

**SLOW DOWN
SHOP IT UP**



**SATURDAY
SWAP MEET
& MARKETPLACE**

SHOPPER & SELLERS GUIDE

Updated: March 15, 2023

Pacific War Museum Saturday Swap Meet & Marketplace

Table of Contents

Schedule of Events.....	3
Shopper Rules and Guidelines.....	4
Seller Rules and Guidelines.....	5
• Seller Rules.....	5
• Logistics Rules.....	6
• Parking / Loading and Unloading.....	6
• Marketing and Customer Engagement Opportunities.....	7
Food Vendor Rules and Guidelines.....	8
Vendor Checklist.....	9
Code of Conduct.....	10

Pacific War Museum Saturday Swap Meet
Schedule of Events

Event Name	Event Date	Notes
Saturday Swap Meet - February	2/11/2023	Pre-loved Personal Items, Botanicals, Farmers, Food Truck and Pre-Packaged Indoor Food Vendors, Businesses and Services allowed
Saturday Swap Meet - March	3/25/2023	Pre-loved Personal Items, Botanicals, Farmers, Food Truck and Pre-Packaged Indoor Food Vendors, Businesses and Services allowed
Saturday Swap Meet - April	4/29/2023	Pre-loved Personal Items, Botanicals, Farmers, Food Truck and Pre-Packaged Indoor Food Vendors, Businesses and Services allowed
Saturday Swap Meet - May	5/27/2023	Pre-loved Personal Items, Botanicals, Farmers, Food Truck and Pre-Packaged Indoor Food Vendors, Businesses and Services allowed

Pacific War Museum Saturday Swap Meet & Marketplace

Shopper Rules and Guidelines

Thank you for shopping at the Pacific War Museum's Saturday Swap Meet & Marketplace! Your safety and an enjoyable experience are our priorities. Please read through a few guidelines and rules before you shop:

- Doors are open to the public from 7am - 1pm
- Entrance is strictly at the front of the building.
- Shopper admission is a \$1 donation per child over 13 years old and adult.
- Additional donations to the Pacific War Museum's Building Fund at our booth will be greatly appreciated!
- The Pacific War Museum is a dog-friendly environment. Dogs must be on a leash, in a carry bag or appropriate stroller, and of good conduct. Organizers may request to remove your pet if harm or concern is expressed during the event. Kindly pick up after your pet with proper disposable bags and wipes.
- No bicycling, skateboarding, rollerblading, Heely-type shoes or scooter riding is allowed inside auditorium
- No soliciting, panhandling, or handing out of handbills or information
- Respect all Swap Meet & Marketplace employees, fellow shoppers, and sellers
- Vendors set their own prices and bargaining rules. Please shop and bargain respectfully and within reason.
- Access to the lower area of the event hall will be closed, except for a designated vendor space.
- Parents / Guardians will be responsible for children. Event management will not be liable for any injury or mishap.
- Swap Meet Management reserves the right to refuse entrance and service to anyone.

Pacific War Museum Saturday Swap Meet & Marketplace

Seller Rules and Guidelines for All Vendors

Thank you for reserving your spot at the Pacific War Museum's Saturday Swap Meet & Marketplace! We look forward to having you and your products presented at every Meet.

Our team has listed some important rules and guidelines that will encourage a safe and smooth experience for both shoppers and sellers. We'd appreciate your cooperation and adherence to the following:

Seller Registration

- Please register online at www.guampacificwar.org.
- Rental slots vary from \$25 - \$120 each.
- A limited number of each category will be available.
- Sellers can sell new or used items

Businesses

- Businesses selling new items (i.e. pop-up vendors) will receive an email from the Organizer with a link to upload their required valid documents. Documents must be uploaded no later than one week prior to the event to secure registration.
- Only registered food vendors with required certificates (see Food Vendor Guidelines on page 7) are allowed to sell inside and outside of the auditorium.
- Limit to two of the exact same brand, such as MLMs, Scentsy, Tupperware, etc. First to register and pay, will be the first to reserve their spot. You may contact the organizer at events@guampacificwar.org to inquire about availability.
- Required licenses are as follows:
 - Business license for registered products
 - Business license listed "Peddlers"
 - Additional for Food Vendors: Sanitary Permit and ServSafe Manager's Certificate

Payment and Sales

- Online Payment only is accepted effective October 2022
- All vendors must provide their own change fund and carrying bags.
- All slot rental donations are final. Refunds will not be given for missed or canceled reservations. Reservations are not transferable to another date. No-shows are subject to cancellation or rejection of future reservations, without refund.

