

Vendor Guidelines

 At FES, we are excited to be able to partner with local businesses by offering Indoor Avenue Vendors and hope that this will be a successful venture for your business. We want to make sure that this is a pleasant experience for all by providing all Indoor Avenue Vendors the following guidelines:

**\*\*Vendor Brands:** We will accept only one vendor to represent any trademarked, major brands or companies. For example, we will only allow one Mary Kay Cosmetics booth. If you represent a major company or brand, you may wish to register early to ensure your place.

**\*\*Vendor Space:** The IAV fee allows space for one 8- ft table (which you provide) or the equivalent on which to display your items. If you need additional space, you must pay an additional vendor fee. Only one line of merchandise can be displayed per table. If you would like to display two different lines/brands/products, you must purchase additional space. As space becomes available as the Sale progresses, vendors are invited to use additional space at no charge if they wish.

**\*\*Vendor Placement:** We have set aside space throughout the facility for vendors, but the spaces will be selected on a first-come, first-serve basis. As our sales floor space increases as the Sale progresses, you are welcome to move and expand your space. Although you may leave your items each day, please be reminded that neither FES nor the facility is responsible for items/tables left unattended.

**\*\*Vendor Products:** All merchandise/products/marketing materials must be new (or have prior approval) and must meet the approval of FES. Any item(s)—materials or merchandise—not conforming to the family atmosphere of FES must be removed from the table upon our request with no refund of vendor fees. Smoking is permitted in designated smoking areas. Alcoholic beverages are prohibited at all times.

**\*\*Vendor Set-up:** Vendors may arrive 30 minutes prior to the beginning of each sale each day. We have presale days as well as public sale dates. For specific dates/times of the Sale, please refer to our Event Calendar on our website [www.foreveryseason.net](http://www.foreveryseason.net).

**\*\*Special Guest Presale Passes**: Each Indoor Avenue Vendor will be issued 2 special guest passes so that she/he can shop at the Consignor Sale. Vendors may not shop during the Helper Presale—unless they are scheduled to be a helper. Your Special Guest passes will be included in your Vendor Packet or at the Ticket Station under your name. If you cannot use the passes, you are welcome to share them with a friend or neighbor or a client!

**\*\* Purchases by Vendors**: Vendors are welcome to shop during our sale hours; however, ***ALL items on 'hold' at either the vendor tables or in our hold section must be paid for by the end of that day***. Please do not hold any items at your table/booth that you are not absolutely sure that you intend to purchase before leaving that day. FES reserves the right to search vendor areas for any items not paid for at the close of each day and those items WILL be returned to the sales floor.

If you have any questions, please contact me. We look forward to working with you!

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