



# 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, NEW AND COMMERCIAL ITEMS (including OLD STOCK). In case any of the vendors do so, the Organizer or Dubai Municipality will close down the stand, with a fine by Dubai Government and person might also face further legal action. No refund of total 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 proper box, carton or any **hard case**.



### EVENT TIMINGS:

Set up: 6am – 8am

Flea Market timings: 8am – 3pm

Break down timings: 3pm – 5pm

## 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.**

**REGISTRATION:** Please visit our website [www.dubai-fleamarket.com](http://www.dubai-fleamarket.com) . Chose the Flea Market you want to attend and click on "I want to sell". Please fill out the required fields and proceed with the payment option. After submitting your details we will send you a booking confirmation per email.

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

**PAYMENT SLIP:** Please show your booking confirmation email once you arrive at our registration desk during the set up timings from 6am-8am at Gate 2, there you will receive a registration paper which you have to place inside the plastic cover on your chosen table.

**TABLE LOCATION:** Each vendor has the right to choose his/her own table upon arrival due to the principle "first comes first serves". Please make sure when you are sold out and you are leaving, take the registration paper with you to avoid someone taking your table illegally.

**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.

**FLEA MARKET SERVICE TEAM:** We do have a service team with trolleys helping exhibitors with the transportation of goods from their car to the chosen stand. But since the team is limited and the amount of exhibitors huge, we still recommend carrying your belongings already in luggage's or anything on wheels to make it easy for yourself.

**SELLERS RULES:** Please make sure you are not selling as a single individual; you should be 2 sellers on 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 it is more fun! Be careful about the thief's! Watch your items and personal belongings all the time.

**Do not leave any of your personal belonging lying around 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. Please make sure that your goods are **not displayed directly on the ground**, they **have to be** inside or on top of boxes, luggage's, containers, cartons etc.

#### **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 rack** 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 items directly on the ground. Your goods have to be inside or on top of 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 our above mentioned rules and 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:** Our exhibitor registration desk will be placed in front of Gate2, Zabeel Park.

**EXHIBITOR CAR PARKING:** Gate 2 **OR** optional in front of Gate 1 and 3.

**WHAT TO DO UPON ARRIVAL:** Park your car at Gate 2 or if there is not space left at Gate 1 or 3. Please come to the registration desk in front of Gate 2, show your print out of your online payment. Take your 2 wrist bands and your table receipt, enter the Park with your goods through Gate 1, 2 or 3 wearing your wristband.

**WRISTBANDS:** Each table gets **ONLY two wristbands to enter Zabeel Park before 8am for the stand set up**. If you need additional entrance tickets for your helpers, you can purchase them **only starting from 8am** from Dubai Municipality ticket counter.

**SET UP TIMINGS:** 6am-8am

**TABLE GUARANTEE:** A table is guaranteed for all vendors who paid upfront via our website.

**LATE SET UP:** Please note, in case you are late for the set up and arrive after 8am, please excuse if the venue is already extremely busy and therefore it might be hard to find an empty table right away. If you have difficulties finding one, please call the organizer for assistance or ask any of our Team.

**What is not allowed during the “SET UP”!**

**It is strictly prohibited to push your trolley over the red runway** which is located around the Park. If you carry your goods in a trolley, please make sure you stay away from the runway. If Dubai Municipality or one of our Team catches any of the vendors breaking this rule, he/she will be fined according to the rules of Dubai Park and Horticultural Department. Furthermore the person will be held responsible for the repair and outcome of the cost.

## **5. Exhibitor Stand responsibilities**

**SET UP TIMINGS:** 6am-8am set up timing. Each vendor has to make sure the table is completely set up at 8am because after 8am 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 3pm if you are sold out, you can leave the Flea Market anytime.

**TABLE RECEIPT:** Please make sure when you leave to **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 on your table.

**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 at Dubai Municipality ground, the Organizer stated to Dubai Municipality to reveal the data of the person who was renting the stall. Dubai Municipality will **fine the vendor** by the rules & regulations of Dubai Public Parks and Horticultural Department.

## 6. Parking and Registration

The registration desk will be placed in front of Gate 2, Zabeel Park.

Please park your car in front of Gate 2, and if the parking is full, please park at Gate 1 or 3, this is the closest parking plot to reach the registration desk at Gate 2.

At the registration desk, we will provide you with 2 wristbands per table and the table receipt. So you can enter the Park for your set up from Gate 1, 2 or 3 depending on where you parked your car.

Flea Market table location map:



## 7. 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 actions.

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.

## 8. 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, NO NEED TO BRING THE BASE.**

### **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 LLC 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 [m.beese@greenspotentertainment.com](mailto:m.beese@greenspotentertainment.com)