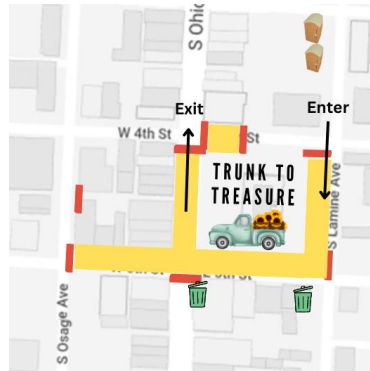


# September 7, 2023

## Trunk to Treasure Seller Guidelines

### Set-up:

- Parking sale spots are \$10 per space.
- Vendors must follow the instructions of volunteer coordinators regarding available parking spaces for set up.
- Vendors will fill the first available parking space furthest from the entrance. We will not hold spaces. Participants will enter from the intersection of 4<sup>th</sup> and Lamine to park around the courthouse square and exit from the intersection of 4<sup>th</sup> and Ohio once the event finishes.



- Vendors will back their vehicles into their parking spaces and set up on the sidewalk, allowing for 5 feet of pedestrian travel.
- First Thursdays start at 5:30 p.m. and ends at 8:30 p.m. In order for you to have time to set up, barricades will be placed by volunteers at **3:00 p.m.** Vendors may set up starting at 3:30 p.m. or when the streets have been safely cleared. Set-up may not begin until the streets are closed. All vehicles must be checked in and parked by **5:15 p.m.** No vehicles will be allowed to drive into the sale area after 5:15 p.m.
- Vendors must be set up and ready by **5:30 p.m.**
- Vehicles parked in the area of sales must remain until the end of the event. Only vehicles with items to sell will be allowed in the event area.
- All vendors should begin packing up items immediately after **8:30 p.m.** when the event closes. Vendors should be ready to leave the event area no later than **9:00 p.m.**
- Utility carts will not be available for heavier items. This will be the responsibility of the seller.
- Vendors should set up items for sale in the area directly behind their vehicle. Items should not block other vendor vehicles.
- One pop up tent is allowed. The tent must be 10 x 10 only and properly secured down. Tables must fit within your 10x10 tent space or within the width of your vehicle.
- Vendors must maintain and clean their own space throughout the day and before leaving.
- Compact cars, SUV, pick-up trucks only. No extra large vehicles, semis or trailers allowed.
- Restrooms will be available in the City parking lot at 3<sup>rd</sup> & Lamine.
- If you are unable to attend, please email Joleigh 72 hours before the event: [jcornine@sedalia.com](mailto:jcornine@sedalia.com)
- This event will run rain or shine. No-shows will not be reimbursed.
- We will promote this event, but please share the information through your own social media.

### Timeline:

- 3:00 p.m.** Volunteers block the sale area
- 3:30 p.m.** Vendors will be able to enter the sale area as long as area has been cleared of vehicles
- 5:15 p.m.** All vendors should be checked in and parked
- 5:30 p.m.** Vendors must be ready to accept customers
- Vendors will not be able to leave the sale area until 8:30 p.m.***
- 8:30 p.m.** Vendors should immediately begin packing up remaining items (we hope you don't have anything left☺)
- 9:00 p.m.** Vendors should be ready to leave the sale area

### Seller's Responsibilities:

- Sellers are responsible for loading, unloading and setting up their space. We do not provide tables, chairs or tents for this event.
- Sellers are responsible for providing their own change bags, prices of items and collection of money. Please bring change and bags for purchases.
- Any unsold items must be loaded back up and removed by **9:00 p.m.** Seller locations will be noted, so please do not leave any items where we have to find you later!
- Items for sale must be appropriate as this is a family event. No live animals, firearms, weapons of any type, alcohol or other regulated substance will be allowed for sale. We retain the right to ask you to remove items deemed inappropriate or offensive to the public.
- All items for sale must fit in the allowed parking space provided.
- Your space/vehicle must always be supervised. The City of Sedalia, Sedalia Main Streets and neighboring businesses are not responsible for any lost, stolen, or damaged items.
- While we will not allow the sale of any food or drink within this area, we will still be providing an area for our regular "400 Block Vendors" to set up in an adjacent location.

*Thank you for your participation! We look forward to having you. Please complete the Trunk to Treasure sign-in form. By completing this form, you agree to abide by our rules and operation as stated above.*

*The \$10 fee for your space must be paid prior to Monday, September 4, 2023 to be fully registered. **No payments will be accepted during the event.** Payments may be submitted by visiting the City Finance Department, 200 S. Osage Avenue, Sedalia, Missouri or by calling (660) 827-3000 - ask for Jamie.*