

2018 RETRO EXPO RULES & REGULATIONS

Authority to operate is granted by the State of Michigan and the City of Muskegon. The Rules and Regulations were adopted by the Muskegon Farmer's Market Board of Directors. The Muskegon Farmer's Market is subject to all pertinent local, county, state and federal regulations and laws. All participating vendors are expected to be familiar with the following rules and regulations.

The purpose of the Rules and Regulations is to govern the operation, administration and management of the Retro Expo under control of the Muskegon Farmer's Market. The Muskegon Farmer's Market and its designated agents will implement and enforce all rules, regulations and policies pertaining to the operation and management of the Retro Expo in a fair and equitable manner.

1. Overview

1.1. The Retro Expo will be held on May 20th, July 15th, and September 16th of 2018.

1.2. Official operating hours will be as follows:

8am - Set-up opens
11am – Retro Expo open to public
3pm – Retro Expo Closes
5pm - Last Vendors Exit

2. Products Allowed at the Muskegon Farmer's Market

2.1. The Retro Expo is for the sale of quality vintage, antiques, and up-cycled arts containing a minimum of 70% vintage goods. Items sold must be at least 20 years old or 20 years out of production. Only items that are old, collectible, up-cycled or repurposed will be accepted.

2.2. New merchandise, collectibles less than 20 years old, new imported gift items, reproductions without clarification, or anything containing a barcode will not be permitted.

2.3. Retro Expo vendors will not be permitted to sell food or beverages. Food and beverage will be handled under the Muskegon Farmer's Market.

2.4. No firearms. Small pocket knives may be displayed in a locking case.

3. Stall Description & Rates

3.1. Stalls include a table top structure, power outlet, and free parking off-site.

3.2. Stalls are approximately 24ft deep x 20ft wide. Spaces consist of two parking spaces (approx. 20ft wide and 20ft deep) with an additional space under the canopy (approx. 20ft wide x 4ft deep).

3.3. 10x10 pop up tents are welcome, please arrive with ability to hold them down against wind

3.4. Vendors wishing to guarantee a reserved day stall(s) must contact the Retro Expo via email in advance. Stalls are assigned by the Expo Manager upon arrival on a first come, first serve basis. It is not guaranteed that any requested stall will be assigned.

4. Vendor Conduct

4.1. All vendors are expected to stay through entire Expo hours of 3pm and be cleaned up and out by 5pm.

4.2. Vendor's product cannot extend into Market Street or over a foot past their parking space.

4.3. Vendors may display signage and printed materials related to their business.

4.4. In the event that an extension cord is used, vendors must secure it so as to not cause an unsafe condition for pedestrians (taped down or covered).

4.5. Tarps or other coverings may not be hung from the market shed. Coverings shall be anchored by heavy weights or safely secured to insure the stability of said structure in windy conditions. No staked tents are allowed.

4.6. Vendors are required to leave their assigned space clean and swept. Waste must be placed in the dumpster only or removed from site by vendor.

4.7. No animals/pets are allowed in the Expo with the exception of guide and service dogs. Vendor's pets are not allowed.

4.8. Vendors must be respectful of other participants of the Muskegon Farmer's Market. Radio and other noise-making devices must not disturb other vendors and Expo customers.

4.9. No alcoholic beverage or controlled substance in any form shall be consumed and/or used in the outdoor market area.

4.10. The Muskegon Farmer's Market is a smoke-free campus; no vendor, their employees, or customers are permitted to smoke on the premises.

4.11. Vendors may not assign, or sublease their booth or any portions thereof to any person not listed on the application.

4.12. Vendors may not move stalls without permission from Expo Manager.

4.13. No one may enter the Muskegon Farmer's Market with intent to sell products on days other than the stated Retro Expo date unless they have obtained prior approval and have a signed contract on file

5. Forces Beyond Control

Retro Expo is open "rain or shine" and stalls applied for in advance are non-refundable. In the event any part of the stalls and selling area is unavailable whether for the entire event or a

portion of the event as a result of power outage, fire, flood, severe weather conditions, tempest or other such cause it is necessary to cancel, postpone or re-site the Expo or reduce Expo hours, setup time, the Expo Management shall not be liable to indemnify or reimburse the Vendor in respect of any damage or loss, direct or indirect as a result thereof.

6. Compliance with Federal, State, and Local Government Standards

6.1. Vendors must comply with licensing, identification, weights, measures, and handling standards imposed by Federal, State, and Local governments.

6.2. Vendors are individually responsible for collecting and paying all taxes and levies as related to the vendor's participation and sale of goods at the Expo.

7. Interpretation & Enforcement of Expo Rules & Regulations

7.1. The Expo Manager and Market Manager has the authority to interpret and enforce rules and regulations.

7.2. The Expo Manager and Market Manager has the right to inspect any products offered for sale at any time. Misrepresentation of items sold will result in a violation.

7.3. The Expo Manager and Market Manager has the right to deny or restrict any vendor access to the Retro Expo for failure to follow the Rules & Regulations. Concerns, problems, and complaints must be directed immediately to the Expo Manager.

7.4. The Expo Manager and Market Manager reserves the right to reject a vendor application if, in the Expo's Manager's judgment, the products are not compatible with the overall concept of the Retro Expo, or based on the overall product "balance" at the Market.

8. Street Performer Entertainment

8.1. Subject to space availability, street performing or busking is allowed in the Retro Expo pursuant to local and Muskegon Farmer's Market regulations. Performer selection is at the discretion of the Expo Manager and Market Manager.

8.2. Permitted musicians performing at the Expo may distribute for free promotional flyers, CD's, shirts, stickers, etc.

9. Exhibitor Liabilities

Muskegon Farmer's Market will not assume any liability for any injury that may occur to Expo visitors, vendors, or their agents and employees at any time. If the vendor and/or his employees damage the occupied space or any area of the Muskegon Farmer's Market, the contracted vendor is liable. Vendor hereby agrees to indemnify and save harmless the Muskegon Farmer's Market, Market Board of Directors, or their officers, sponsors, employees, agents, guests, and successors for any damages, expenses, losses or liabilities, including but not limited to any suit or claim for personal injury, product liability, for property damage or for loss or use of property by whomsoever sustained on or about vendor's participation in the Expo. Failure to comply with these rules and regulations may be cause for temporary or permanent dismissal from the Muskegon Farmer's Market and Retro Expo.