

Madison's Central Business Improvement District

2018 Madison Winter Night Market – 11/17/18

General Vendor Application

9/4/2018



*As part of the Downtown Madison Seasonal Celebration “Shine on Madison” the Madison Night Market is back with an outdoor winter shopping experience --- the Madison Winter Night Market. On **November 17 from 5PM to 9PM** the BID welcomes downtown residents, visitors, and families to join in the fun of an outdoor winter market. Located on the 100 blocks of State Street and the West Mifflin and North Carroll blocks of the Capitol Square, the winter market offers a variety of unique shopping opportunities to celebrate the season, all in a festive outdoor setting. The market will include vendors bringing seasonal crafting and card making, gifts and winter décor, and holiday foods. The Market is presented by Madison's Central Business Improvement District (BID) in partnership with the City of Madison. www.madisonnightmarket.com*

STEP 1 - Fill Out Vendor Contact Information

Business /Agency Name: _____

Booth Owner(s): _____

Email: _____

Email required as all correspondence will be made via email with this primary contact.

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____

Cell Phone: _____

Website: _____

Social Media Sites/Tags (Optional): _____

STEP 2 - Check Applicable Category

_____ Arts, Crafts and Retail: Artists, craftspeople, makers, and local retailers who wish to sell their own handmade or locally sourced arts, crafts, and other retail goods.

_____ Grower and Farmer: Farm vendor selling certifiable products, packaged foods, fresh fruits & vegetables, nuts, eggs, honey, flowers, and nursery stock. Non-certifiable agricultural products such as dried fruits, vegetables, beans, juices, jellies and jams.

_____ Food Vendor: Food sales vendors that prepare, heat, cook, combine, keep chilled and/or serve non-packaged products that are ready to eat. Food service businesses may offer prepared or pre-packaged foods. _____ Food Cart _____ Pop-Up

STEP 3 - Determine Your Classification

_____ Business is located within the BID (IN BID)

_____ Business is not located in the BID (OUT OF BID)

IN BID: Applies to brick and mortar businesses located with the Central District. Reference map on vendor page of www.madisonnightmarket.com for district boundaries.

STEP 4 - Tell Us More

Provide a description of your product: _____

STEP 5 – Market Fee

_____ APPLICATION FEE \$25.00

_____ IN BID \$100.00

_____ OUT OF BID \$125.00

Rates apply to one 10x10 space. If you require more than standard space, please contact market manager for additional space fees.

STEP 7 - Complete Your Paperwork

Application Due: October 1, 2018

Applications MUST be turned in with all required documents listed below. Incomplete applications will not be considered.

Required with Application – All Vendors

_____ \$25.00 Application Fee.

_____ Winter Night Market Application.

_____ Signed copy of the Winter Night Market Rules & Regulations.

_____ Wisconsin Sellers Permit number _____.

_____ Photography or sketch of your booth design/and products.

_____ *If approved*, a certificate of insurance (\$1,000,000) naming the **Madison's Central BID** and the **City of Madison** as additionally insured will be requested and required.

_____ COI on file with Madison Night Market (*Please check here if you have participated in past markets and have a current copy on file.*)

Required with Application – Arts, Crafts, & Retail

Nothing additional required.

Required with Application – Grower & Farmer

Please include all applicable licensing for your product(s).

Required with Application – Food Vendor

_____ Please include all applicable licensing: WDATCP or PHMDC License

_____ Please include Food Cart/Truck diagram and dimensions including window-side and hitch location

Step 8 – Payment

Payment Due IN FULL November 2, 2018

- **Do not send in payment with application.**
- Upon approval of application an invoice will be sent to provided email address via PayPal.
- You may mail in a check after receipt of PayPal invoice.

STEP 9 – Sign and Send!

Name

Date

Send completed form along with your deposit to:

Madison’s Central BID Night Market
Attn: Jenny Sligh
122 W Washington Ave, Ste 250
Madison, WI 53703

Questions? Email Jenny at jsligh@visitdowntownmadison.com