

I have received the Park 'n Swap Policies and Guidelines

PLEASE PRINT NAME _____

SIGNATURE _____

-MUST MATCH NAME ASSOCIATED WITH VENDOR NUMBER

VENDOR NUMBER _____

DATE _____

PHOENIX PARK 'N SWAP GENERAL INFORMATION

The Phoenix Park 'n Swap is located at 3801 E. Washington St, Phoenix, AZ 85034 (Southwest corner of 40th St and Washington). Phone number is 602-273-1250.

Website: www.phoenixparknswap.com

OFFICE HOURS

Monday	CLOSED
Tuesday	CLOSED
Wednesday	4:00pm-8:00pm
Thursday	CLOSED
Friday	9:00am-2:00pm
Sat and Sun	9:00am-2:00pm

PHONE SALE HOURS (advance sale only)

CLOSED
9:00am-2:00pm
4:00pm-8:00pm
CLOSED
9:00am-2:00pm
9:00am-2:00pm
Credit Card (Visa, MasterCard)

SWAP MEET HOURS (Year Round)

Wed Night	5:00pm-10:00pm
Fri AM	6:00am-Noon
Sat and Sun	7:00am-4:00pm

TICKET BOOTH HOURS (current day sales)

3:00pm-6:00pm
6:00am-8:00am
6:00am-8:00am

- A) All swap meet spaces are sold on a reservation basis. Vendors must have a valid space ticket before entering space sales lot or occupying a space. Vendors may purchase space tickets in advance for any day within the current month. Space tickets go on sale for the following month on the Friday prior to the last full weekend of the month. Wednesday space tickets for the following month are available on the last Wednesday of the month.
- B) CASH and CREDIT CARDS (Visa, M/C) ARE ACCEPTED. NO CHECKS.
- C) Government issued photo ID is required to purchase space reservations and to sell merchandise.
- D) All regular spaces are approximately 9'x21'; most corner locations are approximately 12'x21'
- E) We suggest vendors purchase reservations in advance but if that is not possible vendors may purchase reservations on the day of the event. Current day spaces are purchased at the Ticket Booth located at the vendor entrance off 40th St.
- F) There will be a **\$12.00 SURCHARGE** added to each ticket price when the space is purchased on the same day as the event. The only exception is on Friday. SPACE SALES END at 8:00am on Fri, Sat, and Sun and at 6:00pm on Wed.
- G) **No vehicles may be driven on the lot after 8:30am on Fri, Sat, and Sun and after 6:30pm on Wed. Vendor entry ends at 8:00am Fri, Sat, and Sun and 6:00pm Wed. (See policies and guidelines for additional details regarding this policy)**

**ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE
THERE ARE NO REFUNDS, RAINCHECKS OR EXCHANGES ALLOWED
TAX IS INCLUDED IN THE PRICES LISTED**

Friday Morning:	\$15.00 each (all spaces). Advertisers and Service Vendors: \$50.00 \$18.00 L-Row Extra Long
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<u>Wednesday Night, Saturday and Sunday (per space, per day)</u>	
Regular	\$28.00
Main Aisle Corner	\$55.00
South End Corner	\$35.00
Electric	\$30.00
West Side Extra Large	\$65.00 and \$75.00
Auto Row	\$25.00
Cottage Food Items	\$12.00 added to space price
Advertisers and Service Vendors	\$100.00 (Realtors, Mortgage, Satellite, Cable, flier distribution, credit, obtaining information etc.)

VENDOR POLICIES AND GUIDELINES:

The following is a list of policies and guidelines that all Park 'n Swap vendors must follow. If you have any questions concerning any of the following, please contact the Ticket Office. Management may prohibit the sale of any merchandise that it believes to be detrimental to the integrity of its operation. Any failure to comply may result in cancellation of contract and/or expulsion from the park. Questions or concerns should be directed to the Ticket Office.

1. Please Review the Following Restrictions, Items and Categories That are Prohibited:

Alcohol (including beer), Cigarettes, Obscene/pornographic material (magazines, movies, etc.)