Others

- Access to specific lower areas of the auditorium may be closed, except for designated vendor spaces.
- Wifi will not be available inside the event hall. Please plan accordingly.
- Parents / Guardians will be responsible for children. Event management will not be liable for any injury or mishap.

Updated: March 15, 2023

- The Pacific War Museum is accepting donations for sale at its table. Vendors are welcomed to drop their donations. All proceeds will benefit the Pacific War Museum.

Location

- Vendors choose location upon registration. Swapping of the slots is allowed between vendors, but must inform organizers.
- Vendor slots are at the discretion of each vendor, therefore competing brands and products may be in close proximity to each other. Organizer releases responsibility for the location of each vendor.
- Indoor Food, botanicals and farmers market vendors are included in the general vendor spaces and do not have a designated area.
- An Scheduled Walk-Through for vendors is scheduled between 11am-1pm on the Friday before the Swap Meet. Vendors are encouraged to visit their location to plan properly.

Logistics Rules

- Set-up is strictly between 5am - 6:30am.
- To make way for incoming patrons, set-up must finish by 6:30am.
- Vendor slots unclaimed at 6:30am will be released and for sale to another vendor. Refunds for no-shows will not be allowed.
- Break down is no earlier than 1pm, and must finish by 2pm. Early breakdown could result in rejection or cancellation of future reservations, without refund.
- Submit your online ticket / QR code to the check-in desk upon arrival, before setting up.
- All merchandise and display fixtures must fit within the space allowed and with respect to each neighbor.
- One clothing rack 3ft - 6ft is equivalent to one table rental space. Slots with assembled clothing racks will release their table.
- Space size and layout will vary. Please attend the scheduled walk-through to plan accordingly.
- Power sources are generally on each post in section E and along walls in Section D. Please bring a 50ft extension cord to access power.
- A designated trash area will be assigned. Kindly dispose of all trash and materials properly.

Parking / Loading and Unloading

- Unloading is scheduled between 5am - 6:30am. Attendants will kindly remind you upon arrival and during set-up.
- Approximately 3 parking slots will be allotted for Food Trucks, indicated by cones. Please give ample space while parking near Food Trucks. The Organizer is not responsible for damages made to vehicles parked too close to Food Trucks.
- Front curb will be an ACTIVE loading zone and will close by 6:30am. For safety, parking is not permitted at the curb.
- There is ample parking in the area surrounding the event hall.

- For security purposes, cars cannot be parked overnight, before or after event
- You may load / unload along the curb in front of the auditorium or at the back left entrance. The back left entrance will be used for emergency exit only while the event is ongoing.
- There is no reserved parking for vendors or attendees.

Marketing and Customer Engagement Opportunities:

The Pacific War Museum offers opportunities for vendors to market their booth, product or service before and during the event. Opportunities include but not limited to:

1. **Social Media Instagram Tags.** Tag @saturdayswapmeet on Instagram for a repost or share on the event reaching thousands during our advertising campaigns.
2. **Videos and Photos** can be messaged to 671-777-2662 for online exposure.
3. **Testimonials.** Testimonials can be emailed to events@quampacificwar.org for quotes in various print, radio and media articles and interviews. Include your name, business name (if applicable), email and phone number.
4. **Release.** By registering for the Saturday Swap Meet & Marketplace, you release permission to the Organization to use your products, services and space in promotional materials and advertising.

