

**SWAP MEETS, FLEA MARKETS, OR  
SPECIAL EVENTS CERTIFICATION**

People who sell merchandise in California are generally required to hold a seller's permit.

You **may not** sell at this event unless you have a seller's permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted items or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer.

You may electronically register for seller's permit at no cost to you by visiting our website at [www.boe.ca.gov](http://www.boe.ca.gov). To find a Board of Equalization (BOE) office near you, call our Customer Service Center at 1-800-400-7115 (TTY:711) or visit our website. If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

**Occasional and Nontaxable Sales**—Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items *accumulated for their own use* and who sells *only* those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12-month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go." Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

**Section 6015 Retailers**—Revenue and Taxation Code section 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a BOE approved section 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price," (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual salespeople/representatives (for example, Avon, Tupperware).

**Verification of a seller's status is required by law. Please complete all four sections of this form. Please print.**

**1. EVENT INFORMATION**

EVENT NAME AND PLACE

EVENT DATE(S)

TABLE/BOOTH/LOCATION ID#

**2. VENDOR/EXHIBITOR INFORMATION**

OWNER'S NAME

MAILING ADDRESS (*street number or P.O. box*)(*city, state and zip code*)TELEPHONE NUMBER  
(       )

DRIVER LICENSE NUMBER OR STATE ID NUMBER AND STATE

TYPE OF BUSINESS, DESCRIPTION OF ITEMS TO BE SOLD/DISPLAYED

**3. STATUS**—*Check appropriate boxes, and provide requested information*

- ☐ I hold a valid seller's permit. My number is: **S** \_\_\_\_\_
- ☐ No sales of tangible personal property are being made or solicited at this event.
- ☐ I am not required to hold a seller's permit because:
- ☐ My retail product sales are not subject to tax      ☐ My sales are exempt occasional sales
- ☐ I sell on behalf of a section 6015 retailer \_\_\_\_\_

**4. CERTIFICATION**—*Partners/additional sellers, complete a separate copy of this form*

*The above statements are certified to be correct to the best knowledge and belief of the undersigned.*

NAME (*typed or printed*)

TITLE

SIGNATURE

DATE



## OVERSELL VENDOR ACKNOWLEDGEMENT AND RECEIPT

Initial:

- \_\_\_\_\_ **Oversell Vendors are permitted to sell EVERY OTHER MONTH.** Alternating months with a partner is not permitted.
- \_\_\_\_\_ Vendors may arrive no earlier than 4:00am and must be in their space by 7:00am. Vendors not in their assigned space by 7:00am on market day forfeit the space. No refunds will be given.
- \_\_\_\_\_ **Resale of spaces is not allowed. The Flea Market will not honor any vendor-to-vendor sale of spaces or loans.**
- \_\_\_\_\_ Vendors understand that once a space is paid for, **no refunds will be honored.**
- \_\_\_\_\_ Sales end at 3:00pm **All vendors must vacate the campus by 5:00pm.** Vendors not cleaned and off campus by 5:00pm are subject to a \$100 fine.
- \_\_\_\_\_ Vendors remain on the PCC Campus throughout the duration of the market. Vendors shall be selling until at least 1:30pm Early exit is not permitted.
- \_\_\_\_\_ Sellers are required to keep their booth area and the area directly in front of their booth clean. When leaving, your space **MUST** be clean and in the same condition as when you arrived or you may be banned from further events. Violators are subject to a cleanup fine. Trash, boxes, or other debris may not be left on the grounds.
- \_\_\_\_\_ Vendors shall keep all merchandise, display units, coverings, and any and all possessions within the boundaries of their assigned space.
- \_\_\_\_\_ In case of rain, no credits or refunds shall be issued to vendors
- \_\_\_\_\_ Excessive noises (such as stereos, radios, televisions, shouting, amplified voices) will not be allowed if such noises disturb other sellers or shoppers.
- \_\_\_\_\_ Any vendor caught selling stolen, counterfeit, black market, illegal merchandise of any kind or any food or beverages, is subject to having said merchandise confiscated at the event, may face arrest by local authorities, immediate eviction from the event and loss of selling privileges without a refund.
- \_\_\_\_\_ Consumption or possession of alcoholic beverages and all controlled substances is forbidden. Smoking is restricted anywhere on campus.
- \_\_\_\_\_ Sales of the following items are not permitted:
- Consumable products (food, alcoholic and/or non-alcoholic beverages, candy, gum. Etc.) except as permitted by the Board;
  - Firearms, ammunition, or **weapons of any kind**, fireworks
  - Chemicals
  - Stolen merchandise
  - Items that by sale, possession, or use are in violation of PCC, City, County, State, or Federal Laws.
  - Illegal products not normally obtained on the open market.
  - Paraphernalia commonly used or associated with the use of any drugs.
  - Live animals.
  - Motor vehicles or cycles; any item that is misrepresented by the seller in any way
  - **Due to the family atmosphere of the event, the management reserves the right to reasonably restrict the sale or display of any items in order to maintain a proper moral and wholesome environment.**

By signing this document, you agree to adhere to policies and procedures set forth by the Pasadena City College Flea Market. The person signing this document assumes all risk and injury and loss of property. Management reserves the right to revoke spaces and selling privileges at any time.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE