



MAILING ADDRESS: 8391 Beverly Blvd. #256, Los Angeles, CA 90048  
To Reach MTP Management Call: 323-655-7679 ext. 103  
(Please do not call the school or mail anything to the school)

Welcome to the Melrose Trading Post a weekly fundraiser created by the parents and community to support the student clubs and organizations of Fairfax High School.  
Please take the time to look over our rules and policies and keep this for future reference.

## V E N D O R   R U L E S

1. All vendors must unload and park in vendor parking before setting up.
2. 20X20 spaces are allowed a maximum of 2 vehicles during set-up and take-down, one in the space and one in the aisle.  
10X20 spaces are allowed a maximum of 2 vehicles during set-up and take-down, only one at a time in the aisle.  
All other spaces are allowed a maximum of one vehicle during set-up and take-down.
3. Customer parking is a priority. All vendors and their staff must park their vehicles in vendor parking, or in their 20X20 space.
4. No vendor vehicles will be allowed in the aisles after 9am with the exception of standbys.
5. All vendors must set up within designated space lines painted by MTP staff.
6. No drug paraphernalia, weapons, replicas, adult material, food or drinks may be sold. Do not bring your pets. The sale of counterfeit or stolen goods and the sale or use of drugs is prohibited and is subject to loss of selling privileges, arrest and prosecution.
7. An adult must supervise any children under 12.
8. All trash must be picked up from each vendor space and disposed of properly before leaving the market on time.
9. All vendors must be out of the market before 7:00PM. Vendors in the Food Court and Grass Areas must be out by 6:45PM.  
ANY VENDOR VIOLATING RULES 1-9 WILL BE FINED \$50.  
SECOND VIOLATIONS WILL RESULT IN PERMANANT LOSS OF SPACE
10. If a vendor has not checked in by 8:00 am, they are considered no-shows and their space will be sold.
11. Vendor bookings take place from 12pm-2pm in the food court for the following Sunday; 2pm-2:30pm is for general questions and information. Permanent Vendors may also pay by check with an envelope we provide at check in. We will bring your receipt to your booth. Permanent vendors must pay by 2pm or lose their space for the week. Any space not booked by 2pm must be paid for by the following Wednesday or will be sold at management's discretion. We will see if a space is available and if your merchandise is a good fit for us. If not, you can remain on the waiting list or come standby any Sunday morning before 7am.

### IN GENERAL

The admission price for customers is \$2.00. Admission for children under 12 is free. We run an ad with a coupon in the West Coast Peddler. We also have a coupon on our website at [www.melrosetradingpost.org](http://www.melrosetradingpost.org).

If you have someone coming to help you with vending, they need to leave their name at the admission gate or they will have to pay to enter. There is no vendor parking allowed on surrounding streets- all vendors must use vendor parking lot. If we find a vendor or vendor staff vehicle parked on the street they will lose their selling privileges.

\*\*\*There are no refunds and we are a rain or shine market.\*\*\*

If you do not have a California resale number and are not an occasional seller (2 or less times selling) you may not sell at this event. A resale number may be obtained at any Board of Equalization office, at no cost to you. You can contact them through their website: [www.bofe.gov](http://www.bofe.gov) or by looking them up in the phone book, under "State Government". A sellers permit with our physical address is required as you permanent place of business. The physical address is 7850 Melrose Ave., Los Angeles, CA 90046.

If you have any questions or concerns please let us know. We Thank You for Your Cooperation! - MTP Management