



Exhibitor Manual

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1. Event definition & Goods sold / restrictions

Dubai Flea Market is a second hand market where private individuals with non-commercial intention SELL & BUY everything used, from household items, home appliances, furniture, textile, ceramics, electrical equipment, toys, games, books, DVD's, clothes, antiques, accessories etc. and handcraft.

At Dubai Flea Market you can sell second hand & handcraft items only!

FAKE /COMMERCIAL ITEMS: It is strictly prohibited to sell FAKE AND COMMERCIAL ITEMS. In case any of the vendors do so, the Organizer or the venue owner will close down the stand with a fine and further legal actions, no refund of the stand fees by the Organizer.

ITEMS DISPLAY: It is strictly prohibited to place items directly on the ground in front of your table **without** displaying them inside a box, carton or any **hard case**.



EVENT TIMINGS:

Set up: 11am – 1pm

Flea Market timings: 1pm – 5pm

Break down timings: 5pm – 6pm

2. Participation requirements

To secure a table at Dubai Flea Market you have to register online and at the same time submit your payment via Credit/Debit card, or through our Payfort home pick up service.

REGISTRATION: Please visit our website www.dubai-fleamarket.com and click on “I want to sell”. Please fill out the required fields and continue choosing your payment option. After submitting your details we will send you a booking confirmation per email or if you decided to pay via our home pick up service, the courier will issue your payment slip.

REGISTRATION DESK: At JLT Park we do not have registration desk. When you arrive at the venue, please choose any available table you like, start setting up and we come directly to your table for the registration providing you the table receipt.

STAND PAYMENT: Each vendor must have registered and paid upfront through our website to ensure a stand at Dubai Flea Market.

PAYMENT SLIP: Please bring your booking confirmation, payment print out or payment slip with you and show it to our Team when we come to your table for the registration.

TRANSPORTATION: It is highly recommended to get your own trolley or to pack up your goods in luggage's for easy transportation from the car parking area to your stand.

SELLERS RULES: Please make sure you are not selling as a single individual, please make sure you are at least 2 sellers at a stand as it can get very busy so you should watch your items and try to control your sales. It is not recommended to sell alone. Get help from your friend, it makes it easier and more fun! Be careful about the thief's! Watch your items all the time.

Do not leave any of your personal belongings on your table. Keep them directly with you in a bag which you always keep with you! Thieves are faster than you can watch out!

3. Stand, sizes and regulation

STAND PACKAGE: We will provide you a rectangular table and two chairs so you only have to bring your goods and lots of motivation.

STAND SPACE: Vendors can display items on the table and 1 meter to the front of the table in boxes. Please make sure your goods are **not displayed directly on the ground**, they have to be in boxes, luggage's, containers, cartons or any **hard cases**.

DISPLAY RESTRICTIONS:

CLOTH RACKS: Only 2 cloth racks are allowed per table. One clothes rack on the left of the table and one on the right. The height of the cloth racks should be not more than 1,60meters to guarantee a smooth overview of the market.

FLOOR DISPLAY REGULATION: Please make sure you don't put your goods directly on the ground. Your goods have to be inside boxes, packages, luggage's or any hard case, but not directly on the ground. Out of hygienic reasons, Dubai Health Authority warned us as the Organizer to not display any consumer goods on the ground anymore to guarantee hygienic standards and to protect the Consumer.

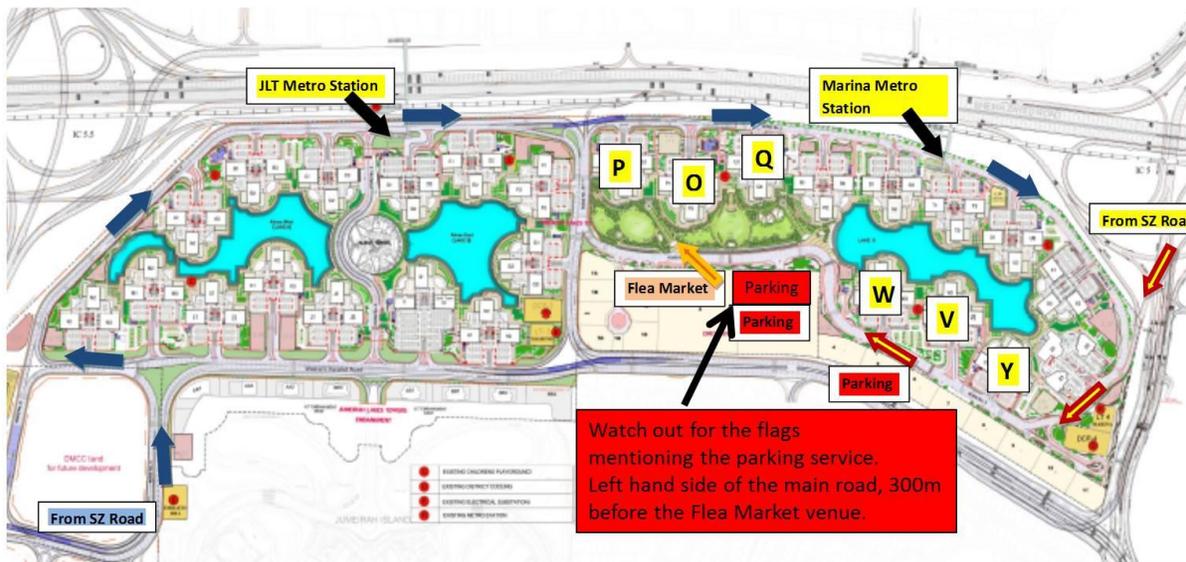
FLEA MARKET GUARDS: The stand space is exact defined according to the above mentioned area and will be controlled by our new "Flea Market Guards", they are in charge of controlling the stand regulations. If any vendor does not apply the new regulation, the Guards have the right to close down the stand and escort the vendor out, no refund of the stand fees. By accepting our Terms & Conditions, you automatically accept our standards and the rules and regulations.

