





USE THIS FORM ONLY AFTER  
JANUARY 1, 2009

READ AND SIGN THIS SIDE OF DOCUMENT

**VENDOR SPACE INSTRUCTIONS**

I CERTIFY that the information provided on this form is true and correct, and I hereby acknowledge I have read the **ORANGE COUNTY MARKET PLACE OPERATING PROCEDURES** and agree to comply with each and all of the procedures, and the terms and conditions of the ground space permit.

1. I fully understand that if my **RESERVATION REQUEST** is accepted, the reservation is for the date(s) I have indicated only. To continue reserving a space in the Artisans' and Crafters' Area I must reserve and pay for a space each time I wish to sell by submitting payment at the Guest Services Booth or by sending in a reservation form and payment via mail so that it is postmarked no later than the Monday prior to the desired selling weekend.
2. I understand that in addition to space fees, I must also pay the required merchant information services/merchant advertising fees and insurance fees as outlined in the Operating Procedures for Sellers upon check in each selling day. Exact change is required for both

Transactions: \$8 for insurance and \$7 for Merchant Ad Services/Information Fees.  
All fees are subject to change.

3. I understand that entry time for check in to sell in the Artisans' and Crafters' Area is 5 a.m. to 6:15 a.m. and that if I arrive late to sell I will not be admitted into the Market Place and will be unable to sell that day. It is my understanding the space fees are not refundable due to late arrival or if I no show.
4. I understand that I must camouflage my vehicle in an aesthetically pleasing manner and in a way that it is not visible from the public aisle way.
5. I understand that space assignments will be given at time of check in on selling day and if I sell both days I may be assigned different spaces each day. My request will be accommodated based on the availability at the specific time of the request and on a first come, first serve basis. For safety reasons, once a space assignment has been made, sellers are not permitted to exchange or move to other spaces that may be available.
6. I understand that all confirmed requests are nonrefundable. However if requests cannot be accommodated due to lack of space availability, payment will be returned.
7. I understand that as The Permittee listed on the reservation request that I must be in the vehicle at time of entry and must personally occupy the assigned space(s) at all times during operating hours: 7a.m. to 4 p.m. My vehicle must remain in my space until 4 p.m.
8. Tel Phil Enterprises, Inc. reserves the right to reject any or all requests.
9. Requests must be submitted on this preprinted form.
10. Vendor booth size is approx. 15 feet frontage by 27 feet deep. The space size is designed to accommodate the seller's vehicle, display material and merchandise. No merchandise or display material is allowed in the aisles at any time.

Signature \_\_\_\_\_ Date \_\_\_\_\_