

2019 Madison Night Market Night Market Rules and Regulations

1/25/2019



2019 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 (CID).
2. Space is limited. Placement consideration will be given to early applications.
3. Applications will NOT be reviewed until application fee and ALL required documents are submitted. See step 7 from market application.
4. Applications submitted on/before the March 2, 2019 Early Bird Deadline will be eligible for the early bird vendor fee if selected.
5. Applications received after the March 18, 2019 deadline will not be reviewed or screened unless there is space available.
6. All selling vendors must have a State of Wisconsin Seller's Permit.
7. All vendor fees must be paid prior to set up.
8. The CID will select vendors that best meet the overall goals of the Market and do not directly compete with CID businesses.
9. Vendor selection is designed to provide a variety of food producers, retailers, artisans and craftspersons at the Market. The CID will make its decisions based upon the application, photographic presentation, and/or a personal showing of the product.
10. 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.
11. Handcrafted/Fair Trade imports and products will be permitted from CID retailers. Other handcrafted imports will be considered at the discretion of the CID. Machine made (factory) imports will be considered. Information of non-handmade or non-seller-made items must be disclosed on applications under product description.
12. Market vendors are prohibited from giving away FREE stickers.
13. Unfortunately, theft happens. Please be sure to keep a watchful eye on the objects in your booth. Do not hesitate to notify security or market personnel if theft has occurred.
14. The Market will assign a location to each vendor. Booths are subject to change per the discretion of the Market. There is no guarantee of the same location in each of the Markets.
15. Demonstrations of the art or crafting process is encouraged in all spaces.
16. Vendor early-tear down is prohibited and may result in non-approval or revocation of invitation to future markets.
17. Vending space is approximately 10' x 10'. All items must be confined within this space.
18. Vendors must dispose of all refuse from their booth site. A dumpster is provided by the Madison Night Market, do not leave refuse by city garbage cans.
19. Approved vendors are responsible for providing the following:
 - a. All paperwork and payment as detailed in the application.
 - b. All furnishings, backdrops or any other equipment need for inside their booths.
 - c. 10x10 tent or canopy. Tents must be weighted or sandbagged. *Tents not required.*
 - d. Lighting inside the booth – twinkle lights or other lighting applications are encouraged!

Vendor Initials _____

- e. Proper disposal of in-booth trash.
 - f. Generator to power booth if needed. Generators must be 60 decibels or less and use 15 to 20 amps. Noise complaints may result in booth shutdown.
 - g. Clearly marked signage with vendor name.
 - h. Notification to and approval by the Market selection committee if scope of items included on application changes.
20. Vendors are required to obtain their own liability insurance listing **Madison's Central BID**, and the **City of Madison** as additional insured.
 21. Madison's Central BID insurance does NOT cover vendor activities within the booth spaces.
 22. Wholesalers, distributors, and processors of packaged food products will not be considered for participation.
 23. Parking is limited near the Market site. Vendors are responsible for their own parking.
 24. Event is held rain or shine. Please reference market website for severe weather policy.
 25. Vendors must contact Market staff 24 hours prior to event if unable to attend. Vendors who do not attend/notify may be removed from future markets and may forfeit all market fees.
 26. All fees are non-refundable.
 27. 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.
 28. No e 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 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, food vendors must contain and remove all cooking oil.
7. If used, food vendors must contain and remove all hot coals.
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.)

Special Not for Profit Rules

1. Direct sale of general merchandise is not permitted. Self-promotional items reflecting your organization and logo may be sold with applicable seller's permit.
2. Any games or interactive activities need to be submitted with application to the Market committee for approval.
3. Nonprofit agencies/organizations may not walk around Market soliciting sign ups, donations, or petition signing.

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 _____