



FLEA MARKET & CAR CORRAL Vendor Kit

Events held at the Carlisle PA Fairgrounds

Updated March 2024. This document supercedes all previous versions.

BY REGISTERING FOR AN EVENT, YOU ACKNOWLEDGE YOUR AGREEMENT TO ABIDE BY THE RULES IN THIS DOCUMENT.



FLEA MARKET VENDING SPACES - OUTDOOR

- Most vending spaces are on grass. Some have gravel, pavement, etc.
- Spaces are approximately 10 ft. frontage by 30 ft. deep.
- Spaces are marked on the ground at the front edges (along the aisles).
- No hookups provided (electric, water, Wi-Fi).
- You may park and camp on your rented spaces, however, **EACH SPACE MUST HAVE SALE MERCHANDISE DISPLAYED.**

FLEA MARKET VENDING SPACES - INDOOR

- *Ask about availability and pricing of indoor vending spaces.*
- *Space sizes vary by building.*

EVENT MAPS are online at CarlisleEvents.com/maps



CAR CORRAL - A reserved area just for vehicle sales!

- Car Corral spaces are approximately 10 ft. frontage by 20 ft. deep and most are on grass. *Ask about availability and pricing of undercover pavilion spaces.*
- Specialty events: vehicles must match the brand of the event. No refunds for non-marque cars.
- Must display a For Sale sign on the vehicle.
- All vehicles must be for sale and in running condition (may not be displayed on trailers). **The Car Corral is not a parking lot.**
- Vehicles brought on trailers may be unloaded on-grounds on or before set-up day.
- Spring & Fall exceptions: all brands welcome, trailers for sale are only permitted with explicit permission.
- No trailers for sale at specialty events in car corral spaces.

EVENT	2024 Event Dates	2025 Event Dates	2024 Cost Per Space*	Deadline To Renew For 2025	Non-Renewed 2025 Spaces For Sale
SPRING CARLISLE	APRIL 17-21	APRIL 23-27	\$115	JULY 23, 2024	AUG. 6, 2024
IMPORT & PERFORMANCE NATIONALS	MAY 10-11	MAY 16-17	\$70	AUG. 13, 2024	AUG. 27, 2024
FORD NATIONALS	MAY 31-JUNE 2	JUNE 6-8	\$100	SEPT. 3, 2024	SEPT. 17, 2024
GM NATIONALS	JUNE 21-22	JUNE 20-21	\$70	SEPT. 24, 2024	OCT. 8, 2024
CHRYSLER NATIONALS	JULY 12-14	JULY 11-13	\$100	OCT. 15, 2024	OCT. 29, 2024
TRUCK NATIONALS	AUG. 2-4	AUG. 1-3	\$95	NOV. 5, 2024	NOV. 19, 2024
CORVETTES AT CARLISLE	AUG. 22-24	AUG. 21-23	\$105	NOV. 26, 2024	DEC. 10, 2024
FALL CARLISLE	OCT. 2-6	OCT. 1-5	\$115	JAN. 7, 2025	JAN. 21, 2025

***SAVE 10% if you renew your spaces for next year by Friday the week after the event.** Courtesy renewal notices are emailed 1 week after the event and mailed 30 days after. Renew online by clicking the link in your email renewal notice. Prices increase by \$10 within 45 days of an event. **NO REFUNDS are issued within 45 days of an event.**

BUY YOUR VENDING SPACE TODAY
CALL 717-243-7855 OR SCAN THIS QR CODE TO BUY ONLINE



EVENT GUIDE ADVERTISING

For details, contact Katie Cole:
717-238-5751 x129
Katie.Cole@ThinkGraphTech.com

SET-UP

- Vendors must be in their spaces and set-up prior to 7 AM on the first day of an event unless prior arrangements have been made by calling customer service at 717-243-7855.
- Once event begins, any spaces left vacant may be occupied by neighboring vendors.
- Late-arriving vendors may forfeit their space.

OUTDOOR VENDORS

- Call to confirm if early set-up is possible. Vendors who set up earlier than stated below do so at their own risk.
- **Spring & Fall:** Monday-Tuesday
- **Corvette:** Tuesday-Wednesday
- **Import, Ford, GM, Chrysler & Truck:** Wed.-Thurs.

