



GLORIOUS  
**JUNK**  
DAYS

**VENDOR HANDBOOK**

EVENTS PRESENTED BY:  
BUSINESS ORGANIZATION OF OLD TOWN

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## WELCOME TO OLD TOWN CLOVIS

### THE ORGANIZATION

Business Organization of Old Town (B.O.O.T.) is a non-profit organization comprised of businesses within the Parking and Business Improvement Area (PBIA). B.O.O.T. administers the Street Shows, and also produces other events and programs, and also develops other marketing strategies for the area known as Old Town Clovis.

### THE MISSION

The Old Town Clovis Street Shows are open-air antique and vintage fairs held on the streets of Old Town Clovis, operated by the Business Organization of Old Town Clovis (B.O.O.T.), for the purpose of promoting the area known as Old Town Clovis.

### THE SHOWS

#### **Vintage Market & Antiques**

Sunday, March 24, 2024

7:00am - 3:00pm

#### **Spring Glorious Junk Days**

Sunday, May 26, 2024

7:00am - 3:00pm

#### **Fall Glorious Junk Days**

Sunday, September 22, 2024

7:00am - 3:00pm

Shows are coordinated by the Business Organization of Old Town (B.O.O.T.). After reviewing the handbook, if you have any additional questions or concerns please contact us!

Email: [info@oldtownclovis.org](mailto:info@oldtownclovis.org)

Office Phone: 559-298-5774

Website: [www.oldtownclovis.org](http://www.oldtownclovis.org)

Office: 336 Pollasky Avenue

## APPLICATION PROCEDURES

*B.O.O.T. reserves the right to modify any of these rules and regulations, or any policies or procedures adopted by B.O.O.T. from time to time, without prior notice.*

### APPLICATION INFORMATION

All applications are located online at [oldtownclovis.org](http://oldtownclovis.org). A completed application must be submitted in order to be considered by the review committee. A completed application means the vendor has filled out all contact information, provided a detailed description of their products/business, and reviewed all vendor requirements. All vendors must agree to the terms and conditions of the Old Town Clovis Street Shows upon submitting an application.

### VENDOR CATEGORY DEFINITIONS

#### **Retro/Vintage Vendor**

Retro Vendors who sell merchandise 20+ years and older.

#### **Antique Vendor**

Antique Vendors who sell merchandise 100+ years and older.

#### **Repurposed Vintage / Artisan Vendor**

Glorious Junk Day Vendors who sell merchandise that incorporates vintage materials.

### STREET SHOW REVIEW COMMITTEE

All applications will be reviewed by the Events Committee. Approval shall be the sole discretion of B.O.O.T. The Committee works hard to keep the integrity of the shows by maintaining merchandise restrictions. In making any determination in this regard, B.O.O.T may consider any one or more of the following:

- Quality of merchandise
- Merchandise desirability and diversity
- Electrical needs
- Attendance
- Display and presentation
- Customer service
- Past performance with B.O.O.T.
- Space availability
- Vehicle size

### DECISION NOTIFICATIONS

Vendors are encouraged to apply as soon as possible, as there are limited booth spaces available. Spaces are sold on a first-come first-serve basis. ***Please allow for 10 business days to process your application.*** If that time frame has passed and an update has not been received, please send an email to [info@oldtownclovis.org](mailto:info@oldtownclovis.org) for an application status update.

## VINTAGE MARKET & ANTIQUES MERCHANDISE REGULATIONS

*B.O.O.T. reserves the right to modify any of these rules and regulations, or any policies or procedures adopted by B.O.O.T. from time to time, without prior notice.*

### READ CAREFULLY

This is a vintage and antiques show. **80% of vendors' merchandise must be Vintage, Antique, Retro, Mid Century or Collectibles that are at least 20 years old.** 20% of vendors' merchandise may be newer or reproductions, but must compliment the antique and vintage theme of this show. Prior to acceptance of an application, vendors may be contacted by B.O.O.T. for further clarification and/or pictures of merchandise to assure it meets show requirements. B.O.O.T. reserves the right to review vendor merchandise and remove items that do not comply with show requirements.

B.O.O.T. no longer accepts applications for newly made crafts, jewelry and the like.

## GLORIOUS JUNK DAYS MERCHANDISE REGULATIONS

*B.O.O.T. reserves the right to modify any of these rules and regulations, or any policies or procedures adopted by B.O.O.T. from time to time, without prior notice.*

### READ CAREFULLY

This is a vintage and antique show. **Vendors shall sell items that are Antique, Vintage, Retro, Mid Century and Collectibles that are at least 20 years old.** In addition, this show is expanded to include reuse, hand crafted or repurposed items made of old material provided it is vintage material and not new, made to look old. Also, vendors may sell architectural salvage, vintage materials, hardware and the like for repurposing projects. Some new items that compliment antiques and vintage will be allowed, as approved by B.O.O.T. Prior to acceptance of an application, vendors may be contacted by B.O.O.T. for further clarification and/or pictures of merchandise to assure it meets show requirements. B.O.O.T. reserves the right to review vendor merchandise and remove items that do not comply with show requirements.

