

Madison Night Market

2023 Night Market Rules - VENDORS

2/16/23 - MM



Madison Night Market Rules for Downtown Businesses

Please note there are separate rules and policies for downtown Madison businesses with brick & mortar locations in the market area. The rules below apply to outside vendors.

Night Market Rules for ALL VENDORS

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. Applications will NOT be reviewed until application fee and required documents are submitted.
3. All selling vendors must have a State of Wisconsin Seller's Permit.
4. Vendors are required to obtain their own liability insurance listing **Madison's Central BID**, and the **City of Madison** as additional insured. Madison's Central BID insurance does NOT cover vendor activities within the booth spaces.
5. **All vendor fees must be paid 1 week prior to the event date.**
6. All vendors will be required to attend, or watch a recording of, a mandatory meeting with the City Vending Coordinator and Madison Fire Department.
7. Vendors may only split or share a booth with prior approval of Market staff.
8. The BID will select vendors that best meet the overall goals of the Market and do not directly compete with BID businesses. Vendor selection is designed to provide a variety of food producers, artisans, and crafts persons 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.
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 may be considered. Information of non-handmade or non-seller-made items must be disclosed on applications under product description.
11. Wholesalers, distributors, and processors of packaged food products will not be considered for participation.
12. 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.
13. Vending space is approximately 10' x 10'. All items must be confined within this space.
14. Power is not available.
15. Vendors must dispose of all refuse from their booth site. A dumpster is provided by the Market, do not leave refuse by city garbage cans.
16. Approved vendors are responsible for providing the following:
 - All paperwork and payment as detailed in the application.
 - All furnishings, backdrops or any other equipment need for inside their booths.
 - *10x10 tent or canopy if desired. Tents not required.*
 - i. If used, all tents must be weighted or sandbagged. There must be 20lbs of weight on each leg.
 - Proper disposal of in-booth trash.
 - Generator to power booth if needed.
 - i. Generators must be 60 decibels or less and use 15 to 20 amps. Noise complaints may result in booth shutdown.



- Heaters must be used in accordance with City of Madison guidelines.
- 17. Vendors are responsible for their own parking.
- 18. Load in will be 1:30-4 pm on the day of the event.
- 19. There will be no arriving late and no leaving early. If you have not arrived by 3:30 pm, we reserve the right to change your original booth assignment and/or not allow you to vend that market. If you leave early we reserve the right to revoke future invitations.
- 20. Market vendors are prohibited from giving away FREE stickers.
- 21. Event is held rain or shine. Please reference market website for severe weather policy.
- 22. 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.
- 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 animals are allowed where food is served or stored, except for service dogs.

SPECIAL Food Vendors Cart and Pop-Up 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 garbage and recycle containers. (This may be dumped in provided dumpster 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 must conduct activities from their space and may not walk around the Market soliciting sign-ups, donations, or petition signing.