4. Registration & set up

REGISTRATION DESK: At JLT PARK we do not have registration desk. When you arrive at the venue, please choose any available table you like, start setting up and we come directly to your table for the registration providing you the table receipt.

WHAT TO DO UPON ARRIVAL: To allocate the venue easily, please watch out for the Flea Market flags to your right when driving on the main road. If you have the change, unload your car directly where the Flea Market starts, right after we have placed the flags, there is a small service road with car parking but mostly fully occupied, but anyways use the area to unload. After unloading you have to drive one round around the block to come back to the same main road you came from but watch out, 300m before the Flea Market venue you can find on your left hand side flags from a car park service provider. There you can park your car, cross the street walking to reach the Flea Market venue.

Please note, as soon as you are sold out or want to leave, please make sure you take your table receipt with you to avoid others misusing your paid table illegally!



SET UP TIMINGS: 11am-1pm

LATE SET UP: Please note, in case you are late for the set up and arrive after 1pm, please excuse if the venue is already extremely busy and therefore it might be hard to find your table right away. If you have difficulties finding an empty table, please call the organizer for assistance or ask any of our Team.

5. Exhibitor Stand responsibilities

SET UP TIMINGS: 11am-1pm set up timing. Each vendor has to make sure the table is completely set up at 1pm because after 1pm it is very difficult to handle your sales if you are not finished with the set-up, still carrying items from the car to your stand; moreover it is difficult to reach your table as it might be very busy.

SELLER TIMINGS: Seller are not obligated to stay until 5pm if you are sold out, you can leave the Flea Market anytime.

TABLE RECEIPT: Please make sure when you leave that you **take your table receipt with you** so we know that you left and at the same time to prevent others from misusing your table because at the end you will be responsible in case there is any littering, damage or further issues.

CLEANING: Following rules and regulations, each vendor has to give the stand back to the Organizer as received, which means in **clean and good condition** without damage of the table or chairs or any waste spread around. The vendor has to put their own garbage/waste in bags, cartons or containers. In case the vendor leaves trash at the stand spread around on the ground and doesn't follow the cleaning rules by spreading the garbage around, the Organizer stated to reveal the data of the person who was renting the stall.

6. What to be careful about!

We want to state out, that we had issues in the past of groups/gangs going around at the Flea Market performing professional stealing activities.

So we would like to **WARN YOU** to keep your eyes open and please don't leave any of your personal belongings on your table, like MOBILE PHONE, BAG, WALLET, etc.

The thief's are very smart and skilled.

Please try to avoid being alone on your stand. The more "eyes the better" watching the thieves.

Participating at Dubai Flea Market is on your own risk. The event organizer Green Spot Entertainment will not be reliable for injuries or health issues, nor damage or lost items.

7. SHADE!

We as Dubai Flea Market organizer are very keen on providing as much shade as possible for all our vendors, but as the sun is moving, we cannot guarantee that each and every single stand/table is fully shaded during the entire event hours.

To make sure that you and your stand/table are protected from the sun during the entire event running time, we highly RECOMMEND YOU TO BRING YOUR OWN UMBRELLA WHICH YOU CAN ATTACH TO THE LEG OF THE TABLE WITH A TAPE OR IDEALLY WITH A CABLE STRAP!!!!

GENERAL UNDERSTANDING:

The understanding designated representative of the organization requesting a Stand agrees to all of the above terms and conditions and understands that The Flea Market Organizer "Green Spot Entertainment" is not be responsible for any loss, damage or event cancellation due to bad weather or any catastrophe.

For further questions or comments, please send us an email to info@greenspotentertainment.com