B.O.O.T. no longer accepts applications for newly made crafts, jewelry and the like.

## SHOW RULES & POLICIES

*B.O.O.T. reserves the right to modify any of these rules and regulations, or any policies or procedures adopted by B.O.O.T. from time to time, without prior notice.*

### PARTICIPATION

All participation is by application-only, and you must be accepted through the application process.

### ATTENDANCE

Vendors who have purchased a space are required to show up by 6:00am. Spaces are not refundable. Shows are rain or shine events.

### DESCRIPTION OF SELLING SPACE & REQUIREMENTS

All vendors will abide by the space size list below:

- 18 ft. wide X 18 ft. from the curb to the center of the street
- Vehicle height may not restrict the front of businesses.
- Vehicle length may not exceed the space allowance of 18 feet.

***Vendors must provide tables, shelving or other fixtures necessary to display merchandise. Please do not display smalls, clothing, etc on the ground.*** Your booth fee includes a space for you to set-up. B.O.O.T. does not provide any tents, tables, chairs, electricity or any other set-up items. We also don't rent additional equipment. All displays, awnings, umbrellas, tables, etc., must stay within the space boundaries and may not encroach into any walkway, curb, sidewalk, fire lane, alley, or neighboring space. Vendors are responsible for providing signs and displays including, but not limited to, tables, awnings, chairs, etc. All equipment, products, display tables, awnings, etc., must be maintained in a safe manner.

Electricity and water are not generally available and will not be guaranteed. Consumption may be restricted by B.O.O.T.. All wiring and electrical connections must conform to all applicable codes and regulations. Vendors using electrical power must have and use a UL approved power strip with a GFI breaker.

All vendors shall accept the space assigned by B.O.O.T.. No vendor may assign or sublet their space. Unoccupied space may not be used without permission from B.O.O.T.. All vendor space and displays must be clean and attractive. All promotions and sales shall occur within the designated space assigned.

In the event an unauthorized vehicle is parked in the vendor's designated space during the set-up period B.O.O.T. will follow the procedure set forth by the Clovis Police Department. B.O.O.T. may exercise the right to reassign the vendor's designated space.

## SET UP

Our volunteers begin vendor check in at 4:00am. Please do not go to your designated space without first checking in. Only 2 cars per booth space are permitted to enter.

***Vehicles must be left running and removed as soon as possible. Vehicles should not be parked in the center of the street.***

Vendors are to set up only in their assigned space(s) and within space boundaries. ***Booth set up is not permitted until after a vendor's vehicle has been removed from the show area.*** The center of the street MUST remain clear of vehicles at all times. All vehicles must be removed by 6:30am.

## PARKING INSTRUCTIONS

Vendor parking is located on Clovis Avenue and 5th Street (the water tower parking lot). After vendors unload their vehicle, it must be removed from the show area prior to booth set up. ***Vendors should park in this parking lot only.*** Parking outside of this lot is reserved for attendees of the event.

## IMPORTANT EVENT DETAILS

All cars must be removed from the show area no later than 6:30am. Cars are not allowed in the show area from 6:30am-3:00pm. Vendors may sell to early birds prior to the official start time. The B.O.O.T. information booth is located on Pollasky between 5th Street and 4th Street in front of EECU.

## WEATHER:

***Street shows are rain or shine events.*** No refunds will be given due to "bad weather."

## MUSIC

Live bands or otherwise amplified musical entertainment is not allowed outside of business establishments and vendor spaces within the designated boundaries of the events without express permission in writing in advance from B.O.O.T. Any violation of this provision will be subject to disciplinary action by the B.O.O.T. Board of Directors in a manner consistent with the bylaws of the organization or the City of Clovis Municipal Code, including potential monetary penalties or fines.

## CLEAN UP

***Leaving a street show early is prohibited.*** Vendors who pack up early/leave early will be disqualified from future shows.

Vendors shall maintain the space assigned to them in a clean, attractive, and sanitary condition.

Vendors are individually responsible for cleaning their stalls and the aisle area in front of their stall. ***Trash may not be dumped in any Clovis trash receptacles.*** Disposal of cardboard

boxes and products is the vendor's responsibility. Storm drains, flowerbeds, planters, or streets may not be used for disposal of trash or any other materials.

***Only after 3:00pm and when the streets have cleared are vendors permitted to take down their booth(s).*** It is expected that there will be attendees lingering after the event ends. Vendors must maintain safety when returning with their vehicle(s) to pack up as pedestrians may still be in the street.

Vendors shall leave their space in a "broom clean" condition. If a vendor's space is left with trash/items, they may be charged a \$25 clean up fee.

