

Lucille's 2018 Vintage Market
Vendors What Ya'all Need to Know

Ruth's Contact #: 651.308.6088

Stacey (Running Aces Event Manager) Contact #: 763.439.5837

Market Location

Running Aces Casino & Racetrack

Running Aces Blvd

Columbus, MN

The Market is held in the Horse Barns. Once you have entered Running Aces, drive past the Casino & Follow Lucille's Signs to the Barns.

Market Dates

On Market Dates vendors MUST arrive no later than 8:00 am. Gates open @ 7:00 am.

Friday, October 5th 9:00 am – 7:00 pm

Saturday, October 6th 9:00 am – 5:00 pm

There is a special location, on-site at the barns, to park your vehicles during Market days, to maximize parking spaces for our customers. Traffic Directors will guide you as to where to park your rigs. (See Parking Section for Details)

Vendor Set-Up days/times

Gates open @ 8:00 am

Early Set-Up (This option is available to those vendors who have paid the Extra \$35 charge) – Wednesday, October 3rd 8:00 am – 5:00 pm

Regular Set-Up – Thursday, October 4th 8:00 am – 8:00 pm

When you arrive for Set-Up:

- Please stop by the Admission/Hospitality Desk (Lucille's Vintage Camper) to pick up a vendor packet (lanyards, parking pass, etc.).
- Hand in your ST19 Form, if not done so already. **Set-Up will not be allowed without a signed ST19 Form on file** with Lucille's Vintage Market.
 - The completed forms DO NOT go to the State of MN, but are on file at the sale and are available should the State of MN audit Lucille's during the Market.
 - If your business does not require an ST19, a form is still required with your signature & a statement as to why your business is exempt.
- I will collect any outstanding contracts/fees at check-in.
- If you planned to donate Goodies for the Prize Give Aways, please drop them off at the Admission/Hospitality Desk. Ensure each give-away is clearly marked with your business contact/name.

Vendor Tear-Down & Clean-Up days/times*

***Absolutely NO EARLY Tear-Down allowed.**

Please leave your space as you found it. Remove any wires/hooks etc. that you added. Brooms available to sweep loose hay/paper etc. Remove all Garbage & Take it Home with you. Do not leave any items behind.

Please RETURN all LANYARDS/TAGS to the hospitality desk after the sale.

Saturday, October 6th 5:00 pm – 7:00 pm

Sunday, October 7th 9:00 am – 2:00 pm

Vendor Parking – Market Days

Each vendor is **allowed to have 1 vehicle & trailer** parked within the gates. There is 24/7 security. Vehicles can be left on-site, if desired.

There is a special location, on-site behind barns B & C, to park your vehicles during Market days. The roads must be kept open to allow

emergency vehicle access if needed. **Traffic Directors will guide you as to where to park your rigs.**

Absolutely NO VENDOR parking in the Main Customer Parking Lot at the Barns OR on the North or South Ends of the Barns!

All Vehicles left on-site must display a Vendor Pass (included in your vendor packet) in the window of the parked vehicle.

Extra vendor vehicles MUST BE parked in the Upper Parking Lot. To get to the Barns, you may walk or take the shuttle that will be running periodically.

If you require Handicap Parking please see Traffic Director or Ruth.

Vendor Unloading

Carts are not available from Lucille's or Running Aces; if you need carts to transport your items you must bring your own.

One of the beauties of the Running Aces facility is the convenient loading/unloading areas.

All vendors may drive right up to the Entrance Doors to unload/load.

Please respect your fellow Vendor. As soon as you have unloaded, move your vehicle/trailer quickly to allow the next vendor the same convenience of driving up to unload at one of the many entrances.

After you have unloaded, Park your vehicle/trailer in the designated vendor parking area. DO NOT park your vehicle on the North or South End of the Barns.

KEEP OFF THE GRASS! Running Aces prides itself on a beautifully manicured/maintained property. Facility Director John & Staff spend hours caring for the grounds. Please respect & care for the grounds as well. Keep off the Grass, including walking. NO PART of any vehicle may be on a grass area – this includes vehicle tires touching the grass.

