

Dear Vendor:

We are writing to inform you about the 2017 Open Air Market Dates. Our Open Air Market will occur on all major holiday weekends. All markets are from 10 a.m. – 3 p.m. The dates for the 2017 season will be:

Sunday, April 30 – Spring Fling Weekend
Sunday, May 28 – Memorial Day Weekend
Sunday, July 2 – July 4th Weekend
Saturday, August 5 – Main Event Weekend
Sunday, September 3 – Labor Day Weekend
Sunday, October 8 – Fall Fest Weekend

We will accept registrations for the Open Air Market on a first come, first serve basis until the spaces have been filled or until the registration deadline, Monday two weeks before the event. We are only sending two registration forms but you can also register online for all the events at <http://woodhavenassociation.com/open-air-markets/>

The Open Air Market will take place in the same location, on the flat, shady area near the horseshoe pits. In this area, the only bathroom access available is handicapped accessible porta-johns. Recreation Complex bathrooms are over 100 yards away. Please keep this in mind when registering for the Open Air Market.

As always, you must purchase enough booth space to accommodate your vehicle and/or trailer. There are no preferential spots for those with large trailers, and we encourage vendors to keep this in mind when sending in their registration form. More information is available on the opposite side of this page in the Rules and Regulations.

One thing that we would like to focus on for this year is the efficiency of our Check-In process. Vendors make up a key part of this process. We need to make sure that those vehicles that are dropping off supplies and parking elsewhere are not blocking the access path while they are unloading. Please be aware of your vehicle, so that our Check-In process can continue while you are unloading.

Thank you for your time and consideration. We look forward to working with you this summer and in the years to come.

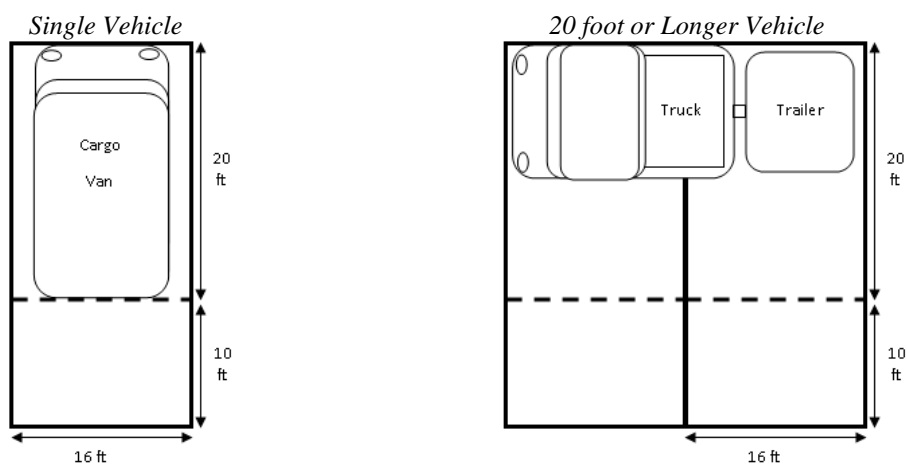
Best Regards,

The Department of Recreation
Woodhaven Lakes Association

*Please see the reverse side of this page for Rules and Regulations.

Woodhaven Lakes Association Open Air Market Rules and Regulations

- Any vendor that displays or has for sale at their booth any contraband shall be issued a citation if applicable, instructed to shut down their booth and leave the Open Marketplace, and be banned from all future markets at Woodhaven Lakes. Illicit contraband includes, but is not limited to: firearms, weaponry, fireworks, laser lights, knives, nuisance/gag items.
- Items that are racially sensitive, or otherwise deemed offensive are not allowed and may be removed at the discretion of the Department of Recreation.
- Pets are not allowed at Open Air Markets or other Woodhaven events. Please make arrangements to leave your pet at home.
- ALL CONSUMABLE FOOD ITEMS MUST BE COMMERCIALY PROCESSED, PACKAGED & SEALED. (example: can of pop, or package of skittles candy). ALL OTHER FOOD ITEMS, OF ANY KIND, ARE STRICTLY PROHIBITED.
- Selling, consumption, or possession of alcohol of any kind, by anyone, is prohibited.
- Booth display space is 16' wide x 10' deep. **REMINDER!** - All items on display must be within the 10' deep and 16' wide booth space.
- Vehicles and vendors will not be allowed access to the booths prior to 7:30 a.m.
- Only one vehicle is allowed to park behind your booth and can take up no more than the 16' width of your booth. Any additional vehicles will have to park in the parking lot and *should not block the access path when unloading.*
- **FOR A SINGLE BOOTH, ALL VEHICLES MUST BE 20 FEET OR LESS IN LENGTH INCLUDING TRAILER.**
- **IF YOUR VEHICLE/TRAILER IS OVER 20 FEET IN LENGTH**– You must purchase multiple booth spaces to accommodate the length of your vehicle and trailer. The vehicle and trailer must then be parallel parked within your booth spaces as shown in the diagram below.



- All items must be removed from the folding tables by 3:30 p.m. for table pick-up.
- Do Not Leave ANY items behind following the shows. Take ALL items with you that you brought (boxes, garbage, etc.).

The Department of Recreation reserves the right to screen applicants and have items removed from the selling area. Upon the third infraction, on any combination of the rules and regulations, over the lifetime of your participation, you will be asked to shut down and leave. Participation in future shows will be prohibited. The Department of Recreation reserves the right to make determinations as necessary.

