



Table Rental – Information Sheet

Load-In Instructions:

- You are able to load-in through the Sportsplex entrance. You can park in the loop *temporarily* as you unload, then move and park your vehicle.
- You can also load-in through the Fieldhouse side of the building at the link doors.

Table & Setup:

- You will be provided one eight-foot table; if you want a chair please bring it.
- A table number will be taped to the table, please leave the table number attached to the table so it is there for the next day.
- If you do not want the table, fold it up and place against the wall and when you leave please put the table back up with the number for the next day's vendor.
- **DO NOT SPREAD OUT or MOVE YOUR TABLE – YOU ONLY HAVE ONE TABLE SPACE ALLOTMENT.**
- Rental hours are 8 am - 8 pm (unless otherwise notified). You do not need to be here for the entire time - it is up to you.
- You have reserved a table number, if you are in the wrong location, you will be asked to move. Always double check your table numbers for each rental to ensure you are in the correct spot.
- At the end of each day – please remove all your product as there is no storage on site.

Wi-Fi Access & Payments:

- Wi-fi Network: Dakota CC Guest
- Password: dakotacc.com
- A lot of people are using this free Wi-Fi so if you are using your phone with a square attachment to process payment you might have to use your own provider.
- There is an ATM on the main floor so you can direct your customers to withdraw Cash anytime instead of using the Wi-Fi to process payments!
- Note: The DCC Canteen does NOT give out change.

Insurance & Cancellations:

- Dakota Community Centre is not liable for loss or damage due to theft, fire, inclement weather, or any other causes or reasons whatsoever of third party renters on our property. Please ensure you have your own adequate insurance.
- If you cannot attend for the date you rented a table, you cannot pass your table to another renter.
- Booking can occur 2 days in advance or up to 6 months in advance –there will be **no refunds** for this type of rental so be sure before you reserve and pay for your table.

If you have any further questions, please email colleen@dakotacc.com or contact the Fieldhouse Customer Service Desk at 204-254-1010.