

MELROSE TRADING POST VENDOR RULES OF OPERATION



1. Vendors in a 10x10 or 10x20 space must first unload their vehicle, park in vendor parking, and then begin setting up merchandise upon return from parking. Vendors are allowed a maximum of one vehicle at a time inside of the market during set-up and take-down.
****On-Campus parking is guaranteed for one vehicle per booth.****
2. Vendors in 20x20 spaces are allowed a maximum of 1 vehicle parked inside of the space.
3. Customer parking is a priority. All vendors and their staff must park their vehicles in vendor parking on campus, or leave one vehicle in their 20x20 space. No Street Parking.
4. No vendor vehicles are allowed in the aisles of the market after 8:55AM.
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. 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. No Drugs or Alcohol are allowed on Campus.
7. An adult must supervise any children under 13. If you bring a pet, it must be crated while in your booth and leashed while walked. Do not bring unsocialized animals to the market.
8. All trash, equipment and merchandise must be picked up from your vendor space and disposed of before leaving the market on time.
9. All vendors must be out of the market before 7 PM. Vendors in the Food Court (R-Section) and G-Section Areas must be out by 6:45 PM.
10. The market closes promptly at 5PM. No customers are allowed in vendor booths after 5PM. No Sales are allowed after 5PM.

**ANY VENDOR VIOLATING RULES 1-10 WILL RECEIVE A PHONE WARNING.
REPEAT VIOLATION WILL RESULT IN A \$50 FINE.**

EMPLOYEES AND FRIENDS

If you have an employee helping you with your booth, please leave their name at the admission gate or they will have to pay to enter. Make sure they are aware of all rule and guidelines, especially if they are operating a vehicle on behalf of your company.

PARKING

As stated above, there is no vendor parking allowed on surrounding streets. All vendors must use the provided vendor parking lot. Street parking is prime for customers. We all benefit from keeping in mind parking availability and easy accessibility for customers.

LATE ARRIVAL

If a vendor has not checked in by 7:30AM, they are considered a no-show and their space will be available for MTP staff to sell to vendors waiting in the stand by line. If you arrive after 7:30AM and before 8:45AM, check to see if your space is still available at the gate you would normally enter for your space. If it is not available, you may still be able to receive a space through the stand by line.