



# **RUMMAGE-A-RAMA!**

## **Exhibitor Handbook 2017 Season**

**Season Schedule  
June 17-18, 2017  
October 14-15, 2017**

**Saturday, 9am-4pm  
Sunday, 9am-3pm**

**All shows held at the  
Washington County Fair Park**

**3000 Hwy PV  
West Bend, WI 53095  
Phone: 262-677-5060  
Email: [info@wcfairpark.com](mailto:info@wcfairpark.com)**

## About RUMMAGE-A-RAMA!

Rummage-A-Rama! is an indoor flea market/ rummage sale event held three times a year in February, June, and October (Saturday 9am-4pm, Sunday 9am-3pm) at the Washington County Fair Park & Conference Center featuring a collection of over 100 different sellers and a wide variety of items including:

- Hobby items, crafts, antiques, and collectibles from local dealers
- Overstock, closeouts, and flea-market finds from local business owners
- Personal rummage sale items

## Shopping

What would a giant rummage sale be without old-fashioned browsing and deal hunting? Enjoy shopping for countless family-friendly items for sale by over 100 sellers including new, used, and vintage treasure such as: Advertising memorabilia, accessories, DVD's & VHS videos, CD's and cassettes, records, video games, antiques, art supplies, Harley Davidson items, clothes, pet supplies, Tupperware, bulk candy, handbags, beauty products, fine art, sporting goods, furniture, books, home goods, vintage clothing, toys, stationary, collectibles, kitchen gadgets, home décor, trading cards, glassware, gifts, hobby items...

**AND MORE!!**

## subletting

Subletting is when one person signs up and pays for a space, and then allows someone else to sell his or her items in the space for free or at a price. This is absolutely prohibited. This is considered a dishonest act and will disqualify participating Sellers from participating at future shows. The Seller who signed up and paid for a show should be the person or business who sells at the show. Sellers who are interested in sharing a space must inform Management prior to the show and complete a Shared Space Form.

## disclaimers

- AIS is not responsible for lost or stolen items.
- AIS cannot guarantee any number of patrons or show attendees, nor can the Promoter guarantee that Sellers will profit from the event.
- AIS is not responsible for the cancellation of any show due to circumstances beyond the Promoter's control, including, but not limited to, acts of war, strike, natural disaster, severe weather, or acts of God.
- All space rental fees at the show are non-refundable.
- AIS Staff reserves the right to photograph people and merchandise at each event to be used for promotional purposes only. By participating in Rummage-A-Rama! Sellers agree to allow such photography.

## advertising

AIS will not necessarily promote or advertise special sellers or items for sale. If you wish to promote your own space or products prior to the show, we recommend listing your items for free on Craigslist, letting people know that they can purchase your items at the show. We also have postcards available for you to give out or display. Sellers can write their particular space numbers on these cards.

**security**

The building will be locked on show weekends starting at 7PM on Friday and 4:30PM on Saturday. Doors are unlocked at 7AM on Saturday and 8AM on Sunday. There is no overnight security inside the building. Sellers may choose to cover their merchandise with tarps or sheets, or hide or remove valuable items in their space(s).

**emergency exits**

Emergency exit doors may be used for setup and teardown, but must remain closed during show hours. Sellers must use only the main entrance during show hours for all purposes.

**space numbers**

Space number notations will be provided for Seller's in their information packet.

**seller admission**

Sellers will receive vendor wristbands in their information packet upon arrival at the Washington County Fair Park for the show.

**seller parking**

After unloading, you must move your vehicle(s) to the rear sections of the parking lot. You cannot leave vehicles behind the building. There is no charge for parking for Sellers and Customers.

**post-show teardown**

Sellers should pack up their belongings in a timely and well-ordered manner. Sellers are responsible for leaving their spaces as clean as they were found. Empty boxes should be flattened and disposed in the dumpsters located on the East side of the building. Any tape should be removed if used on the floor. Sellers must be completely vacated from the building by 6PM on Sunday evening. A fee of \$10 per half hour will be charged to those not packed up by 6PM. AIS Management will be happy to provide references for hired labor if needed.

Thank you for participating in Rummage-A-Rama! Please read this entire handbook as it details everything you need to know about being a Seller during the 2017 season. AIS reserves the right to make changes or modifications to this handbook as needed. Any changes will be distributed via email to all active Sellers at the time of change. This document, in its entirety, is the property of Washington County AIS. Any unauthorized reproductions or copying of any part of this document is unlawful.