Marijuana is not permitted on property. Illegal drugs and associated products as identified by City, County, State and Federal law are not permitted. Some products commonly associated with marijuana are allowed to be sold.

Guns and/or ammunition (including BB guns, Blowguns, Paintball Guns), and Throwing stars are not permitted.
--Brass knuckles, all knives, all tasers and all defense sprays may be sold with proper discretion and to individuals 18 years or older.

Smoke bombs, Fireworks, any flammable, explosive, or noxious items are not permitted. No open fires of any kind or any other hazardous materials (including snap caps).

Petitions and/or Political Materials (includes handbills, fliers, pamphlets, recruiting and merchandise) are not allowed unless approved by Management. (US Armed Forces, Law Enforcement and legitimate job recruiting may be allowed).

Media, news organizations including but not limited to print, digital, apps, subscription services are not allowed unless approved by Management.

Public speaking (speechmaking) with the intent of recruitment to a specific ideology is not allowed.

Materials and Merchandise commonly associated with religion including but not limited to: Books, jewelry, statues, and wall decorations are allowed.

Counterfeit merchandise (including but not limited to): CDs, clothing, cosmetics, handbags, DVD's, movie tapes and watches are not permitted. **Violators are subject to prosecution.**

No contact lenses.

No domestic pets for sale or giveaway.

Games of chance, skill, raffles or drawings are not allowed without express permission from management.

CBD Products are allowed but MAY NOT contain Delta 8 THC or Delta 9 THC. As products of this type are created and produced additional restrictions may be imposed.

Health and Wellness products, and specialty merchandise must be approved by the Park 'n Swap management before being sold. Medical testing of any kind is not permitted on property with the exception of blood pressure checks. Non-medical supplements are allowed. If the product contains non-prescription medication, it must be packaged for sale in the United States. The packaging must have directions in English and must show an NDC code. Prescription medications are not allowed.

The following brands MAY NOT be sold: COACH, CHANEL, LOUIS VUITTON, TORY BURCH, BURBERRY, GUCCI, PRADA, HERMES, MAC COSMETICS, DKNY, MICHAEL KORS, GUESS, CROCS CHARMS. Other brands may be added as needed. These brands (new, used, real, fake) are not permitted for sale. Exceptions may be made for colognes and perfumes that are verifiable as legitimate.

2. Food or beverages for personal consumption or food for sale under the guidelines outlined in this packet are allowed. No consumable samples may be given out except as part of "for sale" products under the guidelines outlined in this packet.