Pacific War Museum Saturday Swap Meet

Food Vendor Rules and Guidelines

1. There are two categories for food vendors:
 - Food truck/ trailer or stand (outdoor only)
 - Pre-packaged Food (indoor only)
2. Food vendors may register and pay online.
3. Food vendors must upload their Business Licenses, Sanitary Permits and Serv Safe Managers Certificates at the link emailed by the Organizer no later than one week prior to the event. Indoor food and outdoor tent vendors must submit a valid location permit for Freedom Park. Failure to present these requirements will result in release of your reservation.
4. Food vendors must sign-in at the check-in table before setting up.
5. Outdoor Food Trucks or stands are allotted three parking spaces. Indoor Pre-packaged Food Vendors are allotted two tables and two chairs per order.
6. Indoor Pre-packaged Food Vendors will not be allowed to prepare food or drink inside the facility. Preparation must be done in the Vendor's designated preparation area as indicated and approved by the Department of Public Health.
7. Business licenses, permits and certificates must be posted at the front of the vendor
8. To encourage safety and parking lot flow, outside food vendor breakdown is no earlier than 1pm.
9. A scheduled Walk-Through will be available for all registered and paid participants on the Friday before the event from 11am - 1pm.
10. Food trucks may park after 9:30pm on the Friday before the Swap Meet & Marketplace at their own risk. The Pacific War Museum Foundation, its landlord and property owners release liability of damage or stolen goods while parked at the event space.
11. The Pacific War Museum Foundation will not be held liable for any food allergy or medical mishap during the Meet.
12. In the event of a food emergency, please call 911.

Pacific War Museum Saturday Swap Meet & Marketplace

Vendor Checklist

All Vendors

- Register Online at www.guampacificwar.org
- Review most updated Saturday Swap Meet & Marketplace Guidelines and Code of Conduct
- Arrive at Freedom Park for:
 - Venue Walk-Through 11:00am - 1:00pm Friday(Optional)
 - Vendor Non-Product Set-Up 9:30pm-11pm Friday (Optional)
 - Vendor Set-up Time 5:00am - 6:30am Saturday
 - Vendor Break Down No earlier than 1:00pm, Complete by 2pm

Vendors Selling New Products, Services and Food

- Reply to the email sent by organizer to upload the following in provided link:
 - Valid Business License for Vendors selling new products and services & food items
 - Valid Sanitary permit for Food Vendors
 - Valid ServSafe Certificates for Food Vendors
 - Valid location permit for Indoor and Tent Food Vendors (excluding food trucks)

Pacific War Museum Freedom Park
Saturday Swap Meet & Marketplace
Code of Conduct for all Vendors, Exhibitors and Attendees

1. PURPOSE

We believe our community should be truly open for everyone. As such, we are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, disability, ethnicity, or religion.

This code of conduct outlines our expectations for participant behavior, as well as the consequences for unacceptable behavior.

We invite all speakers, attendees, media, vendors, exhibitors and other participants to help us realize a safe and positive event experience for everyone.

All determinations of appropriate or inappropriate behavior are at the Pacific War Museum's sole discretion and the decision(s) of the Pacific War Museum's representatives on-site will be final.

2. EXPECTED BEHAVIOR

- Be considerate, respectful, and collaborative.
- Refrain from demeaning, discriminatory or harassing behavior, materials and speech.
- Be mindful of your surroundings and of your fellow participants. Alert event organizers if you notice a dangerous situation or someone in distress.

3. UNACCEPTABLE BEHAVIOR

- Unacceptable / elicit behaviors & materials include intimidating, harassing, abusive, discriminatory, derogatory, or demeaning materials or conduct by any attendees of the event and related event activities. Many event venues are shared with members of the public; please be respectful to all patrons of these locations.
- Harassment includes: offensive comments (verbal, written, or otherwise) related to gender, sexual orientation, race, religion, disability; inappropriate use of nudity and/or sexual images in public spaces (including presentation slides); deliberate intimidation, stalking or following; harassing materials, photography or recording; sustained disruption

of talks or other events (whether verbal or otherwise); inappropriate physical contact, and unwelcome sexual attention.

