

THAO ENTERPRISES, INC.
D/B/A LONG CHENG MARKETPLACE
PO Box 2464
Appleton, WI 54912-2464
Phone: 920-734-1702 Toll Free: 800-549-8545
www.longchengmarketplace.com

General Rules and Regulations

1. ___ Vendors must stay within their assigned space(s).
2. ___ No walking sales are permitted.
3. ___ Additional electricity is available with \$50.00 charge per month. No cords may cross walkways and plugs are not allowed to share between the booths. Anyone using electricity that has not been paid for will be charged two (2) times the standard rate for electricity.
4. ___ Vendors are to keep their space(s) clean. Any vendor who does not keep their space(s), clean may be assessed a clean-up fee of \$25.00. Excessive garbage, spoiled produce and tires must be removed from the Long Cheng Marketplace premises by the vendor.
5. ___ No fliers and/ or other advertisement brochures may be passed out unless approved by management.
6. ___ Long Cheng Marketplace reserves the right to keep sound emitting from any type of stereos, radios and televisions and any other sound to an acceptable level. No voice amplification is permitted without management approval.
7. ___ Numerous complaints about a vendor will result in the expulsion of that vendor from Long Cheng Marketplace. In the event a complaint cannot be resolved between the vendor and the customer, an agent of Long Cheng Marketplace will hear both sides position and make a decision. The vendor will be bound by the decision made by Long Cheng Marketplace's agent.
8. ___ Children must be kept under the control of their parents at all times.
9. ___ Use of obscene language or gestures will not be tolerated.
10. ___ No dogs are allowed on Long Cheng Marketplace property except for Registered Service Animals according to the Federal policy of the ADA. (Section 36.302 of Title III rules, 28 C.F.R.)
11. ___ Long Cheng Marketplace shall not be responsible or liable to any vendor for any loss or damage that results to vendor or his/her property from water, fire, explosion, theft or from any source or any cause whatsoever, including acts of God.
12. ___ It is required that all vendors shall earn public and/ or personal business liability insurance. (See Addendum 15 in lease agreement)
13. ___ No riding of bicycles, motorbikes, riding lawnmowers, roller-skates or skateboards are permitted on Long Cheng Marketplace property.
14. ___ Sales of the following items are prohibited: Handguns; drug paraphernalia; adult (X-rated) merchandise/material of any kind; alcohol; cigarettes; ammunition; fireworks; explosives; illegal gambling or any other related activities, copied or stolen items. Long Cheng Marketplace management reserves the right at any time to prohibit certain additional items from being sold, traded or given away and to deny admission to any vendor.
15. ___ Compliance: Vendors shall comply with all towns, county, state and federal laws.
16. ___ Sales tax: Wisconsin administrative code tax 11.002. "Seller's Permit: Every individual partnership, corporation or other organization making retail sales or rentals of tangible personal property or selling, performing or furnishing taxable services at retail in this state shall have a seller's permit, unless the vendor is exempt from taxation." Vendors are responsible for their own sales taxes.
17. ___ Games: No games of chance, skill, raffles, lotteries or auctions may be conducted by vendors upon Long Cheng Marketplace property, unless properly licensed by the state of Wisconsin and approved in writing by Long Cheng Marketplace management.

18. ___ Long Cheng Marketplace is not responsible for any liability arising out of the negligent acts of its vendors or their employees, or for any injuries sustained by the vendors or their employees.
19. ___ Vendors must make prior arrangements with Long Cheng Marketplace management to gain access to the buildings any time that the market is not open to the general public.
20. ___ Vendors must be set up and open and must remain open during the hours the buildings are open to the public.
21. ___ Displays and signs cannot exceed 8 feet in height and only at their assigned space(s).
22. ___ Vendors who do not give cash refunds or make exchanges must post a sign, easily seen by the public. The signs must read “No cash refunds or exchanges,” “No cash refunds” or “All sales are final.”
23. ___ Vendors occupying spaces containing fire extinguishers must make sure all fire extinguishers are visible and accessible at all times. Absolutely no smoking in the building.
24. ___ Tarps and covers used for covering vendor’s merchandise during the week must be kept off the floor to avoid damage from the sweeper/scrubber.
25. ___ All vendors are required to park in the south parking lot (see map) unless otherwise notified.
26. ___ Vehicles parked in the unspecified area will be towed and/ or ticketed at owners’ expenses.
27. ___ All merchandise chairs, carpets, tables and other properties used by the vendors must be inside the lines of the booth space.
28. ___ Subletting, loaning, or renting of your booth space to someone else shall not be allowable.
29. ___ Non-food vendors are not allowed to sell food, drink, and/ or edible items at Long Cheng Marketplace.
30. ___ Illegal, racist, pornography, stolen, counterfeit items, or outdated medications or merchandise are strictly forbidden and not to be sold on the premises.
31. ___ Nursery stock and live plants must meet all applicable government regulations prior to setting up.
32. ___ Vendors understand that they may not sell any item, which violates federal, state, or local laws.
33. ___ Vendors agree to indemnify, defend, and hold harmless Long Cheng Marketplace.
34. ___ Negative influences of other vendors, customers, suppliers or related parties are prohibited. All products, services and / sales are not guarantee. Vendors take their own risks.
35. ___ Two forms of IDs are required on file from all vendors (Generally, Driver License and Social Security).
36. ___ Food vendors must obtain a food license from the City and/ or Health Department and display the license to a visible place.
37. ___ No solicitation is allowed on the Long Cheng Marketplace property without written authorization from management.
38. ___ Loading and unloading must be before or after the public’s hours.
39. ___ Long Cheng Marketplace reserves the right to terminate at any times without notice the rights of any vendor who does not fully comply with the rules and regulations of Long Cheng Marketplace.
40. ___ Vendor must give two months (60 days) written notice prior to vacating property.
41. ___ When vacating property, all equipment must be in the same condition and working order as it was when lease agreement was signed. (See inventory list)
42. ___ Vendor is responsible for any and all expenses in order to replace any equipment that is damaged and broken.
43. ___ Vendor is responsible for expenses on repairs and maintenance that is required on equipment.
44. ___ Maintenance and deep cleaning is required and a copy must be turned into Corporate Office.

I have read and understand the **general rules and regulations** of “**Long Cheng Marketplace**” and insure that I will inform any staff or partners of Long Cheng Marketplace’s general rules and regulations. I also understand that all booths must be paid for at time of reservation and no vendor will be allowed to set up without the consent of Long Cheng Marketplace management. Vendors failing to abide by the rules and regulations of Long Cheng Marketplace can be removed and/or not allowed to return for future.

Vendor Print Name

Signature

Date

Witness Print Name

Signature

Date