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3. All reservations expire at 8:00am on Friday, Saturday and Sunday mornings and at 6:00pm on Wednesdays. **No vehicles will be admitted on to the property after those times.** Swap meet ends at 4:00pm on Saturdays and Sundays, Noon on Fridays and 10:00pm on Wednesdays. Due to liability issues, all vehicles in selling area must be removed or parked in paid spaces by 8:30am on Fridays, Saturdays and Sundays, and 6:30pm on Wednesdays.
4. Vendors who move into more expensive spaces (i.e.: corners, electric, etc.) after reservations expire must do so before 6:30pm on Wednesdays and before 8:30am on Saturdays and Sundays. No vehicles should be moving on the lot after those times. Vendors may move with the assistance of Park 'n Swap staff only. **Vendors will be charged the upgraded price difference.** Also vendors who expand into vacant spaces during the event will be charged full current day price for each space occupied. (Reminder: Reservations expire at 6:00pm on Wednesdays and at 8:00am on Saturdays and Sundays).
5. During peak shopping times, the gates will be locked. Vendors will not be permitted to drive their vehicles on the lot to exit or to enter. This includes vendors arriving late or vendors wanting to leave early. Shoppers are not allowed to drive their vehicle onto any part of the lot to pick up merchandise. Vendors are responsible for delivering customer merchandise to the entrance gates as necessary. Peak shopping times change with the weather and season and will be determined by management.
6. In the event of a true emergency or if a vendor sells out of merchandise, and needs to drive their vehicle off the lot during peak shopping hours, the vendor must contact the Ticket Office who will then have an employee escort the vehicle to an exit gate. Please note that the safety of our shoppers is a priority in these situations, we will only escort vehicles in or out of the lot when it is safe to do so. Vendors have the option of parking in the customer parking lot and hand-carrying merchandise to and from the selling area, or parking in VIP Parking on Wednesdays, Saturdays, and Sundays. (There is a fee to park in VIP parking.)
7. The speed limit on the lot is 3mph. Anyone found to be driving in excess of this limit is subject to being banned from the property.
8. Licensed drivers with valid vehicle insurance are permitted to drive on the lot for set-up and exiting. Unlicensed drivers are not permitted.
9. Subleasing of spaces is not permitted. All space transfers must be made by the Park 'n Swap Ticket Office.
10. All vendors must possess a current day seller's ticket before passing any entrance gate. Anyone who does not possess a seller's ticket will be charged the admission fee to walk in. Vendors are issued one space ticket only. Vendors must pay a re-print fee to replace lost or forgotten space tickets. **Employees of vendors will be charged the admission fee if they enter separately from the vendor and/or after 8:00am on Saturday or Sunday and 6:00pm on Wednesday. All vendors must have the correct ticket properly displayed for the particular day and weekend.**
11. No one will occupy a space without first purchasing a ticket.
12. Park 'n Swap makes an effort to maintain a six space separation between contract and casual vendors who are selling the same merchandise. Results are not guaranteed.
13. **All vendors are responsible for checking space tickets before exiting the Ticket Booth or the Ticket Office. The park is not responsible for weather or any Acts of God. There are no refunds, rain checks or exchanges.**
14. No overnight parking is allowed. No one will be allowed on the park grounds before opening hours on any day. Vehicles found left on the grounds overnight are subject to towing and/or a storage fee. Any merchandise or display materials left overnight are subject to a storage fee. Vendors may not leave anything in a space that the vendor has not rented. Violations will result in a penalty and/or storage fee. Casual and semi-regular vendors are restricted from leaving merchandise and/or display materials after closing on Sunday. Violations will result in a penalty and/or storage fee.
15. **All vendors must maintain their displays within the lines of the space** and all canopies or tarps must be properly secured without damaging the pavement (including canopy poles left overnight by contract vendors). Any injuries or damage caused by canopies, tarps or displays is the responsibility of the vendor.
16. Pets are not allowed in Park 'n Swap. Service animals are allowed in compliance with the Americans with Disabilities Act. Service animals must be under the control of the handler at all times.

17. For the safety of vendors and shoppers, no roller skates, skateboards, bicycles, hover boards, rollerblades or any human powered vehicles are to be ridden or operated on the lot with the exception of wheelchairs.
18. All radios, tape players, microphones, etc. must be maintained at a minimum volume according to management discretion.
19. All generators must be clean and quiet as directed by management. Vendors may purchase the use of electric for a fee. They may not plug in any coolers or appliances that use more amps than a standard box fan. They may not use power strips. Electric box outlets must be purchased at the Ticket Office. Vendors may not plug into an electric box until it is reserved.
20. All vendors offering any type of service must have prior approval from the Office.
21. **Soliciting, walking sales, free giveaways, drawings, surveys, opinion polls, raffles and/or petitions are not allowed without the express permission of the Park Management.**
22. All vendors must remove their trash from the lot or be subject to a substantial fee and/or possibly banned from future sales on the premises. Dumpsters may be used by vendors but all boxes or other bulky materials must be broken down to take up less space.
23. All vendors are responsible for their own merchandise, equipment, their actions and the actions of their employees. Vendors must maintain control of their children at all times.
24. All vendors selling new merchandise or who sell more than three days in one year are required to have a State Transaction Privilege (Sales) Tax License. Over the counter drugs, vitamins, etc., require a State issued Pharmaceutical Permit to sell.
25. Swap Meet Operations Report Forms must be filled out correctly and completely for each day in accordance with Phoenix City Ordinance (G-4011) governing Swap Meet operations - City Code, Chapter 10, Article V, Swap Meet Operations.
26. Vendors must comply with all applicable City, County, State and Federal Laws.

