

# RESERVATION INSTRUCTIONS

59th Annual Lawrence Region AACA Swap Meet

May 5,6,7,2023

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**SPACE OCCUPANCY REGULATIONS:** See attached Regulation Form (Please read in entirety)

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**VENDOR FEES:**

Reserved Space: \$40.00 for singles, \$80.00 for doubles (Fee is for Friday, Saturday and Sunday)  
Car Corral Spaces: \$40.00  
Gate Reservations: \$50.00 for singles, \$100.00 for doubles  
Rollover Fee: \$10.00 per space (No refunds)

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**SPACE SIZE:**

Outside Spaces Approximately 15' x 20' for singles and 15' x 40' for doubles  
Inside Spaces Approximately 12' x 12' for singles and 12' x 24' for doubles

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**RESERVATION DEADLINE:**

Postmarked March 31, 2020  
Rollover Requests: Mailed with fee by March 10, 2020

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**SET UP TIME:**

Take the 23<sup>rd</sup> Street exit off of Kansas Highway 10  
Main gate opens Friday May 1, 2020  
No Admittance to Fairgrounds Friday 10:00pm to Saturday 6:00am  
Main gate re-opens Saturday 6:00am  
Vendors arriving prior to 12:00pm Friday will be lined up at the South entrance to the Fairgrounds  
along access road off of 23<sup>rd</sup> Street. Watch for signs.

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**SECURITY:**

This year there will be security on the Fairgrounds from Friday night to 6:00am Sunday. This is for the safety of our vendors and the public.

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**INSTRUCTIONS TO REQUEST RESERVATION OF SPACES:**

1. Complete Regulation / Application Form.
  2. Look at the enclosed Swap Meet map.
  3. With a colored marker place an "X" in the numbered space(s) of your choice. Mark as #1 choice.
  4. Skip at least six spaces and place an "X" in your second-choice space(s). Mark as #2 choice.
  5. Skip at least six more spaces and place an "X" in your third-choice space(s). Mark as #3 choice.
  6. Return map with desired spaces marked and Regulation / Application Form to the reservation chairman.
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**YOUR INSTRUCTIONS TO RESERVATION CHAIRMAN:**

In case all three of your choices are taken, please indicate in the "Notes" section at the bottom of the Regulation / Application Form if we should:

1. Assign space(s) as close as possible to your requested space(s).
  2. Do not reserve space(s) for you and void your check.
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**PAYMENT:**

Enclose check or money order with completed Reservation / Application Form and marked map.  
Make check payable to: Lawrence Region AACA

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**MAIL TO:**

LAWRENCE REGION AACA  
P.O. BOX 442006  
LAWRENCE, KS 66044

Phone:

~~785-843-1234~~

785-843-AACA (2222)

E-Mail:

lawrenceaaca@aol.com

WEBSITE: <http://www.lraaca.org/>

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**CONFIRMATION:**

You will receive confirmation by mail approximately thirty days prior to the swap meet.

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**PLEASE PRESENT CONFIRMATION WHEN ENTERING SWAP MEET VENDOR GATE**

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**DID YOU COMPLETE REGULATION / APPLICATION FORM ENCLOSED IN THIS PACKET?**

REGISTRATION REQUESTS WILL BE DECLINED IF FORM IS NOT COMPLETED LEGIBLY, DATED AND SIGNED.

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# LRAACA SWAP MEET REGULATIONS

THE FOLLOWING RULES SERVE TO NOTIFY VENDORS AND AACA MEMBERS OF RESPONSIBILITIES AND OBLIGATIONS INCIDENT TO THE OPERATION OF LAWRENCE REGION AACA MEETS. BY SUBMITTING AN APPLICATION FOR VENDOR SPACE RESERVATION, VENDOR CERTIFIES THAT VENDOR HAS READ THE REGULATIONS FOR THE SWAP MEET AND THAT VENDOR WILL ABIDE BY AND BE RESPONSIBLE TO SEE THAT REGULATIONS ARE FOLLOWED.

Admittance and vendors to the Swap Meet is a PRIVILEGE extended by the Lawrence Region AACA. Admittance of a vendor for one Swap Meet does not create a proprietary right to be admitted to future Swap Meets. The Lawrence Region AACA reserves the right to refuse admittance to any person or vendor at its sole discretion, and further reserves the right to assign location of space(s) to vendors for better organization of each Swap Meet.

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## MERCHANDISE AND SERVICES ALLOWABLE FOR SALE

1. Only automotive and automotive-related items
2. No firearms or fireworks
3. No vending of food or beverages except where permitted and as permitted by the Lawrence Region AACA.

