

Vendor Rules



Goals of the Lancaster Night Market:

- ✓ Drive more residents and visitors to Lancaster by establishing a vibrant monthly night market
- ✓ Promote sales for locally grown and produced products
- ✓ Increase access for locally grown produce
- ✓ Provide opportunity for local entrepreneurs by encouraging new small business development and business growth
- ✓ Expose consumers to local farms, eateries, musicians, and artisans
- ✓ Provide nightlife and entertainment for residents in the surrounding neighborhoods

Location: Ryland Park, 113 W Elm St, Lancaster, WI 53813

Schedule: Second Tuesday every month, June - September, 5:00pm - 8:00pm. See exact dates below!

June 13

July 11

August 8

September 12

Rule Policy

Items that can be sold at the Lancaster Night Market include (but are not limited to):

- Fresh Fruits & Vegetables
- Meats
- Eggs & Dairy
- Honey
- Maple Syrup
- Plants/Flowers
- Jams & Jellies
- Baked Goods
- Prepared Foods (Salsas, Pickles, etc)
- Soaps & Lotions
- General Body Care Products
- Art
- Crafts
- Handmade Jewelry
- Clothing
- Hot or Cold Food

The Basics

- Alcohol **cannot** be sold by vendors for onsite consumption. The market partners exclusively with the Lancaster Chamber of Commerce for alcohol sales during market hours.
- No fires or fireworks.
- No firearms or other weapons. For the safety of our patrons and fellow vendors, no firearms or other weapons are allowed at market.
- No smoking. Vendors are not allowed to smoke while doing business at the market. Those wishing to smoke may do so in designated areas beyond the market boundaries.
- **Leave no trace.** Vendors are responsible for disposing of their own trash and cleaning up the area in which they sell.
- No music at vendor stalls. The Lancaster Night Market and Night on the Plaza supports local musicians, and hires professional entertainment.
- No pets, with the exception of service animals. No sale of live animals.
- **Respect everyone.** All vendors, customers, volunteers, and staff of the market are to be treated respectfully and courteously. Vendors are expected to conduct themselves professionally and honestly. We strive for a safe and comfortable environment for everyone.
- No Discrimination. The Lancaster Night Market will not tolerate discrimination of race, color, sex, age, religion, sexual orientation, nationality, or physical ability.

All vendors are required to comply with The City of Lancaster ordinances, regulations, and rules along with state and federal laws. Failure to abide by these regulations could be grounds for removal. This includes, but is not limited to: assault or abuse directed toward other vendors, customers, market management, market staff, volunteers, or the general public.

Attendance & Tardiness

Vendors must arrive between 3:00pm to 4:45pm. Any vendor that will be arriving late or that will be unable to make it to market, must contact the market manager prior to 1 pm on market day. Tardiness will be enforced in accordance with the rule violation policy.

Vendors are allowed **ONE excused** absence.

Excused absence: the vendor notifies the market manager at least 7 days prior to the market day they are unable to attend. They must receive confirmation from the market manager.

Unexcused absence: the vendor fails to notify the market manager about their absence and/or notifies the market manager less than 7 days prior to the market day they will be absent.

Setup/Teardown

Setup begins at 3:00pm and must be completed by 4:45pm.

Please do not arrive early. Market staff and volunteers must complete a variety of setup tasks to prepare the site for the market *before* vendors arrive. For everyone's safety, **vehicles need to stay outside of the barricades until 3:00pm**. If 1.75 hours is not enough time to set up your stall, contact the market manager directly to request an exception.

Vendors may unload their vehicles at their assigned stalls, then their vehicle must be moved to the designated location for vendor parking. This location will be communicated by the market manager.

No vehicles are allowed in market boundaries after 4:45pm, unless authorized.

Tear down begins at 8:00pm and must be completed by 9:00pm. Vendors may move their vehicles into their assigned stall for tear down at 8:05pm. Exceptions will be determined by the market manager.

Vehicles & Parking

Vehicles are not allowed in market boundaries except during setup and teardown.

Off street parking is provided. There is a parking lot available to vendors. Please see the Market Manager for details.

Exceptions: Any vehicle serving as a refrigerator, freezer, or food truck will be allowed to park in the market. The vehicle must be parked within the assigned stall and remain flush with the curb. The vehicle must be approved by the market manager prior to market.

Inclement Weather Policy

Phones, radios, weather applications, and local news sources will be used to track inclement weather. In the case of severe weather, the market staff may choose to cancel or close the market. **This decision will be made by 1pm on** the day of market, or at any time necessary during market hours. The Market Manager will contact all vendors to notify of any cancellations

Stall Spaces

Vendors will be assigned a stall number. The market manager reserves the right to relocate any vendor's stall location for the benefit of market efficiency. Most stalls are 10 ft. x 10 ft. unless otherwise requested and approved.

Vendors are to keep their equipment, products, tables, tents, etc. within their designated space, and should keep supplies, spare stock, packing materials, etc. stored in an orderly fashion.

Generators

Any use of a generator must be approved by the Market Manager prior to market day.

Signage

Vendors are encouraged to display their business logo/name via posters, boards, banners, etc. All signage must be kept in the vendor's assigned space.

Any permits and/or licenses must be visibly displayed. Goods for sale should be clearly marked with their price and should be legible yet large enough to read.

Labeling, Packaging, Supplies

All processed food items must be properly labeled. This includes: product name, list of ingredients, allergen information, net weight or volume, business name, and address or phone number of the vendor.

Safety

The safety of our vendors, customers, volunteers, and staff is a top priority.

If at any time a vendor witnesses something that could potentially compromise the safety of market attendees, alert market staff immediately.

Vendors are only allowed to drive within the market boundaries during setup and teardown.

Barricades may only be moved during setup and teardown times. **If moved, barricades must be placed back into its designated space immediately.** Staff is available to assist a vendor with barricades. Don't hesitate to ask for help!

Taxes

It is the vendor's responsibility, if necessary, to charge proper sales tax and obtain appropriate permits. More information is available online at www.revenue.wi.gov or by calling the Wisconsin Department of Revenue at 608-264-4582.

Insurance & Licensing

Insurance is NOT provided to participating vendors by the Lancaster Night Market. We highly suggest all vendors consider carrying commercial liability insurance with a limit of at least \$1,000,000 per occurrence and general aggregate limits of at least \$1,000,000.

All vendors participating in the Lancaster Night Market are responsible for any loss, personal injury, deaths, or any other damage that may occur as a result of the vendor's negligence or that of its employees or agents. All vendors hereby agree to indemnify and save the City of Lancaster, and the Lancaster Night Market volunteers and staff harmless from any loss, cost, damages, and other expenses, including attorney's fees, suffered or incurred due to participation in the Lancaster Night Market.

Vendors are responsible for obtaining all proper licenses, insurance certificates, and permits that are required for the sale of the vendor's products at all markets, (ie: License to Sell Potentially Hazardous Food at a Farmers' Market, Mobile Food License, Temporary Food License). Please contact the Grant County Health Department at 608-723-6416 for further information.