INDOOR VENDORS

- **Spring & Fall:** Mon. & Tues. 7:30 AM - 4 PM, Wed. 7 AM - 8 PM
- **Corvette:** Wednesday 7 AM - 8 PM
- **Import, Ford, GM, Chrysler & Truck:** Thur. 7am-8pm
- **Do not block building entrances.** Inventory must be hand-carted if necessary.
- **On show days, buildings are locked per the hours stated in event guides. No exceptions.**

PACKAGES

- You may ship your merchandise to the event. First three free, \$5 for each additional. Pick up at Gate 5 Receiving.
- Use this address:
Your Name, Space Numbers
c/o Carlisle Events
504 Cavalry Road
Carlisle, PA 17013
- Delivery is available for \$25 per skid. Pickup and return fee is an additional \$25. Cash payment required upon delivery.

PARTS HAULING/TAXI SERVICE

- Hauling for large and small items and transportation for our guests. Call **717-960-6429**.

HAND CART RENTALS

- Rentals at Guest Services, may be taken off-grounds, we hold the user's driver's license until it's returned.

TEMPORARY ENTRY PASS

- A one-hour pass to drive on-grounds is available at Gates 1 and 3 **before 7 AM and after 5 PM**
- At the gate, driver must provide: hand stamp or admission ticket, driver's license and \$50 deposit (which is returned upon a timely exit).

MERCHANDISE must be 80% automotive. Vehicles for sale are permitted in the flea market. Vendors must conduct all business from **within their assigned spaces**. No solicitation, services, marketing, signs or other business shall be staffed or conducted outside of assigned spaces without the written consent of Carlisle Events.

- **PROHIBITED:** adult items, ammunition, drug paraphernalia, fireworks, guns, knives, martial arts weapons, offensive/suggestive merchandise, political items, live animals, food, and beverages.
- **WRITTEN LICENSE REQUIRED** from Carlisle Events: any item with the Carlisle Events logo, notary/title services, photographic souvenirs, Carlisle Events videos, apparel with any automotive brand.

PENNSYLVANIA SALES TAX LICENSE

- Pennsylvania requires that any vendor selling merchandise obtain a permanent Pennsylvania sales tax license.
- Carlisle Events can provide the application upon request.
- If you have questions, contact the Bureau of Collections and Taxpayer Services at 717-787-8201.

TEAR-DOWN

Vendors may begin to tear-down their displays as listed:

- Spring, Ford, Chrysler, Truck & Fall ... **Sun. 12 PM**
- Import, GM, & Corvette. **Sat. 6 PM**

OUTDOOR VENDORS

- **Everything must be removed from the property by 5 PM Monday** following the event. No exceptions.

INDOOR VENDORS

- **Do not block building entrances.** Inventory must be hand-carted if necessary.

RENTALS: TENTS, TABLES, CHAIRS

- **Tables** 8 ft. x 30 in. - \$18 (\$20 if rented within 45 days of the event), and **chairs** - \$2 may be rented by calling or visiting Vendor Services. Delivery and pickup provided.
- Personal canopies/tents must be securely tethered and owner is liable for any damages.
- **Tent Rentals** must be from these licensed vendors:
 - A-1 Party Rent All Inc. 717-791-9575
 - Capitol Rental and Sales. 717-525-0701
 - Erin's Way LLC 315-225-1999
 - Event Central/Collective Event Group. . . 717-591-7368
 - High Peak Tent Rentals 800-500-8368
 - #1 Rentals 717-609-7536
 - Showtime Auto Care/Tents. 570-274-6937
 - Tents & Events. 888-478-1656

CONVENIENCE

- Two bath houses, four restrooms and a number of portable restrooms are available. You may rent a portable restroom for your vending space from:
 - Chamberlin 717-530-9741
 - Groff. 717-776-7402
 - D&D Services 717-249-1082
- **Food and beverages** are available on-site. Menus and locations are in the free event guide. No outside food and/or beverage sales.
- **Ice** is sold by most food vendors in 20 lb. bags.

TRASH

- **Do not leave tires for disposal.**
- **No heavy items in trash barrels.**
- Vendors will be charged for removal of excessive trash that is not properly bagged.
- Trash bags are available at Vendor Services or from maintenance personnel.
- All cardboard boxes must be broken down and stacked at trash barrels (not in your vending space).

NOISE

- The volume of radios, stereos, TVs, loudspeakers, etc., should not disturb or be a nuisance to others. No profanity.

SAFETY

- Pole lights are automatically activated each evening.
- Security is provided for the venue, not individual vendor spaces. All vendors are responsible for their own property.
- The **security office** is located at Gate 3 **717-960-6429** (7 AM - 7 PM) or **717-713-4779** (7 PM - 7 AM)
- Medical emergency – call 9-1-1.

