

THE NISKAYUNA REFORMED CHURCH
42nd ANNUAL FLEA MARKET
3041 Troy-Schenectady Road, Niskayuna, NY
Saturday, September 22, 2018
9 AM - 4 PM

Phone: 518-785-5575

Email: office@niskayunareformed.org

THE LOCATION

NRC is located on the heavily traveled Troy-Schenectady Road (Rte 7) between Schenectady and Latham. This is a good central location between Schenectady, Albany, Troy and their environs. It has high visibility from the road as to attract the impulse shopper. The Education Building (white building) is handicapped accessible.

CONFIRMATION

Confirmation will be sent out one (1) week before the event on Friday, **September 14th**. If you received your contract via email, then you will receive your confirmation via email. If you received your contract in the mail, then you will receive your confirmation via telephone call. Please make sure all your information is printed neatly and legibly so we can contact you. If you do not receive a confirmation, then you do not have a confirmed spot.

SET UP TIMES

Friday, September 21st 3 pm- 7 pm

Saturday, September 22nd 7 am

This will be **strictly enforced** as the facility is being used for church related activities prior to this time on Friday. **On Saturday, September 22nd set up will begin at 7 am.** If you show up **before** 7 am there will not be church members here to let you in the building or to answer your questions. **PLEASE ADHERE TO THE SET TIMES!!!**

THE OUTDOOR SITE

Located on a large stretch of grass field in plain sight of the road, it is more than 500 sq. feet. Cars and vans of dealers may be brought onto the field; each booth is approximately 20 x 20 feet in size. Parking of extra vendor vehicles is available across the street on the left side of the church cemetery. We will guarantee you a reserved outdoor site with **full payment of the outdoor fee of \$25 if received by September 13th, 2018. Reservations after September 13, 2018 will be \$30.** No tables are supplied. You must bring your own.

THE INDOOR SITE

There are a limited number of indoor spaces available. Indoor spaces are guaranteed with **full payment of \$40 if received by September 13, 2018. Reservations after September 13, 2018 will be \$50. We will offer these in the order in which we receive contracts.** For indoor set-ups, we will supply one table only. You can bring the other 2 if needed. The booth size is approximately 10 x 10 feet. The rooms are easily accessible from the field. **In the interests of providing the most variety inside the building, and also to accommodate an increased number of requests for indoor spaces, no vendor may contract for more than ONE (1) indoor booth.**

VENDOR REGULATIONS

Vendors MUST stay for the **ENTIRE** time unless otherwise approved. You may not be approved to come back if you do not stay for the entire Flea Market.

No animal sales allowed

Food and franchise dealers may participate on approval of committee only.

NO PETS ALLOWED—SERVICE ANIMALS ONLY

THE PARKING

There is a large paved parking lot immediately adjacent to the field and building capable of holding 110 cars. There is an auxiliary unpaved lot just beyond that for overflow. There is also lawn parking available. We will have workers on duty directing traffic. **The only admission charge will be for the car at \$2.**

CLEAN UP REPONSIBILITIES

Removal of trash and garbage in and around your assigned booth area is the ***responsibility of the vendor.***

THE PUBLICITY

We will have coverage in all the Tri-City papers and on the radio. Flyers and posters will also be widely distributed. The Niskayuna Church, by the way, is the site of a very successful indoor Antique Show in the winter, which has been held for the last thirty-five years.

We have enclosed an advertising flyer for making copies if you would like to put in local businesses in your area.

We hope to sign you up for this Flea Market and promise we will make every effort to insure it will be a successful one. We have had excellent attendance over the last 40+ years.