Absolutely NO driving into the barn with vehicles (exception Open Paddock Area)

Customer Loading

There are two loading area/zones; one of each end (North & South) of the Barn. Lucille's will provide a table/semi-covered area with 1 staff member on the North end of the barn. This staff member will allow sold items in & out.

The South end Loading Zone will be manned by the Vendors in the Open Paddock area. Lucille's will not provide a staff member for the South Loading Zone.

Bring Your Own SOLD Tags; all items sold, that are moved to the Loading Zone areas, must be clearly marked with SOLD tags with Vendor Name & Customer Name/Phn # included on all SOLD tags.

Each Vendor will be on their own for ensuring items sold are delivered to the Loading Zone. Lucille's will NOT HAVE crew to Haul Vendor Items.

A few small carts/dollies will be available for use from Lucille's. These carts will be located in the Horse Stall Barn area.

Customers must pick up their items from the Loading Zone on the day they purchase the item or make special arrangements with the Vendor for storing the items. The North End Loading Zone is under a tin awning, however, if there is inclement weather and your items are sensitive to weather than please bring your own tarps/covers for your pieces to protect them until they are picked up by the customer.

Other Important Stuff

Kunnari's Farm Market will have Fall Bounty available by noon Thursday, October 4th, for Vendors to Purchase for their spaces. No Obligation to purchase, just a nice/convenient offering for vendors.

Expecting Crowds of >5000; all spaces must be stocked throughout the 2 day show. I expect both days to be equally busy and want all customers to see a 'stocked' show; re-stocking times are Friday, 7:00 pm – 9:00 pm & Saturday, 7:00 am – 9:00 am. **Absolutely NO EARLY TEAR-DOWN.**

Vendors are responsible for collecting payment of their own merchandise. Vendors must come with enough cash to make change. An ATM will be on-site. Running Aces Casino also has a Cashier. It is up to each individual vendor as whether they want to accept checks or credit cards. It is also the vendors responsibility to collect MN State Tax.

No permanent alterations of the Aces property in any form; no nails, screws, holes, paint etc. Walls are magnetic, commando type hooks OK, leaning things against walls OK, hanging things from metal cross bars OK. **If in doubt, ASK FIRST!**

Fire Marshall is clear that all aisle ways MUST be kept open.

No Pets Allowed. So Sorry.

Selling Spaces

Merchandise, Pricing and Beautifully Staged/Styled Displays are very important to us and our customers who come from all over to visit Lucille's Market.

Note: The Open Paddock area & Euro Boot area have more of a In the Rough/As Found/Flea Market Flair where staging/styling is more flexible.

No more than 10% Market (Repro) Goods; Exception Clothing Vendors

Light your Space

Bring your own extension cords (keep em' neutral folks, no yellow/orange construction bright cords)

There is a single outlet (the kind with 2 plugs) for every other Horse Stall; vendors will share this outlet. The She-Sheds also have a shared outlet.

There is no power in the Euro Boot Section of the Market. There is electrical in the Open Paddock Area that must be shared among vendors.

Keep Barn Aisles Open; no goods beyond stall opening

Exception ... check-out stations on wheels; check with Ruth

No hanging on sprinkler or heat pipes

Acceptable to drape fabrics, etc. on Ceiling Cross Bars, stall walls

ATM On-Site; available or everyone to use

Wi Fi was sufficient in the barns for the 2017 Market, however, it is the vendor responsibility to test the WiFi and to have sufficient WiFi to process Credit Cards etc.

Liability Insurance; Lucille's has a liability policy that covers Lucilles, Aces & City of Columbus. The Policy DOES NOT cover vendors or vendor merchandise.

Key items to remember:

Ensure you have Appropriate Cash or Checkout Tools Available & Ready to Go on Opening Day. If you choose to process Credit Cards ensure you have appropriate Booster/Connections through your Carrier.

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Thanks to Ya'All! Our Hearts are Full!

Momma Lucille & Me (and 25+ Volunteers)