

**Hello.**

**We're**

**Union**

**Swapmeet**

# About us.

Established in 1973, we are a family-run swapmeet. Our mission is to give the entrepreneurial out there a starting place to run their business. We take care of the utilities, security, and shared spaces while you focus on your business.

If you need someone to bounce ideas off of or need some advice, the swapmeet team is here to help you. We want our vendors to succeed.

# Team.

The Union Swapmeet team in a nutshell.

## **Vincent Wong**

*Leasing/Property Manager*  
[vincent@unionswapmeet.com](mailto:vincent@unionswapmeet.com)

Talk to me for...

- Leasing information
- Scheduling tours of the space
- Lakers

## **Gina Lee-Wong**

*Property Manager*  
[gina@unionswapmeet.com](mailto:gina@unionswapmeet.com)

Talk to me for...

- Running events
- Administrative needs
- Beagles

## **Mindy Lee**

*Creative Director*  
[mindy@unionswapmeet.com](mailto:mindy@unionswapmeet.com)

Talk to me for...

- Design
- Web/Marketing
- Black Mirror

# What you get.

## **Flexibility.**

- Month-to-month leases - we don't lock you in. We just need one month's notice.
- Make the space your own - as long as it's to code, you can paint the walls, put up more walls, install furniture, you name it.

## **Security.**

- 24/7 camera security inside and outside the building
- Motion sensor monitoring in the evening
- On-site security 8:30AM - 7:30PM

## **Amenities.**

- All utilities are included in your rent (electric, heating, A/C)
- Building maintenance
- Bathroom maintenance

## **The Extras.**

- Community - we look out for each other
- A team that will work with you

# Nuts and Bolts.

Important info to know.

## Hours.

- You are welcome to make your own hours, but here are the hours for the whole swapmeet:

<b>Sunday</b>	10AM - 7PM
<b>Monday</b>	10AM - 7PM
<b>Tuesday</b>	CLOSED
<b>Wednesday</b>	10AM - 7PM
<b>Thursday</b>	10AM - 7PM
<b>Friday</b>	10AM - 7PM
<b>Saturday</b>	10AM - 7:30PM

- If you need to get to the swapmeet early, we open at 8:30PM for vendors only.

## Parking

- In order to save our limited parking spaces for customers, we ask that vendors park off the premises during business hours.

# Important Lease Terms

Don't worry, we'll give you the full contract when you're ready to sign. These are just a few things to keep in mind to get you started.

- We require a 2 month security deposit (if you leave the space nice and clean, then you get it back).
- You must have (or get) a valid California seller's permit. No sweat if you don't. Submit an application and it should take about 10 days. Apply online at [www.boe.ca.gov/info/reg.htm](http://www.boe.ca.gov/info/reg.htm)
- Depending on your business, you may have to get a business license (important for tax purposes)
- We recomend getting business liability insurance to protect your business in case of an accident or theft.

# Next steps.

If you haven't already, get in touch with Vincent to take a tour of the Swapmeet. Check out which spaces are available.

If you're still on the fence, no problem. Send us an email or give us a call if you have any questions. We're happy to guide you through what you need to get done, whether this is your first or tenth business.

## Visit Us.

4632 Santa Monica Blvd.  
Los Angeles, CA 90029

## Call Us.

323 - 663 - 4095

## Mail Us.

[hello@unionswapmeet.com](mailto:hello@unionswapmeet.com)