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UNITED NATIONS PLAZA GIFT GALLERY

Overview of Rules and Regulations for Vendors

(Updated: June 2013)

HOURS:

General Public Market Hours on Market Days:

- 8:00 am – 5:30 pm during the Spring
 - 8:00 am – 5:00 pm during the Fall
- (Based on Daylight savings time)*

NOTE: Security is only available until 6:00pm

VENDORS SETUP / BREAKDOWN:

- Vendors should arrive between 7:30am – 8:30am.
- Canopies are set-up prior to arrival by City and removed after hours by City.
- **All vendors must be ready to sell by 9:00am**
- No vehicles are to be driven on the Plaza after 8:30am and before 4:30pm; unless, there is an emergency or arrangement with Management.
- If you are arriving late and have not notified Management, your reserved canopy maybe reassigned to another Vendor or taken down.
- All Vendors must vacate the premises by 6:00 pm in Spring and by 5:30 pm in Fall

FEES

- **Effective July 1, 2012, Vendors are required to pay in advance. Regular vendor must pay their stall fee on or before the 28th day of the prior month, for the day(s) they will be attending the Market.**
- **Payment shall be made by check payable to the "City and County of San Francisco", or if paying cash, vendor must come to 25 VanNess, Suite #400.**
- Failure to pay in full on a timely manner will result lost of your permanent canopy space.

Stall Fees per day are based on size:

10x10 = \$45.00

10x20 = \$60.00

10x30 = \$75.00

VEHICLES:

- Vendors are entitled to only one parking space behind their canopy or on Market grounds.
- Trailers and Mobile Homes are not permitted on the Market.
- No one is allowed to park their vehicle by going through the set up canopies.
- Any damage to city property from vendor's vehicle will be the responsibility of the vendor.

RESERVATIONS:

- Reservations must be made by 2:00 pm one (1) day prior to the Market day by calling the UN Plaza message box.
- Market Management has the right to move Vendors to different canopy stall location based on operational needs.

CANCELLATIONS:

- The cancellation deadline is 1:00 pm one (1) day prior to the Market day. *A \$25 cancellation fee will be charged for non-compliance of the cancellation deadline.*
- In case of an emergency, vendors must contact Market Management as soon as possible to explain the nature of the emergency and give an estimated date of return to the Market.
- Call the UN Plaza message box to leave and receive messages.

LICENSES / PERMITS:

- Each vendor shall comply with all applicable local, state, and federal regulatory requirements and shall hold the Market Management harmless against any failure to do so.
- During Market hours, Vendors must display their California Seller's Permit, San Francisco Business Registration Certificate, and all other required postings in a conspicuous place.

MERCHANDISE:

- All goods displayed for sale must be high quality merchandise, collectibles, and handcrafted artisan works.
- All goods displayed for sale must be approved by management and listed on the Swap Meets, Flea Markets, or Special Events Certification BOE-410-D form.
- If you change the types of goods sold, you must seek the approval of Market Management before displaying them.

TABLES / CHAIRS / DISPLAYS:

- Vendors will supply their own tables and chairs.
- All merchandise must be displayed in a neat and orderly fashion within the canopy space.
- Tables and display rods may not extend beyond the canopy lines.

ELECTRICITY:

- The Market does not provide any electrical power to the vendors at the UN Plaza.
- No generators are allowed, Market Management must approve any exception requests.

PETS:

- No pets are allowed.

MARKET HOTLINE NUMBER (415) 503-2053

The United Nations Plaza number is available for all to obtain Market information such as: the closure of the Market on rainy days. In addition, you may use this number to leave messages, make, and cancel reservations.

Note: Market Management reserves the right to change Rules and Regulation at our discretion with or without notice to our Vendors.