



Windmill Market Rules

Vendors must be current on their booth fees prior to their Market days, in order to participate.

Cancellation Policy: All cancellations or scheduling changes must be received by no later than Noon, Four (4) business days prior to your market day(s). Example: Reservation for a Sunday, cancellation notice due by Noon, Tuesday. Cancellations or changes must be received in writing (angela@windmillmarket.org) or by fax (251-928-6045). Cancellations made after the deadline are non-refundable.

Hours open to the public are from 9 a.m. to 4 p.m. Saturdays and Noon to 4 p.m. on Sunday. First and Third Fridays, 5 p.m. to 9 p.m. The Market opens for vendors one hour prior to the public opening. Please contact the Market if you have additional set up needs. All vendors must check in at the office before setting up.

Booths not occupied 30 minutes before opening to the public will be re-rented by management without notice to Vendor and without refund to Vendor. Call if you will be late.

Vendors who break down or leave prior to the daily Market close will be assessed a fine. First offense is a \$50 fine. Second offense is \$100. After the third offense, you will not be allowed to return to the Market.

Vendors requesting power on site (not as part of an original reservation), will be charged \$3/day.

No space heaters allowed.

All government permitting required of Vendor shall be the responsibility of Vendor (includes sales tax requirements by the State).

Vendors should obtain adequate property, liability and workmen's compensation insurance. Windmill Market accepts no responsibility for loss to Vendor for any reason. In the event Windmill Market is sued for any negligent acts of the Vendor, Windmill Market's insurance company will subrogate against the Vendor for the full amount of loss paid.

All merchandise is to be kept behind the booth line. Any additions or alterations to space or building require written permission of management.

Banned items for sale include but are not limited to: Firearms and fireworks; illegal or offensive items; dangerous or vicious animals; poisonous snakes; drugs and drug paraphernalia; alcoholic beverages. When in doubt contact management.

Vendors are responsible for the clean up of their area. All garbage and trash boxes, etc. are to be placed in the dumpster, boxes broken down and flattened. Nothing is to be left in your booth when you leave. Anything left is considered trash and abandoned. There will be a cleaning fee imposed for those that can't clean up their booth.

Vendors are expected to dress appropriately including but not limited to the fact that all vendors must wear shoes, shirt and no offensive language on clothing. Offensive signage on merchandise will not be permitted.

Vendors are responsible for their children and must be kept under control and at your space unless accompanied by an adult. **ALL PETS MUST BE ON A LEASH AND KEPT AT YOUR RENTED SPACE.** Vendors are totally responsible for the acts of such pets.

Loud or boisterous noises are prohibited including demonstration of sound and musical equipment.

No more than one Vendor may occupy the space rented by the Vendor. However, two Vendors or more may rent two spaces or more in their individual names and share responsibility of overseeing same. When in doubt, check with management.

All booths come with two 30" x 8' tables. Vendors who break or damage tables will be assessed for the cost of the table(s).

Courtesy for your neighbor is to be used in the display of your merchandise and signs. View of your neighbor's merchandise should not be blocked as you are looking down the aisle. Any signs are to be hung in such a manner that they will not be a safety hazard, and prior approval from the office is required.

Vendors may not for any reason sublease their booths or building. All rental must be handled through the Windmill Market office.