



VENDOR INFORMATION SHEET

This Information Sheet provides general conditions and terms which each Exhibitor must agree to in order to participate in the show. Our aim is to produce the best Vintage market possible and these guidelines will only serve to make the shows the best they can be for everyone involved. We hope you will join us in our efforts to bring the best Vintage shopping experience to our customers.

Participation Qualifications:

- 1) Anyone who wishes to sell second-hand, used, antique or collectible merchandise may participate in the show.
- 2) Vintage upcycled and repurposed items are allowed. Those selling these items must submit photos to our email address for approval.
- 3) New merchandise and crafts are not allowed. Home services, food, personal care products, home products etc. are not allowed.
- 4) Exhibitors must have a Texas State Sales Tax Permit.

How do I register?

First, please read this information sheet and the Application/Contract carefully. Then:

- 1) Fill out the Application making sure to read and sign it.
- 2) Submit the Application with your payment. Applications will not be accepted without payment.
- 3) Within two weeks of the show payment must be made by Cash, Money Order, Credit or Debit Card.
- 4) Want to submit your application and payment online? Click the Online Application button on our website to apply.

Sales Tax Permit Number:

Texas State Sales Tax must be collected by all Exhibitors and reported to the Comptroller's office, as required by state law. For information on obtaining a sales tax permit, please call (800) 252-5555. Apply online at window.state.tx.us. All exhibitors must have active accounts in good standing.

Where the City-Wide Vintage Sales are held:

Austin's Palmer Events Center (www.palmereventscenter.com)
900 Barton Springs Road, Austin, TX 78704 (1.5 miles west of IH-35)

Sale Hours:

Saturday 8:30am-5pm & Sunday 11am-5pm

Exhibitors must be present and have their booths open for the entire duration of the show. Early packing/breakdown is not allowed. If you choose to pack up and move-out early, you will not be invited back.

The Contract (legal liability etc.)

Be sure to read the terms and conditions on the reverse side of the Show Application. This is to ensure that there are no misunderstandings with regard to show guidelines.

Sharing a Booth:

Subletting your booth space is not permitted. Each business must have their own sales tax permit number and must sign up and pay for their own booth. If you would like to be placed next to another vendor, please include that request with your application.

Booth Sizes and Prices:

10X10 (10 feet across the front and 10 feet deep) Please refer to the Application for current prices. Remember that everything
10X15 (15 feet across the front and 10 feet deep) in your booth must be kept within the boundaries of your space.
10X20 (20 feet across the front and 10 feet deep) This is strictly enforced.

Booth Confirmation:

You will receive a confirmation upon receipt of your Application and payment. If you have applied but have not yet received a confirmation, please contact us. **You will receive an email the Wednesday prior to the show date noting your booth assignment (and drive-in time, if any).**

Transfers and Refunds:

Our contract states there are no refunds. However, if you are unable to attend a show for any reason, please let us know as soon as possible. If the show is sold out and we are able to resell your space, you may transfer to another event during the same calendar year for a \$25 fee.

Booth Assignments:

All spaces are assigned on a seniority basis (determined by the number of shows attended in the last two years). If you would like to request a specific booth or a booth in a particular area, please indicate your request on the Application in the space labeled Booth Requests. You will be assigned a booth as close to your choice as possible. If you did not get the space you requested, it was assigned to an Exhibitor with more seniority.

Inviting Friends to the Show:

Please do not invite friends or family to the show for the purpose of shopping early. This is not allowed. Shopping and dealing on Friday is for Paid Exhibitors Only.

Set-up times:

All set-up times are assigned according to booth number. This information is sent to vendors via email the Wednesday prior to the show. Friday set-up times are assigned between 8:00am-3:00pm (drive-in) or 4:00pm-7:00pm (no driving in during these hours). Saturday set-up times are anytime between 7am-8:30am (no driving in during these hours).

Have additional questions? Please contact us and we'll be happy to help.