

Madison's Central Business Improvement District

2019 Madison Night Market

General Vendor Application

1/25/2019



The Madison Night Market is a celebration of Madison's unique and inspiring creative culture. Vendors showcase handmade products, local art, artisan gifts, prepackaged foods, and fresh produce. The event includes live music, special visiting food carts and pop-up restaurant experiences. The Market is presented by Madison's Central Business Improvement District (CID) in partnership with the City of Madison. The Market, located along West Gilman Street in the heart of downtown Madison, will be held the second Thursday of the month May 9, June 13, August 8, and September 12 in 2019. From 6pm – 10pm visitors and downtown residents are invited to come celebrate all things 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: 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, cookies and bakery, sweets and candies.

_____ 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

_____ Non-Profit or Community Service Agency: Federal tax-exempt community service agencies that wish to tell their story to Market attendees. Limited availability.

STEP 3 - Determine Your Classification*

_____ Business is located within the BID (IN BID)

_____ Business is a partner of/or supplier to a business located within the BID (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 FAQ page of www.madisonnightmarket.com for district boundaries.

STEP 4 - Tell Us More

Provide a description of your product(s): _____

STEP 5 - Select Your Dates

Please check the date(s) you wish to participate at the Market

_____ ALL 4 Events

_____ Thursday, May 9, 2019

_____ Thursday, June 13, 2019

_____ Thursday, August 8, 2019

_____ Thursday, September 12, 2019

STEP 6 - Market Fees

_____ APPLICATION FEE \$25.00 *required with application submission*

Select One	Classification	Frequency	Early Bird Rate	Regular Rate
	IN BID	Monthly	\$ 50	\$ 75
		Full Season	\$ 175	\$275
	BID+	Monthly	\$ 100	\$ 125
		Full Season	\$ 350	\$ 450
	OUT OF BID	Monthly	\$ 150	\$ 200
		Full Season	\$ 500	\$ 700

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

Payment Due IN FULL April 26, 2019

- **Do NOT send in market fee payment with application.**
- Upon approval of application an invoice will be sent to your email via PayPal
- You may mail in check after receipt of PayPal Invoice

Important Deadlines

- Early Bird Deadline: March 2, 2019
- Final Deadline: March 18, 2019
- Vendor Selection Announcement: April 5, 2019
- All Paperwork Due: April 29, 2019

STEP 7 - Complete Your Paperwork

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

Required with Application – All Vendors

_____ \$25 Application Fee *Application fee is non-refundable. Checks should be made out to **Madison's Central BID**.*

_____ Madison Night Market Application

_____ Signed copy of the Night Market Rules & Regulations

_____ Wisconsin Sellers Permit _____

_____ Photography or sketch of your booth design.

_____ **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.

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.

Required with Application – Non-Profit or Community Service Agency

_____ Copy of Federal Tax-Exempt Status 501c3.

STEP 8 – Sign and Send!

Name

Date

Send completed form along with your application fee 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