COTTAGE FOOD AND SAMPLES

Park 'n Swap is allowing the sale and sampling of some homemade food items. Our policy follows closely with the Arizona Cottage Food guidelines. To sell food items:

1. Vendor must have and show their Arizona Cottage Food Permit. We will copy the permit and keep it on file.
2. All food products must be properly labeled with a list of ingredients and the product's production date.
3. All food products must be sealed to prevent contamination.
4. Beverages are not permitted
5. All foods must be homemade. We do not allow commercially produced products.
- 6.

The following *homemade* foods may be sold:

Fruit Jams and Jellies	Scones (must be sold by the dozen)
Dry Mixes (spice mix, bakery mix, grain blends, curry blends)	Dry Spice Mixes
Roasted Nuts	Tarts (must be sold by the dozen)
Honey	
Cookies (must be sold by the dozen)	
Breads and sweet breads	
Cakes with Hard Icings and Frostings (cupcakes must be sold by the dozen, cakes must be sold by whole cake-not slices)	
Fruit Pies with fruit and sugar filling (must be sold by whole pie-not slices)	
Brownies (must be sold by the half-dozen)	
Fudge	
Candies	

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Donuts (must be sold by the dozen)

Roasted Coffee Beans

Tortillas (must be sold by the dozen)

Muffins (must be sold by the dozen)

SAMPLES Rules

1. All food item samples must be pre-approved by Park 'n Swap prior to being offered.
2. No fresh produce may be offered as a sample.
3. Food samples are limited to 1oz servings.
4. Allergen notice must be posted if food contains, or is prepared with, any of the following: milk, eggs, wheat, soybean, tree nuts, peanuts, fish, and shellfish.
5. Samples will be handled by the vendor and handed to the customer. If the sample is not in a sample cup, then utensils must be used to prevent bare handed contact with the customer. (Tongs, toothpicks, etc.)
6. Only limited quantities of samples should be ready for sampling at any given time. All product that has not been sampled by the end of the business day should be discarded.
7. Use of single service utensils and containers are recommended to prepare samples. Single service utensils should not be reused.
8. No Time/Temperature Controlled Foods may be sold or sampled. Review the Time Temperature Control for Safety Guidelines.
9. Vendor must wear non-latex gloves for food handling.
10. Vendors must make every effort to protect their products from contaminants. Park 'n Swap is an outdoor market so extra caution must be maintained.
11. No food may be prepared on Park 'n Swap property. No cooking.

Vendors are expected to adhere to Park 'n Swap policy. Violating policy may result in loss of privileges to sell and offer sample food products.

AUTO ROW

1. Auto Row spaces may be reserved in advance for the current month at the ticket office during regular office hours. Auto Row purchases must be made in person. Cash only.
2. Tickets may be purchased at the Ticket Trailer or the Ticket Office. No tickets are sold at the Auto Row vendor entrance.
3. A single space is provided for a single vehicle. Vendors should occupy one space only for each vehicle in the sales area.
4. Vendors may not occupy a space without first purchasing a space ticket.

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5. No alcohol may be brought into the Auto Row area unless it was lawfully purchased at a Phoenix Park 'n Swap concession. Violation of this policy will result in expulsion from the property and no refund will be issued.
6. Only vehicles may be sold in Auto Row. No tires, rims or any merchandise may be sold.
7. Overnight parking is available for per vehicle, per day fee. Vendors must pay for overnight parking in advance.
8. No "Three Day Tags", Dealer Plates, and no expired tags are permitted.
9. No vehicles that are not licensed by the United States. No Mexican plates, no Canadian plates, etc allowed.

