

FIRST MONDAY TRADE DAYS
CANTON CIVIC CENTER
INDOOR ANTIQUES &
COLLECTIBLES MARKET

RENTAL INFORMATION and GUIDELINES

In addition to the rules listed in the Vendor Information Guide, Civic Center vendors must abide by the following guidelines:

SALES

1. Space rental shall be for the sale of antiques and collectibles only. (Reproductions and/or new merchandise are not allowed.) Eighty percent (80%) of the collectibles must be at least 20 years old. No merchandise currently available wholesale or retail is allowed. Management reserves the right to restrict the sale and/or display of any items.
2. Each vendor is required to provide a copy of his/her Texas Sales Tax Permit. Contact 1-800-252-5555 for information.

SPACE RENTAL

3. Rates for the First Monday Weekend (includes electricity in your booth)

| | |
|---------|----------|
| 10'x10' | \$125.00 |
| 10'x12' | \$150.00 |
| 10'x14' | \$175.00 |

4. Space is rented on a monthly basis. To apply for space, please return the attached application to First Monday, City of Canton, P.O. Box 245, Canton, Texas 75103. You may reserve by phone and mail in your payment. **Please call (903) 567- 6556 beginning Tuesday, one week after First Monday, to check on available space for the next show.** Once you have been assigned a location, you have first option to renew your space.
5. The deadline for space renewal is the Friday following First Monday. **Spaces will be released if payment is not received by that date.** Please notify management as soon as possible, if you do not plan to renew.
6. Vendors must display and operate their assigned spaces EVERY First Monday weekend. Should there be a need for non-emergency absence, the vendor shall make arrangements to have someone set up and operate the vendor's booth with the approved vendor's merchandise. Emergency absences will be handled on an individual basis; however, excessive absences will not be tolerated and the spaces will be re-assigned.
7. Refunds or transfers of payments are not allowed.
8. Vendor spaces may not be sub-leased.
9. Double end caps will not be rented to any one vendor.

BUILDING HOURS

| | | |
|-----------------|-----------------------|---------------------|
| Open To Vendors | 8:00 a.m. - 8:00 p.m. | Wednesday |
| | 7:30 a.m. - 6:30 p.m. | Thursday - Saturday |
| | 7:30 a.m. - 8:00 p.m. | Sunday |
| | 8:00 a.m. - 5:00 p.m. | Monday |
| Open To Public | 8:00 a.m. - 5:00 p.m. | Thursday - Saturday |
| | 9:00 a.m. - 4:00 p.m. | Sunday |

10. All vendors will be set -up by 8:00 a.m. Friday.
11. All vendors will remain open from 8:00a.m. to 5:00p.m. each day Friday through Saturday and Sunday 9:00a.m. to 4:00p.m. Thursday is optional; however we do encourage you to be open on Thursday 8:00a.m. to 5:00p.m.
12. All merchandise must be removed from the premises by 5:00 p.m. Monday. If extra time is needed
for packing, longer hours are available on Sunday evening by request.
13. Preparation, of any kind, for early departure is against Civic Center policy. Vehicles should stay in designated parking spaces until after 4:00 P.M. on Sunday.

SET-UP & DISPLAYS

14. **All displays, merchandise and seating must remain within the designated lines of the leased space.** Building Fire Codes require us to keep aisles and exits open and free from obstructions.
15. Management is not responsible for merchandise hung on wire provided by the City of Canton. 8' or 6' tables and chairs may be rented from management for the weekend at \$5.00/table and \$1.00/chair if ordered prior to the Friday before the show. After that date tables are \$10.00 each and chairs are \$2.00 each.
(Management is not responsible for merchandise due to table breakage.) Vendors are responsible for furnishing table covers. Tables must be draped to the floor. Tables ordered in advance will be at your space upon arrival. No staples, tacks, nails, etc. will be used in the building's walls or on poles. Individuals are responsible for any damage they cause to the building (above normal wear and tear). Remember that tape, wire and leaning objects will damage paint. Please help us keep the building in good condition.
16. Vendors must use a 3-prong extension cord when utilizing electrical outlets. **Please turn off or unplug all electrical items** every night. Outlets are located on the walls or in the floor between every other space. Please keep all extension cords out of public walkways to avoid accidents.
17. Vendors are responsible for maintaining attractive, orderly displays. Management has the right to monitor merchandise allowed in booths as well as display of booths. Upon departure, all vendors are required to leave their space clean and trash bagged.

