

PRESBY PICKINS' FLEA MARKET GUIDELINES

To help everyone enjoy a safe, organized, and successful market day, we ask all vendors to follow these guidelines. Please drive slowly and carefully on all church property.

1. Space Selection

Vendors choose parking lot spaces from a reservation “seating chart” that corresponds to the property map. (See Exhibit A.)

2. Lot Spaces

- Each space is approximately 9’ wide by 19’ deep, though sizes may vary slightly.
- Vehicles and trailers for display or parking are **not permitted in Rows A–D.**^c

3. Tents & Umbrellas

- Pop-up tents, canopy tents, and umbrellas must be properly weighted (Town of Fountain Hills requires at least 50 lbs for a 10’x10’ canopy).
- Standard spaces are about 9’ wide. If using a canopy tent, please request an end space or a space next to an unnumbered triangle (“lot spacer”).
- Otherwise, vendors must coordinate with neighbors to prevent encroachment. If an agreement can’t be reached, the canopy may not be used.

4. Furniture Rental

Tables and chairs may be rented from the Market.

- Reserved furniture will be placed in your space by **6:30 a.m.**
- Furniture must be cleared by **2:30 p.m.** and returned in the same condition.
- Vendors are responsible for the replacement costs of lost or damaged items.

5. Notifications

- **No-Shows:** Notify an Event Manager at least 24 hours before market day if you cannot attend. Repeated no-shows may affect future reservations.
- **Late Arrival:** If delayed after **7:00 a.m.**, call an Event Manager to coordinate safe access.
- **Emergencies:** If you must leave early, notify an Event Manager so we can assist with safe exit.

7. Morning Setup

- Reserved tables/chairs are set up by **6:30 a.m.**
- Vendors must arrive by **7:00 a.m.** and be ready to sell by **7:30 a.m.**
- Use the **north entrance** (next to the apartments) from Fountain Hills Blvd. (See Exhibit B.)
- Follow one-way traffic flow as indicated on the map: Rows A–B use the first row; Rows C–E use the second row.
- Unload at your space, then immediately move your vehicle to the rear parking lot before unpacking. The front lot is for shoppers only.
- All vehicles must be out of the vendor area by **7:30 a.m.**

8. Afternoon Breakdown

- No vehicles may re-enter the vendor area before **2:00 p.m.**
- Market-rented furniture must be cleared by **2:30 p.m.** for pickup.
- Do not bring in your vehicle until your merchandise is packed and ready to load.
- Follow the same one-way traffic flow as in the morning. All exits will open after **2:00 p.m.** (See Exhibit B.)

9. Clean-Up

Vendors are responsible for keeping their space clean. All trash and unsold merchandise must be removed at the end of the day. Market trash receptacles are for **shopper use only**.

Exhibit A (Lot Map Revised 9.3.2025)

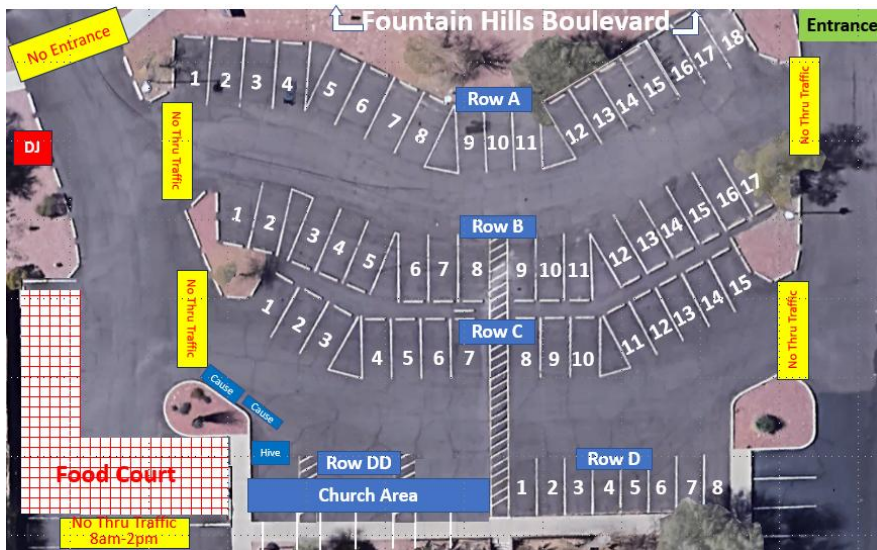


Exhibit B

Vendor Access Map – Revised 9.3.25