- Wearing clothing that is not suitable for a professional work environment, that is provocative, or otherwise potentially offensive.
- Physical, written, verbal or other abuse, intimidation, threats, annoyance, harassment, stalking, pushing, shoving or use of any physical force whatsoever against any person, which in any way creates a disturbance that is disruptive or dangerous, or creates apprehension in a person, as determined by the Pacific War Museum management, in their sole discretion.
- Possession of any item that can be used as a weapon, which may cause danger to others if used in a certain manner.
- Any boisterous, lewd or offensive behavior or language, including but not limited to using sexually explicit or offensive language, materials or conduct, or any language, behavior or content that contains profanity, obscene gestures, or racial, religious or ethnic slurs,
- Possessing any open can, bottle or other receptacle containing any alcoholic beverages, except in areas specifically designated for the consumption of alcohol. Please drink responsibly.
- Possessing any illegal substance, including but not limited to narcotics, marijuana, or other illegal drugs. The Pacific War Museum does not tolerate the use or abuse of illegal substances anywhere in the Venue.
- Smoking – other than in designated areas.
- Assembling for the purpose of, or resulting in, disturbing the peace, or committing any unlawful act or engaging in any offensive behavior.
- Failure to obey any rules or regulations of the Venue.

4. CONSEQUENCES OF UNACCEPTABLE BEHAVIOR

Unacceptable behavior will not be tolerated whether by other attendees, media, speakers, volunteers, organizers, venue staff, sponsors, or exhibitors. Anyone asked to stop unacceptable behavior is expected to comply immediately. If a participant engages in unacceptable behavior, the event organizers may take any action they deem appropriate, up to and including expulsion from the event without warning or refund.

5. WHAT TO DO IF YOU WITNESS OR ARE SUBJECTED TO UNACCEPTABLE BEHAVIOR

If you are subjected to unacceptable behavior, notice that someone else is being subjected to unacceptable behavior, or have any other concerns, please notify an event organizer as soon as possible. All reports will remain completely confidential.

Event Staff will be available to help participants contact venue security or local law enforcement, to provide escorts, or to otherwise assist those experiencing unacceptable behavior to feel safe for the duration of the event. You can report unacceptable behavior to any member of staff. Staff can be found at the Pacific War Museum table onsite or you may email one of the contacts below.

events@guampacificwar.org or info@guampacificwar.org

6. SCOPE

We expect all event participants (staff, sponsors, volunteers, speakers, attendees, and other guests) to abide by this code of conduct at all event venues and event-related social events.

7. PHOTOGRAPHY/VIDEOGRAPHY

Video recordings and photographs are being taken at this event. By entering you agree to have your image and likeness used by The Pacific War Museum..

8. CONTACT INFORMATION

Anna Calvo, Project Lead Volunteer, Pacific War Museum

events@guampacificwar.org

EVENT POLICIES

CODE OF CONDUCT: We believe our community should be truly open to everyone. As such, we are committed to providing a friendly, safe and welcoming environment for all. By participating at the event, you agree to abide by the event Code of Conduct which can be viewed through the event website.

VIDEO/PHOTO CONSENT POLICY: This event is being filmed. When you enter this event, you may be in areas that are being filmed by video or photography. By entering the event premises, you consent to the filming, display, release, publication, exhibition or reproduction of your image and anything spoken by you to be used for news, Web casts, promotional purposes, telecasts, advertising, inclusion on Web sites, or any other purposes by The Pacific War Museum. You release The Pacific War Museum and its respective affiliates, employees and representatives, and each and all persons involved from any liability connected with such filming. You have been fully informed of your consent and release.

NO SUITCASING: Anyone observing to be soliciting business in the aisles or other areas, or in another company's booth, will be asked to leave immediately. Additional penalties may also be applied. Please report any violations you may observe to Event Management.

DISTRIBUTION OF MATERIALS: Distribution of flyers, notes, pamphlets or brochures at the Event without a paid registration is forbidden.