VIP PARKING

1. On Wednesdays, Saturdays and Sundays, we offer a section of the Auto Row area for Vendor Parking. Vendors may pay a fee to park in that area.
2. Vendors must display the Vendor Parking ticket in their windshield so it is visible.
3. Vendors must park on the south side of Auto Row in order to be separate from vehicle sales.
4. No "for sale" signage may be posted on vehicles in the Vendor Parking area.
5. Vendors must have a current space reservation in order to park in Vendor Parking.
6. No merchandise sales may be conducted in the Vendor Parking area.

VENDORS OFFERING A SERVICE

1. All services advertised or performed must be approved by the Ticket Office and will be approved at the discretion of Park 'n Swap Management.
2. All service vendors must purchase space reservation in person and must show valid ID.
3. Cosmetology Services may require specific licensing and housing. Information may be obtained at the AZ State Board of Cosmetology. You may contact them at (480)-784-4539.
4. Vendors may not take money unless they are giving an actual product in return. No deposits of any kind (including deposits for layaways) may be taken, and no fees collected unless service is provided on the park grounds.
5. Shoppers may volunteer personal information for credit application or for future contact outside of the park, but vendors may not solicit for the information.
6. Park 'n Swap Management must approve all fliers in advance. Upon approval, vendors must remain in space and keep fliers weighted down. No drawings or raffles may be held on the lot.
7. Petitions and/or Political Materials (includes handbills, fliers, pamphlets, recruiting and merchandise) are not allowed unless approved by Management. (US Armed Forces, Law Enforcement and legitimate job recruiting may be allowed).
8. Media, news organizations including but not limited to print, digital, apps, subscription services are not allowed unless approved by Management.
9. Public speaking (speechmaking) with the intent of recruitment to a specific ideology is not allowed.

10. No consumable samples may be handed out - including water.
11. Service vendors must follow the guidelines as listed. Any violation, including leaving space area to conduct service and/or sales, taking a space prior to paying the rental fee, failure to reveal the vendor is a service, failure to follow published guidelines, and failure to follow Park 'n Swap policies will result in a ban from offering and/or conducting the service at Park 'n Swap. No warnings will be required.
12. Most service vendors are charged \$100.00 per space, per day.

PROCEDURES FOR OBTAINING A MONTHLY SPACE AGREEMENT (CONTRACT)

1. Vendors wanting the same space location for an extended period of time should visit the Ticket Office to become a Monthly "Contract" Vendor. Vendors must show State of Arizona Privilege Tax license at time of request.
2. All spaces must be applied for in person.
3. All vendors will be charged a minimal NON-REFUNDABLE processing fee. This fee is for the time required for processing. Other fees may apply for changes and adjustment to monthly space agreements.
4. Monthly "Contract" Vendors must purchase tickets no later than one full week prior to the first weekend of the Space Agreement to avoid cancellation. Rent that is not paid by close of business on Sunday is considered late.
5. Vendors who fail to pay rent on time will be charged a late fee. The late fee is charged as \$20.00/per week if the vendor has ONE space under Monthly Space Agreement and \$40.00/per week if the vendor has TWO OR MORE spaces under the Monthly Space Agreement.
6. Failure to pay rent may result in prohibiting the vendor from entering the property and/or taking actions to prohibit access to merchandise stored on the property until rent is paid.

WAREHOUSE BUILDING, CONTAINER RENTAL, AND STORAGE RENTAL PROCEDURES

1. Buildings or Containers may be requested in the Ticket Office. If there are no buildings or containers available, your name and phone number will be recorded and placed on a list of waiting applicants. Vendors will be notified by phone when space is available.
2. Applicants are processed according to date of request, type of merchandise and available locations.
3. Current building vendors are given first priority to upgrade building location. Current container vendors requesting upgrades or additional containers are also given first priority. Requests for particular locations are least likely to be placed due to the status of the current vendor occupying the building and prior applicants.
4. First and last month's rent is due upon the signing of the contract and due every month on the 1st day of the month. A minimum of three month's tenancy is required for buildings. Monthly rent is \$450.00 per month. This includes the 12' X 15' interior and outside area for displays and electricity.
5. Rent for buildings used for storage only is due on the 1st of each month. Monthly rent is \$160.00 per month.
6. For Containers located on spaces, rent is due on the 1st of each month and is in addition to the space rental fees. Container rental fees range from \$150.00 to \$300.00 per month depending on container size. A minimum of three months tenancy is required for container lease.

