

## Porch and Pole Building 2023 Rules and Information

Welcome back and we hope you're ready for a great season! We have new rules and old rules we'd like to reiterate. **PLEASE READ OVER THIS AS FAILURE TO FOLLOW THESE RULES MAY RESULT IN LOSS OF SPACE!!!**

### ❖ Hours

- 8 AM - 6 PM
- **South Pole Building:** Leaving before 6 PM is prohibited unless you notify the office
- **North Pole Building:** Leaving before 4 PM is prohibited unless you notify the office

### ❖ Tables

- 2 tables per regular space
- 4 tables per large space (**Pole Building Only**)
  - Moving tables is prohibited and could result in you losing your space

### ❖ Late or Absent

- You must call the office if you are going to be late or absent  
**We will give your space away if you are not here by 8 AM and fail to notify us**

### ❖ NO DOGS ALLOWED!!!

### ❖ Belongings

- Do not leave your belongings behind IE: trailers,shelves etc
- **We have events on weekends and your belongs may get moved, lost or stolen**

### ❖ Rent

- **Rent must be paid in advance to guarantee your space**
- Vendors who pay monthly your rent is due the first week of the month
- Vendors paying weekly must pay 1 week in advance to keep their space
- Rent is due when staff come to you.
  - If you cannot pay when staff come to collect you are responsible to come to the office to pay by the end of the day

### ❖ Trash

- All trash must go in barrels
- All boxes must be broken down  
**Failure to follow this could result in a fine or loss of space**

### ❖ Parking

- Most spaces come with a parking space however our property is large enough to accommodate many vehicles. Please be courteous.

**Smoking: Please step out from under the porch/pavilion to smoke!**