

JEFFERSON COUNTY PARKS AND RECREATION
COMMISSION



Indoor Yard Sale
Jefferson County Community Center

Sale Date: Saturday, April 20, 2013

Times: Vendor Set up will begin at 7:00 a.m. The actual time of sales is 8:00 a.m. – 2:00 p.m. Vendors should be packed up and gone no later than 3:00 p.m. (*Set-up the day before will be decided the week of.*)

Location: The Indoor Yard Sale will be held at the Jefferson County Community Center, located at Sam Michael's Park. This event will be held during rain or shine.

Promotion: The JCPRC will place advertisements in local newspapers (which may include the Journal, Herald, Spirit, and Buyer's Guide)

Booth Info & Cost: The cost is \$25.00 per space. Each space consists of two 8 ft. tables. Vendors may bring their own tables, shelves, clothing racks, etc. to set up their sale items, if they would prefer, as long as they do not take up any more than 8' x 16' space. Advance registration is available and is recommended to guarantee a space. Please make checks payable to the ***Jefferson County Parks and Recreation Commission***.

Terms and Conditions: No food or beverages may be sold by any vendor except the JCPRC. The JCPRC will have a concession stand open for food and beverages such as hotdogs, chips, bottled water, sodas, etc.

Trash and Clean Up: All Yard Sale vendors are responsible for cleaning up their trash and leaving the space in the same condition, in which they found it. This includes removing all unsold items, empty boxes, and trash. A dumpster is available on the premises. Vendors who do not clean up their space will be charged \$25.00 clean up fee. ***Please remove your trash!***

How to Obtain a Space: Please sign & return the ***Vendor Agreement Form***, and include your check for \$25.00, times the number of spaces you wish to secure to the Jefferson Community Center located at:

JCPRC
235 Sam Michaels Lane
Shenandoah Junction, WV 25442

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Rules of Vendor Conduct & Vendor Agreement Form

Applicable to All Sales

Please read carefully. Upon registration for sale, vendors must sign a Vendor Agreement to comply with these rules. Violating any of these rules may result in being asked to leave and denied participation in future Jefferson County Parks and Recreation Yard Sales.

1. All vendors and associates must act in a courteous and professional manner while participating in this event.
2. Vendors may only set up at the designated areas on the date and during the time authorized by the Jefferson County Parks and Recreation Commission.
3. Early birds are discouraged (vendors and shoppers.) Vendors should not arrive before 7:00 a.m., and sales should not commence before 8:00 a.m.
4. All vendors must be packed up and off the premises by 3:00 p.m.
5. All trash must be packed up and disposed of properly by the vendor. Failure to do so will result in a cleanup fee of \$25.00.
6. Vehicles must be parked in the parking lot behind the building.
7. The Jefferson County Parks and Recreation Commission reserves the right, in its sole discretion, to deny participation in and access to the Community Yard Sale
8. Any vendor who pre-registers for the sale will be given a reserved place. Other places will be available on a first come, first serve basis.
9. The JCPRC is not responsible for lost or stolen goods.

We thank you for following the rules.

Please Print Neatly

Vendor/Seller Name: _____

Address: _____

Street

City

State, Zip

Phone: _____ Email: _____

Number of booths needed: _____ Are tables needed: _____ Yes _____ No

Will you be selling any large items? _____

I have read the rules of vendor conduct and promise to obey the rules and regulations stated above.

Signature: _____

Date: _____

OFFICE USE ONLY: Cash Check # _____ \$ _____

MC VISA Credit Card: _____ Exp: ____/____