

Madison's Central Business Improvement District  
**2018 Madison Winter Night Market**  
Market Rules and Regulations

9/4/2018



**2018 Night Market Rules and Regulations**

1. All vendors for the Madison Night Market (Market) will be reviewed and selected at the discretion of Madison's Central Business Improvement District (BID).
2. Space is limited.
3. Applications will NOT be reviewed until application fee and ALL required documents are submitted. See Step 8 from market application.
4. Applications received after the October 1, 2018 deadline will not be reviewed or screened unless there is space available.
5. All selling vendors must have a State of Wisconsin Seller's Permit.
6. All vendor fees must be paid prior to set up.
7. The BID will select vendors that best meet the overall goals of the Market and do not directly compete with BID businesses.
8. Vendor selection is designed to provide a variety of food producers, retailers, artisans and craftspersons at the Market. The BID will make its decisions based upon the application, photographic presentation, and/or a personal showing of the product.
9. To ensure a quality, handcrafted Market, the Market requests that the seller is the maker of the products, grower, producer, or owner of the business. Immediate family members (parent, child, siblings, spouse) or partners who participate in the making of your item may sell in your booth. Collectives and co-ops are approved on a case by case basis. NO BOOTH SHARING.
10. Handcrafted/Fair Trade imports and products will be permitted from BID retailers. Other handcrafted imports will be considered at the discretion of the BID. Machine made (factory) imports will be considered. Information of non-handmade or non-seller-made items must be disclosed on applications under description/scope of items.
11. The Market will assign a location to each vendor. Booths are subject to change per the discretion of the Market.
12. Demonstrations of the art or crafting process is encouraged in all spaces.
13. Vendor early-tear down is prohibited and may result in non-approval or revocation of invitation to future markets.
14. Vending space is 10' x 10'. All items must be confined within this space.
15. Vendors must dispose of all waste and remove all garbage from the site, leaving the space the way you found it.
16. Approved vendors are responsible for providing the following:
  - a. All paperwork and payment as detailed in the application.
  - b. Tables, chairs, furnishings, backdrops or any other equipment need for inside their booths.
  - c. 10x10 tent or canopy. Tents must be weighted or sandbagged appropriately. Tents not required.
  - d. Lighting inside the booth – twinkle lights or other lighting applications are encouraged!
  - e. Proper disposal of in-booth trash.
  - f. Generator to power booth if needed.
  - g. Clearly marked signage with vendor name.

Vendor Initials \_\_\_\_\_

- h. Notification to and approval by the Market selection committee if scope of items included on application changes.
- 17. Vendors are required to obtain their own liability insurance listing **Madison's Central BID**, and the **City of Madison** as additional insured.
- 18. Madison's Central BID insurance does NOT cover seller's/vendor's activities within the booth spaces.
- 19. Wholesalers, distributors, and processors of packaged food products will not be considered for participation.
- 20. Parking is limited near the Market site. Vendors are responsible for their own parking.
- 21. Event is held rain or shine. In the event of severe weather, the night market may be delayed, paused or cancelled. The safety of our vendors and attendees is our highest priority.
- 22. Vendors must contact Market staff 24 hours prior to event if unable to attend. Vendors who do not attend and do not notify may be removed from future markets and may forfeit all market fees.
- 23. All fees are non-refundable.
- 24. Photographs, including professional photographs, will be taken during the Markets to be used by the BID for marketing purposes. By signing this agreement, you agree to have your likeness, business, and product used for/in any and all marketing purposes and mediums.
- 25. No live animals are allowed where food is served or stored, except for service dogs or dogs used by the blind.

**SPECIAL Food Vendors (Carts and Pop-Ups) Rules**

- 1. All food vendors must adhere to Public Health of Madison and Dane County food safety guidelines.
- 2. All food vendors must display menus with pricing.
- 3. Food cart and pop-up food vendors must provide their own power.
- 4. Food carts must be equipped with fire extinguishers.
- 5. **NO COOKING** is permitted under pop up tents.
- 6. If used, all food vendors must contain and remove all cooking oil.
- 7. If used, hot coals must be disposed of in provided containers. Consult on-site coordinator for location prior to market.
- 8. All food vendors must have access to a staff handwashing station.
- 9. All food vendors must supply own refuse and recycle containers. (This may be dumped in provided dumpsters at the close of the Market.)

*By signing and initially this document, I acknowledge and agree to the rules of the Madison Night Market.*

Print Name \_\_\_\_\_

Business Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Vendor Initials \_\_\_\_\_