTING UP YOUR BOOTH**

HOURS: 8AM to 2PM

Vendor Space is \$15 for advance registration and \$20 for same day registration. Space reservation with advance registration is available for an additional \$5

Food Vendor registration is \$40. All food vendors must supply current food permits and licenses.

Vendor Set Up is 5AM to 7:30AM

The Flea at La Tienda will operate rain or shine! No refunds will be given for no shows because of weather.

Add Your E-Mail Address To Our Mailing List At: theflea.latienda@gmail.com

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ADVERTISING & MARKETING

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The Flea at La Tienda advertises thru e-mail lists*, mailing lists*, newspapers, on-line and promotional partners. The Flea will NOT ever sell or share our mailing lists with any outside business or agency.

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CANCELLATION POLICY

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2-DAY CANCELLATION NOTICE is required. Send an email to theflea.latienda@gmail.com to cancel.

DEADLINE Is the Thursday before any scheduled flea market by 6pm.

IF YOU CANCEL IN ADVANCE

We will credit your payment to a future event

IF YOU DO NOT CANCEL IN ADVANCE

Or, if you are marked as a NO SHOW, you are not entitled to a refund. If your check is returned for any reason and is not promptly paid, you may be banned from future flea markets (see Returned Checks).

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CONTACT INFORMATION

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OUR CONTACT INFORMATION

MAILING ADDRESS

Utopia

7 Caliente Road

Unit A-1

Santa Fe, NM 87508

www.utopiasantafe.com

PHONE: (505) 225-0985

YOUR CONTACT INFORMATION

Promptly inform us of any change of address (COA), including name change, new e-mail and/or new phone #.

FOOD LICENSES

If you are selling prepared food, you must provide us a copy of your valid operating licenses at the beginning of the season. You are required to display your original licenses during operating hours.

HELPFUL HINTS

WHAT TO BRING & WHAT TO WEAR

Bring your own tables, folding chairs, paper or plastic bags for merchandise, a trash bag or box and plenty of bottled water. If the weather is very hot, bring along a hat/visor, sunglasses and sunscreen. Wear old clothes and comfortable shoes.

WHEN TO START

Come out early. Some of your best sales may come from Early Birds or other vendors before the flea market even opens.

HOW TO PRICE

Make sure all of your items are clearly marked with a price tag. DO NOT make your customers ask for prices. If you are busy with another customer, you could lose a potential sale. Price your items to move. A true flea market shopper loves to bargain! A price guideline is 10-15% of the original retail price with the exception of antiques and collectibles.

NOTE Bring at least \$20 in \$1s and \$5s to get you started. Also, bring quarters if you plan to price anything under \$1. An apron with deep pockets will serve as a good money holder.

MAILING LISTS

You are on our permanent mailing list if you received this information thru e-mail. Promptly inform us of any change of e-mail and/or new phone number.

By sending an e-mail to theflea.latienda@gmail.com

UNSUBSCRIBE

Unsubscribe? send e-mail theflea.latienda@gmail.com

VENDOR CONDUCT - NO SOLICITING & NO LOUD MUSIC!

Distribution and/or solicitation of political and/or religious materials are not permitted during any flea market. Beneficiaries are excluded from this policy and may use our Information Table.

Vendors may NOT play loud music at their assigned space. Music MUST be kept to a minimum so that your neighbor on either side of you cannot hear it. If you are warned twice in the same day to turn down your music, the 3rd time your radio / cd player will be taken from you and returned at the end of the market or you will be asked to leave and will be informed NOT to return to any of our future markets!

PARKING

You may park your vehicle at your assigned vendor space if you are assigned a dirt space only. Dirt parking spaces are not guaranteed. If you are not in a dirt space, you MUST park your vehicle at the far end of the South parking lot or in the dirt overflow lot (see map)

PRIVACY POLICY

The Flea at La Tienda will not rent, sell and/or share your information with third parties.

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RESERVATIONS (RESV) AND PAYMENTS

All vendors must register for the event no later than 7:30 am on the day of the event. Advance registration is available at Utopia at La Tienda until 6 pm on THURSDAYS prior to the event. Vendors may pay with cash, check, or credit card. Credit card transactions will be charged in additional 3%.

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DAMAGE/LOSS

Utopia, La Tienda, and The Flea are not responsible for any damage and/or theft of property. Make sure that your vendor space is properly staffed at all times. We recommend you bring along someone to assist you at your vendor space.

LOST/MISDIRECTED MAIL

The Flea is not responsible for lost and/or misdirected mail. Please make sure we have your correct e-mail address.

PLACEMENT

Is at the discretion of The Flea. We will do our best to accommodate requests, but cannot guarantee any placement unless advance registration and placement fees have been collected.

WAITING LIST

Payments will still be accepted after any market is sold out. If this happens, you will be placed on our Waiting List. If we receive a cancellation, we will contact you by e-mail and/or phone. If you are not placed, your payment will NOT be processed & your check will be shredded. Money Orders will be returned (see Cancellation Policy).

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RETURNED CHECKS

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If your payment is returned for any reason, you are liable for bank fees as permitted by law. You are required to inform us if your account has been closed.
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SAFETY & SECURITY

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All vendors using pop up tents MUST weight each corner with a minimum of 50lbs. Pop ups that are not properly weighted WILL NOT BE ALLOWED.

We must approve and monitor the merchandise being sold by our vendors. These items CANNOT be sold!

NO PRESCRIPTION OR ILLEGAL DRUGS OR

DRUG PARAPHERNALIA

Including, but not limited to: containers, head shop items, pipes, rolling papers or similar items.

NO PORNOGRAPHIC MATERIALS

Incl, but not limited to: literature, magazines, videos, dvds or similar items.

NO WEAPONS OR WEAPON ACCESSORIES

Including, but not limited to: brass knuckles, guns (collectible, new and/or used), sling shots or similar items.

OTHER RESTRICTED ITEMS

Bootleg audio/video tapes, bootleg CDs/DVDs, brand name counterfeit merchandise such as clothing, jewelry, handbags etc, fireworks, explosives or other hazardous materials, stolen merchandise, live animals including puppies and kittens are NOT permitted!

WARNING

Flea Market Management reserves the right to have vendors remove items from their display which they feel are inappropriate.

YOU ARE SUBJECT TO ARREST, FINES AND/OR IMPRISONMENT IF YOU DISPLAY AND/OR SELL ILLEGAL ITEMS. MERCHANDISE COULD BE CONFISCATED BY LOCAL LAW ENFORCEMENT.

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SET UP, MARKET HOURS, CLOSING & CLEAN UP
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SET UP TIME

5AM to 7:30AM

HOURS

Outdoors 8AM to 2PM

Respect our neighbors by keeping noise levels to a minimum at all times. NO honking horns! NO loud radios!
NO yelling!

CLOSING

PLEASE DO NOT break down before 1:30pm. For the safety of all involved, **DO NOT leave before 2pm.**

Vendors are required to leave their spaces clean. Dumpsters are provided.