

March 2017

Dear Vendor:

The Luzerne County Community College Alumni Association will host its 19th annual Flea Market and Collectibles Show on Saturday, May 6, 2017. The event will run from 8 am to 2 pm on our Nanticoke campus in parking lots D & E near our Prospect Street entrance.

We invite you to participate as a vendor this year. This is our "anything goes" show - we are looking for a wide range of vendors who carry flea market items, crafts, collectibles, direct sales, area businesses, household goods, and much more. Non-profit 501©3 organizations are also invited to set up to promote their cause for a reduced rate. This event is held outdoors on a paved parking lot adjacent to our Educational Conference Center (ECC) that has indoor facilities. As you will see on the attached registration form, we offer a variety of space sizes for the day. Please note that if you plan to park in your space and have a vehicle that is longer than 17 feet, you are required to rent the larger space so that you do not encroach on your neighbor's space.

The LCCC Alumni Association will have a table with a selection of donated items for sale as well as a theme basket auction and a 50/50 raffle. Our Pastry Arts Club will be selling cupcakes, pizza, sliders and more in the ECC. And new this year we will have an "Explore a Vehicle" section with fire trucks, police cars, big rigs, and other vehicles on display.

We value our **food vendors** who have participated with us for many years; however, we would like to add a few more this year and make this an exciting **shopping and eating** event. We are again offering our \$75 for food vendors this year. All food vendors **must** submit a valid "Certificate of Insurance" naming LCCC as the insured for the day of the event and a copy of their SafeServe Certification in prior to the show. You must register by April 28th to get the reduced rate, otherwise a \$25 late fee will be enforced.

Please note the following important rules:

- **Refunds:** Refunds will NOT be given to no-shows or those canceling less than two weeks before the show (April 21, 2017).
- **Late Registration Fee:** Registrations received after April 28, 2017 or the morning of the show must include a \$10 late fee in their registration payment. There is a \$25 late fee for food vendors who register after this date.
- **Show Hours:** We ask that you respect the hours of the show (8 am – 2 pm) and remain set up for the duration of the event.
- **Arrival / Set Up:** College Security will open the entrance gates at **6:30 am** the day of the show. Vendors will not be admitted prior to this time. Please be respectful and patient with our VOLUNTEERS who will assist you with parking your vehicle when you arrive. All vendors are responsible for providing their own tables, chairs, electrical supply.
- **Departure:** All vendors are asked to remain set up during the show hours (8 am - 2 pm). You must remove or dispose of all unsold items from the LCCC campus.
- **Direct Sales Vendors:** We will honor the rules of direct sales companies (i.e. one representative per show etc.) However, it is your responsibility to notify us in writing if the company that you will be representing has these rules in place.
- **Food Vendors:** All vendors must submit a valid "Certificate of Insurance" naming LCCC as the insured for the day of the event and a copy of their SafeServe Certification in advance of the show. You must also have a SafeServe certified representative present at the show. Food vendors (\$75) **ONLY** are allowed to set up on Friday afternoon after 3 pm. Please notify the alumni office if you plan to take advantage of this option so we can be sure you are set up in the correct location.
- **Rain Date:** There is NO rain date for this event. So the show goes on, rain or shine!

To register, complete the registration form **prior to April 28, 2017** to avoid a late fee or if you prefer you can register online at www.luzerne.edu/alumni/fleamarket. We will send out more information closer to the date of the show, but if you have questions, please call the Alumni Office at 570-740-0734 or e-mail: alumni@luzerne.edu. Thank you.

Sincerely,



Edward Hennigan III '94
Chair, Flea Market & Collectible Show



Bonnie Brennan Lauer '87
Director, Alumni Relations

P.S. Please contact the Alumni Office if you are no longer interested in receiving future emails regarding vendor events so we can update our records. Thank you!