## SPACE OCCUPANCY REQUIREMENTS

1. No space or spaces are transferable. Vendor space(s) may not be given, assigned, resold, subleased, or occupied to or by any other person group, organization, or business entity.
2. Vendor must personally use reserved space or spaces.
3. If vendor's merchandise is to be sold by any person other than the vendor, the names and addresses of those authorized to sell and/or occupy each space must appear on the signed application.
4. No vehicles, mobile homes, trailers, nor vehicles having living facilities are to remain in a leased space where the primary purpose is to provide living accommodation as opposed to the sale of vendor's items and protection of such items for sale.
5. In the interest of being fair and equitable, each vendor shall be limited to 15 spaces.

## GENERAL

1. Lawrence Region AACA Swap Meets are open to the general public, and the operations and conduct of its Meet gives the public an impression of the Lawrence AACA as a club. Therefore, the Club reserves the right to expel, after one (1) warning, any person or persons, including vendors, who conduct themselves in a way that would reflect, unfavorably upon our club. It will be expected that all persons will be guided accordingly and under no circumstances indulge in objectionable conduct, visual or verbal.
2. Display your vendor window sticker on your windshield. It will readmit you when leaving the grounds.
3. Do not open gates, move ropes, fences, barriers, or other structures without permission of the Swap Meet officials.
4. NO OPEN FIRES! NO BEER OR ANY OTHER ALCOHOLIC BEVERAGES ON THE PREMISES OF THE DOUGLAS COUNTY FAIRGROUNDS. (This is in compliance with Douglas County ordinances.)
5. No operation of motorcycles, bicycles, mini-bikes, or ATVs is permitted on the grounds at any time, except for approved handicapped).
6. Vendors are responsible for keeping the vending area clean, including emptying trash in the provided trash barrels.
7. Generators must be shut off by 10:30pm.
8. Vehicles left in NO PARKING ZONES are subject to being towed at owner expense.

## ENFORCEMENT

1. Failure to abide by any rule or regulation imposed by the Lawrence Region AACA will result in immediate expulsion and violators will be required to vacate the premises and will be barred from reserving space(s) for future meets until approval is given by the Board of Directors of the Lawrence Region AACA.
2. No refund of space leasing price will be made in event of expulsion.
3. Any expenses involved in removing equipment/merchandise from the Swap Meet area must be borne by the person or persons expelled.
4. Any decisions of the Swap Meet Chairman or Club-appointed Swap Meet officials shall be final on all matters of enforcing regulations.

**NON-COMPLIANCE WITH SWAP MEET REGULATIONS WILL RESULT IN EXPULSION FROM THE SWAP MEET**

**Lawrence Region A.A.C.A.  
Swap Meet Regulation / Application Form 202\_\_ Meet**

Be sure to complete the application clearly and fully, otherwise we cannot guarantee a reservation. Send the original signed form with check, credit card number, or money order for full amount of space(s) requested, to Reservation Chairman. Retain a copy for your records.

By completing and submitting this Regulation / Application form and by payment for reservation of space(s) for the Lawrence Region A.A.C.A. Swap Meet, as indicated, VENDOR certifies that VENDOR has read the regulations for the swap meet in the attached packet, and that VENDOR will abide by and be responsible to see that the regulations are followed.

Vendor's Signature			Date			Vendor Number			Email Address		
Vendor's Name (Please Print Clearly or Type)						Company Name (if applicable)					
Mailing Address						Company Mailing Address					
City		State		Zip Code		City		State		Zip Code	
Home Phone #				Cell Phone #				Business Phone #			

How many vehicles will you enter through the main gate? \_\_\_\_\_

Persons who are authorized to sell vendor's merchandise in the space(s) assigned to the vendor are listed below:

Name	Address	Space #

Use additional sheets if necessary and attach to this sheet.

<b>Space Assigned to Vendor</b>				
Cash (    )	Check # _____	Money Order # _____	Date _____	Initials _____ ^ (Club Member)
No. of (Reserved single) space(s).	_____	@ \$40.00 = \$ _____	Space I.D. Number(s)	_____
No. of (Reserved double) space(s).	_____	@ \$80.00 = \$ _____	Space I.D. Number(s)	_____
No. of (Gate single) space(s).	_____	@ \$50.00 = \$ _____	Space I.D. Number(s)	_____
No. of (Gate double) space(s).	_____	@ \$100.00 = \$ _____	Space I.D. Number(s)	_____

**PLEASE MAKE CHECKS PAYABLE TO: LAWRENCE REGION A.A.C.A.**

- If your desired space(s) are unavailable, please check one:  
 Assign space(s) as close as possible to those requested  
 Do not reserve space(s) for you and void your check.