***Vehicles are not to be parked in the center of the street during clean up.***



## VENDOR NOTICES

*B.O.O.T. reserves the right to modify any of these rules and regulations, or any policies or procedures adopted by B.O.O.T. from time to time, without prior notice.*

### GOVERNANCE

The market operated by B.O.O.T. is a certified farmers market, operating in accordance with these regulations and the laws and regulations set forth by state, county and local government. The B.O.O.T. Board of Directors may also develop additional policies and procedures to regulate Market operations in a fair and equitable manner. B.O.O.T. reserves the right at any time to change, delete or modify its policies, procedures and rules and regulations without notice.

### VENDOR REQUIREMENTS

- No alcoholic beverages or anyone under the influence will be allowed.
- Cancellations must be with written notification and a \$20.00 refund fee will be assessed. No refunds will be allowed unless cancellations are received 30 days prior to the event date. This event is held “rain or shine” and no refunds will be given due to inclement weather.
- It is the seller’s responsibility to report and pay state sales tax per California State Law.
- All vendor booth display equipment, tables, canopies, electrical, etc., must be provided by the vendor. Booths and display areas must be clean and attractive. If your space is not left clean, a \$25.00 clean-up fee may be charged.
- ***Vendors may not set up or place merchandise for sale or exhibit outside their assigned space. This especially applies to Old Town Clovis sidewalks, flower beds, and buildings. (City of Clovis ordinance).***
- Show representatives reserve the right to relocate, move or remove from display any merchandise or equipment they believe to be a nuisance, hazard, objectionable to good taste or not within the realm of the Show.
- The City of Clovis has a “NO PET” ordinance; please leave your pet at home.

## **CODE OF ETHICS**

*B.O.O.T. reserves the right to modify any of these rules and regulations, or any policies or procedures adopted by B.O.O.T. from time to time, without prior notice.*

### **STANDARDS OF CONDUCT**

Vendors and employees, Immediate Family, and others representing vendors must be:

- Courteous, professional, and presentable.
- Knowledgeable about products and communicating clearly to customers.
- Honest.
- Be considerate to each other, B.O.O.T. staff and other agency representatives, customers, officials and must treat all of them with respect and cooperation.
- Alcohol free. No consumption of alcoholic beverages, or any one under the influence of alcohol, or in possession of alcohol, will be allowed to participate.
- Honorable. Yelling, swearing, name-calling, arguing, or physical aggression and any other inappropriate behavior will not be tolerated.
- Responsible for reporting any complaints about other participants or the Market management, rules and policies to the B.O.O.T. Board of Directors and/or staff.
- Respectful and must refrain from harmful remarks about vendors or the Market. Such remarks may be subject to legal liability for damages caused.
- Dressed appropriately. Shirt and shoes are required.
- Vendor's shall not smoke within their space.

### **NON-COMPLIANCE**

Vendors who do not comply with pertinent state, federal, county, local regulations, any other applicable regulations, or these Regulations, may be subject to fines, suspension, and/or termination as provided below.

### **DISCIPLINARY PROCEDURE**

If possible and reasonable under the circumstances, B.O.O.T. will attempt to give adequate warning and notice of possible consequential action prior to the actual disciplinary action.

- Minor violations, determined at the sole discretion of B.O.O.T., may be subject to a verbal warning by B.O.O.T. staff.
- Notice of major violations and repeated violation(s) will be given in writing and may specify the penalty imposed.
- Recurring violations may result in more stringent penalties including but not limited to suspension, and/or additional fines, and/or termination. A meeting of the B.O.O.T. Board of Directors will be convened within ten (10) working days of the offense to consider appropriate action.

Penalties for rule violation will be determined by the B.O.O.T. Board of Directors and/or staff. The B.O.O.T. Board of Directors has the power to levy fines in an amount not exceeding \$500.00, per violation and/or impose any other penalties. Any fine or suspension imposed may be reviewed by the B.O.O.T. Board of Directors at the request of a staff member, any Board member, or an aggrieved vendor pursuant to the appeal procedures set forth below. On such

review, the Board may affirm the fine or suspension imposed, or may increase or decrease any such penalty or impose a different or additional penalty or penalties. Penalties for rule violation may include all options listed below:

- Suspension for one or more individual Markets
- Monetary fines
- Termination from future participation in the Market.

In cases of extreme or disruptive misconduct or violation, the B.O.O.T. Board of Directors and staff have the authority to impose an immediate suspension.

Vendors are responsible for and will be held accountable for the actions of their Employees, Immediate Family, agents, representatives, and invitees.

#### APPEAL PROCEDURE

Any person aggrieved by a decision of the B.O.O.T. Board of Directors or staff may request a hearing.

- The request must be in writing, addressed to the B.O.O.T. Board of Directors, and submitted at least two weeks in advance of the next scheduled Board meeting.
- The appealing party will be given at least 5 days' notice of the date, time, and place of the Board meeting, at which time the appealing party will have the right to be heard on the matter.
- The Board's decision will be given in writing to the appealing party within thirty (30) days of the receipt of the complaint.