

# RAMSTEIN COMMUNITY CENTER FLEA MARKET POLICY



1. The purpose of the Flea Market is to sell **EXCESS PERSONAL GOODS ONLY**. Handmade crafts, collectable items (e.g. Beanie Babies, collectable cards, etc.) cannot exceed over 50% of your sale items. **Private concessionaires and/or commercial vendors will not be allowed to participate.** All flea market sellers **MUST** possess a valid US or NATO Forces ID Card.
2. Certain items are strictly prohibited from sale. These items are, but not limited to, food/snacks or beverages, combustible items, pets, illegal products, alcohol, tobacco products, reproduced copyrighted material (e.g. DVD's, CD's, etc.).
3. The sale of personal goods must be to only US or NATO Forces ID cardholders. **It is the responsibility of all sellers to check your customer's ID card prior to sales.** The Ramstein Community Center staff will conduct periodic ID card checks but the Ramstein Community Center IS NOT responsible for sales to unauthorized personnel.
4. **Set-up time begins at 0830--no early setups are authorized! Shopping hours are from 1000-1400.**
5. INDOOR flea markets are held in building 412 or Annex 411 Multi-Purpose Rooms (MPR), depending on availability. Cost is \$15 for a spot with 1 table, \$20 for two tables and 1 chair and additional chairs are \$1 each. On the day of the event chairs are \$3 each and tables are \$20 each. Small coat racks will be permitted where they do not cause blocking of any aisles, fire exits or impede on another seller's designated space. **Vendors must remain until 1400 or be disqualified from participating in future Flea Markets.**
6. OUTDOOR flea markets take place in the rear parking lot of the Ramstein Community Center. Cost is \$15 for a spot with 1 table, \$20 for two tables and 1 chair and additional chairs are \$1 each. On the day of the event chairs are \$3 each and tables are \$20 each. A spot includes 1 parking space; vendors must park their vehicle in Hertz or Library parking lot by 0930. In case of inclement weather, the flea market will either be moved inside or cancelled. Weather determination calls will be made on Friday at 1700, the day before flea market. **Please wait for the Ramstein Community Center personnel to direct you. Anyone not waiting will be asked to move to the back of the queue. Vendors must remain until 1400 in order to ensure the safety of customers and staff.**
7. In the event that tables are still available at 0930 on flea market day, an additional table can be purchased for \$20.00. Additional tables are on a first come, first serve basis and may have limited availability.
8. **Cancellations must be made no later than 48 hours prior to the day of the flea market in order to receive a refund! Any seller who has not arrived by 0930 will forfeit the right to a table/space.** At this time, any space remaining from NO-SHOWS will be sold to persons on the waiting list, in order of sign-up, and to sellers desiring extra space.
9. Payment is due on the day of the event. We take card (MC/Visa/AMEX) and cash. An ATM is also available inside the Ramstein Community Center bldg. 412.
10. All sellers are responsible for supervising their children who must remain with their parents at all times. The Ramstein Community Center assumes no responsibility to any loss or damages to personal belongings. Sellers are also responsible for disposing of their trash at the dumpsters located behind bldg. 411.
11. Flea market sellers are unauthorized to set-up in any other areas of the Ramstein Community Center facility, except for the designated Multi-Purpose Rooms or rear parking lot.

*If you have any questions regarding the above policy, please contact the Ramstein Community Center,  
DSN: 480-6600 or CIV: 06371-47-6600*



# Ramstein Community Center Flea Market Registration Form



## Sponsor Information

First & Last Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Vendor Information

First & Last Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Flea Market: \_\_\_\_\_

**Please select the following that apply:**

\$15.00 Package Includes 1 table
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 Qty: \_\_\_\_\_

\$20.00 Package Includes 2 tables & 1 chair
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 Qty: \_\_\_\_\_

\$1.00 Extra Chair
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 Qty: \_\_\_\_\_

**Total Payment Due:** \_\_\_\_\_

Please sign and date if you have read and understood the attached Flea Market Policies.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*Official Only Section\*\*\*\*\*

Receipt # \_\_\_\_\_ Staff Initial: \_\_\_\_\_