FIRES

- Open fires and fire pits are prohibited. Safe use of charcoal or propane grills is permitted.

GENERATORS

- May be safely operated between 6 AM and 11 PM
- Causing excessive noise or fumes are strictly prohibited.
- **Must be vented above** vehicles, patrons, and other vendor spaces.

PETS

- **Please do not bring your pet.** Pavement gets very hot, some animals are aggressive, and accidents happen.
- We do permit pets, however, under the following guidelines.
 - Leashed at all times; provide them with food/water/shade; pick up and dispose of their waste; and keep them away from other pets and patrons.
 - No pets in the Food Court.
 - Do not leave your pet in your vehicle at any time.
 - Pets must have current vaccines and license.
 - Your pet must be under your control at all times and you are fully responsible for its actions. Any offensive or unsafe actions by your pet or as the owner, will result in expulsion without refund.

ALCOHOL

- Disorderly persons will not be tolerated. No glass bottles.
- Sale of alcoholic beverages is prohibited.
- Providing alcoholic beverages to anyone under the age of 21 is prohibited in Pennsylvania.

DRONES

- Drones are prohibited at all Carlisle Events-owned properties.

RECYCLING/VACANT SPACE POLICIES

- Subleasing is prohibited and will result in forfeiture of courtesy renewal rights.
- Contact Vendor Services to:
 - 1) TRANSFER the courtesy renewal rights of your space or
 - 2) RECYCLE your space when you are unable to attend.
 - If we re-rent your space, you will retain renewal rights and get half the fee back (only if you contact customer service 30 or more days prior to the event).
 - If you are unable to attend an event and call us after the 30-day cut off, we will mark your account and you WILL NOT lose your courtesy renewal.
 - If you recycle your space and want to attend the event, you are required to buy an admission ticket - (walk-in passes are forfeited).
- Vendors who leave their spaces vacant or recycle them for two consecutive years are subject to forfeiture of courtesy renewal rights and will be notified.

CREDENTIALS

- A vehicle **sticker** for each of your vending spaces will be mailed to you **approx. one month** before the event. **One sticker must be placed on your windshield.** It provides admission for the driver and a passenger and permits you to park on the vendor space that is printed on it. (Reminder: you must display merchandise for sale even with a parked vehicle.)
- Vehicle stickers are not accepted for walk-in admission. No sticker may be reproduced. Replacement of stickers is at full price.
- An **event pass** provides admission to the event for vendors who must walk through the gates. There are quantity limits based on number of vending spaces. Passes are available at Will Call located outside of Gate 3.

PARKING

- Parking is available for vehicles with a **vendor sticker** in the Carlisle Events Parking lot, accessible from Clay Street, or the Gate 5 Parking Lot, accessible from Cavalry Road. Without a sticker, the fee is \$10 daily.
- **Do not park anywhere other than the spaces printed on your stickers.** No exceptions.
- If you need additional parking for trailers, call for details. Fee applies.

DRIVING ON-GROUNDS

- **Patron safety is everyone's responsibility.**
- **9 AM TO 3 PM** on event days – **ALL FORMS OF TRANSPORTATION WITH WHEELS ARE PROHIBITED.**
 - Exceptions:**
 - Mobility devices used by persons with disabilities
 - Golf carts used by persons with disabilities must display the proper Carlisle Events-issued sticker. Call 717-243-7855 for details.
 - Carlisle Events and concessions staff with credentials.
- **BEFORE 9 AM / AFTER 3 PM** on event days – **All forms of transportation with wheels are required to display the proper Carlisle Events-issued sticker.**
 - Vehicles must have a vehicle sticker.
 - Other transportation with wheels must display a permit sticker. These are available at the Registration Building and you must provide proof of insurance/sign a waiver.
- **Requirements to operate all forms of transportation with wheels**
 - Must carry valid driver's license
 - No open containers of alcoholic beverages
 - No impaired driving
 - No cruising, no burnouts, no reckless driving
 - Violations of any of these requirements will result in expulsion from the event without refund.

Anyone found in violation of these rules will be stopped and given information about how to become compliant or be removed from the event.

SCOOTER RENTALS

Rent from Scootaround located outside of Gate 3. Contact them in advance to make a reservation. (1-888-441-7575 or www.scootaround.com/rentals/c/carlisleevents)