LOADING ZONES

18. All entrances may be used for unloading Wednesday and Thursday during the show, loading after 4:00 p.m. on Sunday.
19. **Vehicles are not allowed to park or load on any side of the building beginning Friday morning until 4:00 p.m. Sunday.** During loading times only, vehicles may park along the curb. Fence line parking is prohibited on the East side of the building at all times.
20. Please be considerate when loading and unloading. Do not block driving lanes and allow space for dollies and carts to pass through the entrances. Park at the entrances and curbs only long enough to get your merchandise in the building. Vendors must move vehicles **before** unpacking/packing items in your booth.
21. Carts are available at the doors for vendor use. Please return them to the door areas as soon as your merchandise is unloaded so that other vendors can use them.

VEHICLE PASSES AND PARKING

22. Vendor passes will be issued each month for the purpose of identifying vendor vehicles. Each vehicle must have a pass visible when entering and while parked in the First Monday Park.
23. Parking on the concrete lot surrounding the building is for Civic Center vendors only. Parking for additional vehicles, trailers and oversized vehicles is available south of the building in the parking lot under the trees.
24. **Vehicles illegally parked will be ticketed and/or towed at the owner's expense.**
25. Merchandise Pick-up Passes will be issued at the vendor's request. These passes are to be given to customers purchasing large or heavy merchandise, allowing them to drive to the Civic Center for the sole purpose of picking up their merchandise.
26. Unauthorized use of Vendor and Merchandise Pick-Up Passes is strictly prohibited.

CAMPING

27. Starting the **Monday** before First Monday, the northern-most fence row of the Civic Center parking lot is reserved for small campers, vans and trucks requiring electricity and water hook-ups. The space may be rented on a first-come, first-served basis and the cost is \$20.00 for six nights. Additional nights are available if needed for \$5.00 per night. **NO OVERSIZED VEHICLES ALLOWED.**
28. Vendors may reserve RV space in the Civic Center RV Park on the west side of the building by calling (903) 567-6556 one month in advance beginning on Tuesday after First Monday weekend. Full hook-ups are \$25.00 per night. There is a three night minimum required for advanced reservations. Additional RV hook-ups (water & electricity only) are available south of the Log Cabin West Gate Office on a first-come, first-served basis beginning the week of First Monday. The fee is \$20.00 per night. Cable TV not included. Full hook-ups are available for \$25.00 per night on the north side of the Log Cabin office beginning Wednesday afternoon at 2 PM.
29. R.V. spaces must be renewed by Sunday at 6:00 p.m. during the show.

BUILDING SECURITY

30. The building is locked daily from 6:30 p.m. until 7:30 a.m. with a security guard on the premises Wednesday night through Sunday night during the show.
31. The City of Canton is not responsible for the loss or damage of any merchandise or property located on the premises. Merchandise left unattended is done so entirely at the owner's risk.

BUILDING RESTRICTIONS

32. Smoking is not allowed inside the building, and must be done at least 10 feet from the building.
33. Alcoholic beverages are not allowed in the building or on the premises.
34. Animals are not allowed inside the building, other than service animals.
35. Vehicles are not allowed inside the building.
36. Scooters are allowed in the building for the use of the handicapped or disabled only.

Your help in maintaining the integrity of this market as THE place to find quality antiques & collectibles at fabulous prices is greatly appreciated.

Your merchandise and display are the reason customers will return again and again.

Thank you for helping to make it one of the best antiques and collectibles markets in the nation.

Thank you for leasing space in the Canton Civic Center!

**CIVIC CENTER GUIDELINE
ACKNOWLEDGEMENT**

I have read and understand the Civic Center Guidelines. I understand that if I do not follow these guidelines I will jeopardize my lot space. The City of Canton reserves the right to amend or change the policies and procedures without prior written notice. I also agree that I must follow all First Monday Policies and Procedures.

Vendor Signature

Date