Mail to: Reservation Chairman  
 Lawrence Region A.A.C.A.  
 P.O. Box 442006  
 Lawrence, KS 66044

Notes:

Phone: 785-843-AACA (2222)  
 Email: LawrenceAACA@aol.com

**GREEN SPACE  
CAR PARKING  
(950 CARS)**

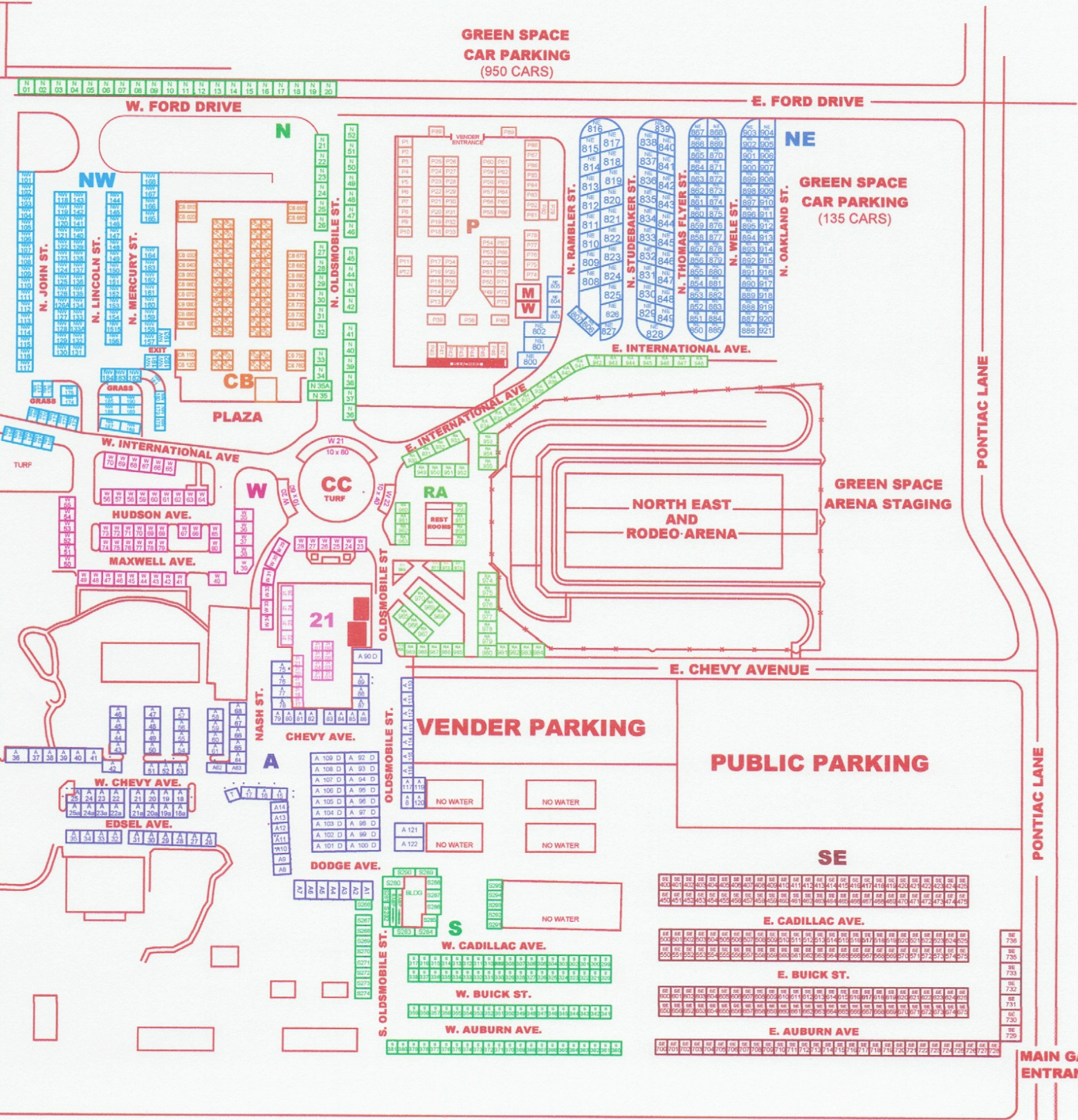
**GREEN SPACE  
CAR PARKING  
(135 CARS)**

**GREEN SPACE  
ARENA STAGING**

**VENDER PARKING**

**PUBLIC PARKING**

N 01 N 02 N 03 N 04 N 05 N 06 N 07 N 08 N 09 N 10 N 11 N 12 N 13 N 14 N 15 N 16 N 17 N 18 N 19 N 20



**MAIN GATE  
ENTRANCE**