7. For containers located in the storage area, (i.e.: Storage Units), rent is due on the 1st of each month. Monthly rent is \$100.00 per 10' container per month. A minimum of three months tenancy is required for container lease. First and last month's rent is due upon the signing of the contract.
8. Building vendors are subject to the same policies and guidelines as outside vendors. EXCEPTION: The expiration times on outside space reservations do not apply to the buildings.
9. State of Arizona Privilege Tax License is required before moving into building.
10. Rent is due on the first day of each calendar month. Late payments will be assessed a penalty fee as described in the lease agreement. Late payments may be considered as default of lease and may result in the seizure of merchandise. Access to merchandise may also be denied to vendor by the management.

PROGRESSIVE RESPONSE TO VIOLATIONS OF PARK 'N SWAP POLICY--Incidents Can Progress to One Year Ban or Lifetime Ban Depending on Violation/Policy -- Dollar Amounts Are Penalty Fees Payable By The Vendor Based On The Violation/Policy

Management reserves the right to enact consequences and deviate outside the progressive response policy when determining a resolution. Vendors that have multiple, varied violations, and/or egregious violations as determined by management are subject to additional consequences.

VIOLATIONS WITH POTENTIAL FOR ONE YEAR ROLLING CALENDAR BAN

	VIOLATION	1 ST VIOLATION	2 ND VIOLATION	3 RD VIOLATION	4 TH VIOLATION	5 TH VIOLATION
1	Failure to Stay Within Space	Warning	Warning	\$25	\$50	1 Year Ban
2	Leaving Merchandise in Unpaid Space	Warning	Warning	\$25	\$50	1 Year Ban
3	Selling/Giving Away Unapproved Food and/or Drinks	Warning	Warning	\$25	\$50	1 Year Ban
4	Improper Disposal of Trash-including not breaking down boxes	Warning	\$25	\$50	4 Week Ban	1 Year Ban
5	Entering/Leaving Without Escort	Warning	Warning	\$25	4 Week Ban	1 Year Ban
6	Occupying Unpaid Space and/or Spaces Not Paid For By The Vendor (including VIP-vendor parking)	Warning Plus Space Rent	Warning Plus Space Rent	\$25 Plus Space Rent	4 Week Ban	1 Year Ban
7	Plugging into electrical outlet while conducting business from a "structure"	Warning	Warning	\$50	4 Week Ban	8 week Ban
8	Plugging into electrical outlet without paying in advance.	Warning	Warning	\$25	4 Week Ban	1 Year Ban
9	Utilizing multi-plugs or power strip in single outlet	Warning	Warning	\$25	4 Week Ban	1 Year Ban
10	Plugging in a cooler or any high amperage appliance	Warning	Warning	\$25	4 Week Ban	1 Year Ban
11	Failure to Follow Staff Directions	Warning	\$50	4 Week Ban	1 Year Ban	
12	Failure to maintain noise level at appropriate volume as determined by management.	Warning	Warning	\$25	4 Week Ban	1 Year Ban
13	Improper Entry Through Gates-Auto Row, Walk-In, Running Gate	Warning	4 Week Ban	1 Year Ban		
14	Misrepresenting and/or Failure to declare type of products for sale	Warning Plus added Space Rent as needed	4 Week Ban	1 Year Ban		
15	Auto Row-Occupying Unpaid Space	Warning	\$50	4 Week Ban	1 Year Ban	

16	Auto Row-Overnight Parking Without Paid Reservation	Warning Plus Space Rent	4 Week Ban	1 Year Ban		
17	Selling Merchandise Through The Fence	Warning	Warning	4 Week Ban	1 Year Ban	

