



## PROCEDURES FOR PERMANENT LOTTERY

1. Vendors must be in front of box 6 by each scheduled lottery time (refer to PSL). For each of the lotteries, Centerplate will begin with the first swap meet day (**WEDNESDAY, SATURDAY, & SUNDAY**) of the next month. This step will be repeated for each of the lotteries until all participating vendors receive a waiting number.
2. All vendors participating in the lottery must be registered with the Aloha Stadium Swap Meet and Marketplace. **ALL VENDORS PARTICIPATING IN THE LOTTERY MUST HAVE A VALID VENDOR'S ID.**
3. Vendors are only allowed to have one (1) vendor ID number per lottery per swap meet day(s). Repeating vendor numbers will be removed from the pre-count list. An employee of a vendor, may participate in the lottery if, the primary vendor is unable to attend. The employee must have a valid vendor's ID with the registered primary vendor number they are representing.
4. A Centerplate employee or security will secure the area and stand behind the last person in line. Vendors who arrive late will be placed last on the list.
5. A pre-count of people waiting in line for each lottery will be documented. The amount placed into the bingo cage, will reflect the number of people waiting in line. The Centerplate employee or security will then start the lottery and spin for the first person in line. The number rolled out will be their waiting number. The number given to the vendor will be documented and initialed by the vendor. The documentation will included the vendor's name, ID number, and issued waiting number.
6. The vendor, who was just given a waiting number by the Centerplate employee or security, will then spin for the vendor standing behind him/her. This process will be done until all vendors have been issued a waiting number.
7. Once all the vendors receive their waiting number for each swap meet day (**WEDNESDAY, SATURDAY, & SUNDAY**), Centerplate will start the awarding of stalls. The awarding of stalls will be in numerical order of the waiting numbers assigned. Three separate Centerplate employees will be awarding stalls simultaneously (Wed., Sat., & Sun.). Once all vendors receive their waiting number, Centerplate will repeat steps 4-7 for next the proceeding swap meet days.
8. The vendor will select their own stall from the available listing. Each vendor may pick one (1) stall. If a vendor leaves the area (restroom/payment/etc.) and misses their turn, they will have to wait for the second lottery. The only exception will be, is if a vendor is in the process of being awarded a stall for a different swap meet day. The second lottery will take place immediately after the first lottery is completed. The Centerplate employee is instructed to wait until the vendor is done with any other transactions before moving on to the next participant.
9. Once all vendors receive their stalls for the day(s) they participated, the 2<sup>nd</sup> lottery will start and be done in the same process.