

CIVIL SERVICE COUNCIL - EDUCATION ASSISTANCE COMMITTEE



SPRING FLEA MARKET April 29, 2017* *Application for Space Rental*

****For Office Use Only****

Space No. _____
Size _____
Paid (Y) _____ (N) _____
Amount \$ _____

[Please print]

First and Last Name

Signature

Street Address

City and State

Zip

(_____)

Phone number(s)

Email Address

[*APRIL 30 RAIN DATE WILL ONLY BE USED IF HAZARDOUS CONDITIONS EXIST (THUNDERSTORMS, LIGHTNING, ETC.) THAT WOULD PREVENT SETUP ON SATURDAY. PLEASE PROVIDE A NUMBER WHERE YOU CAN BE REACHED THE FRIDAY BEFORE THE EVENT]

NO REFUNDS will be given.

This is a fundraiser, with proceeds going to the Civil Service Council Education Assistance Fund

Indicate if you would like to reserve a single or a double space:

\$25 for a single space (18'w x 18'd) _____ **\$40** for a double space (36'w x 18'd) _____
[equivalent to two parking spaces] [equivalent to four parking spaces]

If you would like more space, please state how many **additional individual spaces** you will need _____ (One individual space **(9'wx18d')** is \$10 per space)

Please mark the circle that most closely resembles the kinds of items will you be selling

- Antiques/Collectibles
- Crafts
- Clothing
- Miscellaneous [please specify]

Tell us how you heard about the Flea Market

- Other vendors
- Newspaper ad (which paper?)
- Radio announcement
- Flyer
- Past participant

Please return this application with your payment (by check or money order only), made **payable to SIUC, by Wednesday, April 26** to:

Civil Service Council
Southern Illinois University Carbondale
900 South Normal Avenue
Professional Constituencies Office
Woody Hall B346, MC 4712
Carbondale IL 62901

SPRING FLEA MARKET POLICY GUIDELINES

****Please read carefully****

SIU is a Gun-Free School Zone

Concealed firearms cannot be carried on campus.

☞ The Flea Market is scheduled from 8AM-3PM on Saturday, April 29, 2017, on the SIU Arena Parking Lot. Spaces are assigned on a first-come, first-serve basis. Setup on the lot will be from 6AM to 8AM. You should plan accordingly to be off the lot by 4PM.

☞ This event will not be rescheduled and only cancelled ***if hazardous conditions exist*** (e.g., thunderstorms, lightning, high winds). Rain alone will not prevent setup on Saturday.

☞ Should the Flea Market be cancelled, we will make every effort to contact you **prior to Saturday morning**. Please provide a phone number where you can be reached on Friday afternoon and/or evening.

☞ An additional \$5 will be charged on the day of the event for those not reserving space in advance.

☞ Once payment is received, a confirmation letter will be sent to you that will include the space number you have been assigned. Please provide an email address if you would like your confirmation emailed to you.

☞ Parking will not be allowed in the circular lot unless you are parking within the space you rent. Otherwise, you will need to unload your vehicle in your space and park in the customer parking lot just south of the circular lot.

☞ You are responsible for cleanup of your space after the event. ***PLEASE leave your trash in the designated trash area.***

☞ **NO** food, alcohol, pharmaceuticals, firearms, ammunition, hazardous materials or live animals can be sold. Knives, swords, etc., must be in a display case. ***[Will be strictly enforced!]***

☞ Amplification (microphones, etc.) will not be allowed. Generators will not be allowed; power inverters are okay.

☞ A concession stand will be available from approximately 7AM-3PM.

☞ Proceeds from the flea market go toward scholarships for SIUC students; as a result, **NO REFUNDS** will be given.

SIU Southern Illinois
University
CARBONDALE

Southern Illinois University
Professional Constituencies Office
900 South Normal Avenue
Woody Hall B346 Mail Code 4712
Carbondale IL 62901

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