VIOLATIONS WITH POTENTIAL FOR PERMANENT BAN

	VIOLATION	1 ST VIOLATION	2 ND VIOLATION	3 RD VIOLATION	4 TH VIOLATION	5 TH VIOLATION
1	Damaging Property/Graffiti	Warning-Pay for Repair	4 Week Ban	Permanent Ban		
2	Bringing Alcohol On Property/Being Intoxicated	Warning	4 Week Ban	Permanent Ban		
3	Deliberate Vandalism	Permanent Ban				
4	Physical Altercation With Associate or Customers	Permanent Ban				
5	Subleasing Spaces/Re-Selling Spaces	Warning	4 Week Ban	Permanent Ban		
6	Selling Restricted Product	Warning	Warning	4 Week Ban	Permanent Ban	
7	Auto Row-Attempting To Use 3 Day Tag, Dealer Plates, Expired Tags, Non-Resident Tags	Warning	4 Week Ban- vendor banned from property	One Year Ban	Permanent Ban	
8	Creating A Conflict With Neighbor	Warning	4 Week Ban	Permanent Ban		
9	Gambling (Cards, Dice, Pitching Coins, Etc.)	Warning	4 Week Ban	Permanent Ban		
10	Urinating/Defecating Outside Restroom Facilities	Warning	4 Week Ban	Permanent Ban		
11	Attempting To Sell Counterfeit Merchandise	Warning	4 Week Ban- Must Pay Storage	Permanent Ban		
12	Insulting, Belittling, Bullying, Inappropriate Conduct / Statements Cursing At Team Members, Vendors or Shoppers	Warning	4 Week Ban	Permanent Ban		
13	Service Vendors -any violation listed in Progressive Response Policy and/or listed in Vendor Policies and Guidelines	Permanent Ban				

TAX AND LICENSING

If you are a regular seller at swap meets in Arizona or are selling new merchandise, you must have a State Transaction Privilege (Sales) Tax License and a City of Phoenix Privilege Tax License if you are selling within the city boundaries. A regular seller is one who participates in at least four (4) sales per year.

Generally the only sales at a swap meet that is not taxable is food for home consumption. This means both new and used are subject to the tax. Licenses should list the business address as 3801 E. Washington St, Phoenix, AZ 85034. The mailing address should be the address of the licensee.

If you have any questions regarding the sales tax licensing and/or collection, please call or write:

For the State: State of Arizona Department of Revenue 1600 W. Monroe, Phoenix, AZ 85007.
Phone: (602) 542-4576 Online: <http://azdor.gov>

A Second Hand Dealers License may also be required of professional used merchandise vendors. Information concerning this license should be obtained by contacting City of Phoenix.

Information concerning Health Permits:

Maricopa County Health Department, 1001 N. Central, Suite 125 Phoenix, AZ 85004.
Phone: (602) 506-6073 Website: <http://maricopa.gov/EnvSvc/AboutUs/HealthCode.aspx>
Salsa (REQUIRES Maricopa County Type 1 Mobile Food License-prepared foods)-salsa is not allowed under cottage food

Information concerning a Pharmaceutical Permit:
Arizona State Board of Pharmacy 1616 W. Adams St., Suite 120 Phoenix, AZ 85007.
Phone: (602) 771-2727

Information concerning a Cosmetology License:
Arizona State Board of Cosmetology 1721 E Broadway Tempe, AZ 85282-1611.
Phone: (480)-784-4539 Website: <https://boc.az.gov/licensing>

Cottage Food Permits

Arizona Department of Health Services
Office of Environmental Health
150 N. 18th Avenue, Suite 140
Phoenix, AZ 85007
Phone: 602-364-3118
Email: cottagefood@azdhs.gov

Thank you for considering Phoenix Park ‘n Swap, Inc. If you have any further questions, please call 602-273-1250, or visit our website at www.phoenixparknswap.com

