

# RESERVATION INSTRUCTIONS

## 56<sup>th</sup> Annual Lawrence Region AACA Swap Meet

May 3, 4, 5 2019

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

VENDOR FEES: Reserved Space: \$40.00 for singles and \$80 for doubles. (This fee is for Friday, Saturday and Sunday)  
Car Corral Spaces: \$40.00  
Gate Reservations: \$50.00 for singles and \$100.00 for doubles  
Rollover Fee: \$10.00 per space. (No refunds)

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

RESERVATION DEADLINE: Postmarked March 31, 2019

Rollover Requests: Mailed with fee by March 10, 2019

SET UP TIME: Main gate opens Friday May 3, 2019 – 12:00 pm to 8:00 pm  
(No Admittance to Fairgrounds: Friday 10:00 pm to Saturday @ 6:00 am,  
Main Gate reopens Saturday – 6:00 am  
Vendors arriving prior to 12:00 pm Friday will be lined up at the south entrance to the fairgrounds along access road off of highway 10. Watch for signs.

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

### 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. (Mark as #2 choice).
5. Skip at least six more spaces and place an "X" in your third choice. (Mark as #3 choice).
6. Return map with marked desired spaces and Regulation application form to the reservation chairman.

### YOUR INSTRUCTIONS TO RESERVATION CHAIRMAN:

In case all three of the choices are taken, you are to (Please check your preference under space requested on the bottom of the Regulation/Application Form).

1. Assign space(s) as close as possible to my requested space(s).
2. Do not reserve space(s) for me and void my check.

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

MAIL TO: LAWRENCE REGION AACA  
P.O. BOX 442006  
LAWRENCE, KS 66044

Phone: 785-843-AACA (2222)  
E-Mail: lawrenceaaca@aol.com

WEBSITE: [www.lawrenceregionaaca.com](http://www.lawrenceregionaaca.com)

CONFIRMATION: You will receive confirmation by mail approximately thirty days prior to the swap meet.  
**Please present confirmation when entering swap meet vendor gate.**

**DID YOU COMPLETE REGULATION/APPLICATION FORM ENCLOSED IN THIS PACKET? RESERVATION REQUEST WILL BE DECLINED IF NOT COMPLETED LEGIBLY, DATED AND SIGNED.**