**purposes of this handbook**

- 1) To inform Sellers of what is expected of them.
- 2) To outline what Sellers can expect from the AIS Staff.
- 3) To promote consistent standards from show to show.
- 4) To address/solve problems that have risen in past shows.
- 5) To answer frequently-asked questions.

**seller qualifications**

AIS is always on the lookout for quality Sellers. With few exceptions, the main focus of the event is that Sellers sell cash-and-carry merchandise. The following criteria are used to determine which Sellers are best suited to sell at Rummage-A-Rama!

- Sellers who sell their goods at discounted prices.
- Sellers who sell quality items, whether new or used.
- Sellers who engage patrons and are willing to negotiate.
- Sellers who take pride in the attractive display of their merchandise.

Potential sellers must complete the Application that can be obtained on our website, by phone, or by email. Applicants may expect to hear from AIS within 5 business days. Applicants may be accepted, added to the waiting list, or denied access to the event for not meeting one or more Seller Qualifications.

## prohibited items

Rummage-A-Rama! is a family-friendly event. Sellers are Prohibited from selling the following items:

- Alcoholic or non-alcoholic beverages
- Any food/snack items without consent of AIS
- Firearms or ammunition
- Knives/other weapons (without consent from AIS)
- Fireworks or firework novelties
- Live animals
- Stolen/illegal items (including “knockoffs”)
- Anything unlawful to sell without proper permits
- Anything deemed inappropriate or in bad taste by AIS

***AIS Management reserves the right to demand the immediate removal of any items that are illegal, deemed inappropriate, or in bad taste***

## registration process

Upon acceptance, Sellers can register and pay for specific shows. It is recommended that this process be completed as quickly as possible in order to reserve desired space(s). Registration can be done online, by phone, or by email. Spaces will not be reserved without full payment.

## space rentals

Spaces start at \$95 for an inline 10' x 10' space, corner spaces are \$115, and hallway spaces are \$75. All spaces are marked with chalk lines on the ground. Spaces do not include tables or chairs. Table/chair rental needs and electrical requests have to be registered at this time.

- Tables: \$5 each (based on availability).
- Chairs: \$2 each (based on availability).
- Electrical service: \$20.

## payments

Accepted forms of payment for space include cash, personal or business checks, money orders, and credit cards. Traveler's checks are not accepted. “Paid” receipts are available upon request. ***Full payment is due at the time of Registration.*** Sellers may request a specific space(s) at the given show based on which spaces are still available. Requested space assignments will be given on a first-come, first-served basis according to when payments are received. Payment does not guarantee a space in the show. If you are not accepted as an exhibitor, your payment will be returned. If check payments are returned for any reason, a \$20 fee will be assessed to the Seller.

## pre-show setup

Setup hours are Friday 8AM-7 PM, Saturday 6-8:30 AM, and Sunday 8-9 AM each event weekend. During setup hours, Sellers should enter through Gate #1 and unload at the rear doors. Upon unloading, you must then move your vehicle to the rear portions of the parking lot. Please be courteous of other Sellers that need to unload. The doors should remain closed when not in use and during show hours. The front doors will remain locked until the show begins. There will be no loading or unloading allowed through these doors at the front of the building.

## in-show check-in

Upon arrival for setup, Sellers can begin loading in to their space(s). Staff members are available in the office in the Pavilion building on Friday and in the Ziegler building on Saturday and Sunday during the show. Sellers are required to sign the Exhibitor Guidelines Form once each season, agreeing to the standards outlined in this handbook. These forms will be kept on file by Washington County AIS. PLEASE NOTE: Sellers who have not arrived by 8:30 AM on Saturday morning forfeit their space(s) without a refund. Sellers who are running late or cannot make the show for whatever reason should contact Management immediately by calling 262-677-5060.

## space etiquette

-Sellers must keep all tables, chairs, and merchandise within the lines of their designated space. Canopy tents may be used as long as they fit within the chalked lines. It is preferred and highly recommended that sellers use plastic or cloth table covers. All tables must have rubber or plastic feet. Exposed metal feet will not be allowed in the building.

-Booth spaces must be manned at all times. Sellers must be open by 9AM and may not begin covering their items/packing up until after the closing announcements at 4PM on Saturday and 3PM on Sunday. Sellers who close early will not be invited to participate in future shows.

-Sellers may not cause excessive noise due to the use of TV's, radios, or sound amplification devices without advanced approval from AIS. Sellers are to show common courtesy and respect to all patrons and other Sellers. AIS does not condone hawking, yelling, or pressuring customers to make a purchase. All sales should take place within the Sellers allotted space.

-With the exception of disability companions, pets are not allowed inside the building.