



VENDOR HANDBOOK

This event is brought to you by:



THIS HANDBOOK HAS BEEN PRODUCED BY STAFF AT THE CEDAR RAPIDS METRO ECONOMIC ALLIANCE (ALSO REFERENCED AS ECONOMIC ALLIANCE OR EA).

THE CEDAR RAPIDS METRO ECONOMIC ALLIANCE AND MARKET STAFF RESERVE THE RIGHT TO CHANGE OR ADJUST ANY POLICY IN THIS HANDBOOK AS NECESSARY AT ANY TIME IN THE MARKET SEASON. SUCH CHANGES ARE EFFECTIVE IMMEDIATELY UPON NOTIFICATION TO VENDORS.

VENDORS WILL BE NOTIFIED IN WRITING VIA E-MAIL AND/OR POSTAL MAIL REGARDING ANY CHANGES TO THE POLICIES IN THIS HANDBOOK.

VIOLATIONS OF THE POLICES CONTAINED IN THIS HANDBOOK COULD RESULT IN THE OFFENDING VENDOR'S REMOVAL FROM THE MARKET AFTER DARK, AS WELL AS OTHER CITY OF CEDAR RAPIDS DOWNTOWN FARMERS' MARKETS.

TABLE OF CONTENTS

Market Contact Information	Page 4
Market Date & Hours	Page 5
Market Location	Page 6
Market Lease Fees & Additional Fees	Page 7
Application to the Market After Dark	Page 9
Acceptance into the Market After Dark	Page 10
Payment	Page 11
License Requirements	Page 12
Insurance Requirements	Page 13
Inclement Weather Policy	Page 15
Vendor Conduct Policy	Page 16
Additional Market Guidelines	Page 17
Set Up Policies	Page 19
Early Entry Policies	Page 21
Clean Up Policies	Page 22

MARKET CONTACT INFORMATION

The Market After Dark is produced by the Cedar Rapids Metro Economic Alliance as part of the organization's Community Development initiatives.

MARKET STAFF

Jenn Draper
Event Planner

ADDRESS

Cedar Rapids Metro Economic Alliance
501 First Street SE
Cedar Rapids, IA 52401

OFFICE PHONE

319/398.5317

FAX

319/398.5228

AFTER HOURS PHONE

Vendors experiencing issues on Friday after 5 p.m. or Saturday of market may reach market staff outside of normal business hours at the following phone number:

319/730.1436

EMAIL

events@cedarrapids.org

WEBSITE

www.crdowntownmarket.com

MARKET HOURS & DAY OF OPERATION

The Market After Dark is a special event that began during the 10th anniversary season of the Downtown Farmers' Market. It operates one Saturday night in August.

2019 DATE

August 24

2019 HOURS OF OPERATION

Opening Bell: 6:30 p.m.

Closing Bell: 11:00 p.m.

Vendors are required to stay for the entirety of the market (6:30 p.m.-11 p.m.).

Vendors abide by and comply with the hours of operation as prescribed.

Vendors shall not sell to the public from the back-stall area or any surrounding area prior to the opening of the market.

Vendors are permitted to sell to other vendors between 6 p.m. and 6:30 p.m.

MARKET LOCATION

The Market After Dark is in downtown Cedar Rapids. Specific streets and street closures will be available via the market venue map mid-2019.

ALTERNATE MARKET LOCATIONS

The Economic Alliance reserves the right to move the Market After Dark from the specified location to alternate locations to allow for continued vending. Alternate locations may be necessary due to, but not limited to, construction, natural disasters, city regulations, other events, etc. Vendors may choose to vend at the designated alternate site.

MARKET LEASE FEES

The Market After Dark offers one stall size: large street stall.

STALL SIZE & DETAILS	STALL SIZE	LEASE
Large Street Stall Allows vendor to keep vehicle in space	Approx. 25 ft. wide X 15 ft. deep	\$125.00

Vendors may only lease one stall.

Each stall is marked and numbered before the market begins. Vendors will be assigned a stall number and must remain within the limits of the marks on the curb.

ADDITIONAL FEES

The Market After Dark staff reserves the right to impose additional fines as necessary.

Vendors are assessed any fines the week following the Market, and will receive notice via e-mail, and an invoice via postal mail. Payment is due no later than 3 p.m. Friday, September 6.

Vendors with unpaid fees will not be permitted to vend in the following market season until their account is brought current.

NO SHOW FEE - \$100

Vendors shall notify the Economic Alliance Staff at 319/398-5317 by 5:00 p.m. on Wednesday, August 22 if they are not going to use their space. A No Show Fee of \$100 may be enforced if Economic Alliance staff is not notified in advance of a vendor's absence from the Market.

TRASH DISPOSAL FEE - \$100

Vendors are responsible for removal of all trash associated with their stall. A dumpster will be provided for disposal of vendors' trash. Trash must be taken directly to this dumpster and not placed next to trash cans. A \$100 clean-up fee will be charged to vendors leaving trash in their stall or next to trash cans, to be paid prior to renting future space. Vendors are to contact the Information Booth if assistance is needed in hauling trash.

RECKLESS DRIVING FEE - \$100 &/OR REMOVAL FROM MARKET

Vendors shall not exit the Market venue prior to closing bell (11:00 p.m.). Vendors shall not drive recklessly within the market venue at any time. Penalties for leaving early or driving recklessly will include a fee of \$100 and potential removal from other Cedar Rapids Downtown Farmers' Markets.

APPLICATION TO THE MARKET

MARKET VENDORS

All persons/entities/organizations interested in selling their products at the Market After Dark must be pre-approved by Economic Alliance staff.

Applicants will apply electronically through Manage My Market (www.managemymarket.com) and must electronically sign the lease, provide proof of permits and insurance, and review the 2019 Market After Dark Vendor Handbook prior to vending.

CORPORATIONS

The Market After Dark does NOT accept applications from Corporations/Businesses such as banks, realtors, insurance, cell phone, or other service provider businesses. For those corporations/businesses interested in sponsorship opportunities, please contact **Jenn Draper** at jdraper@cedarrapids.org or 319/398.5317.

FRANCHISES

The Market After Dark does NOT accept vendor applications from businesses that are franchises. For franchises interested in sponsorship opportunities, please contact Jenn Draper at jdraper@cedarrapids.org or 319/398.5317.

NON-PROFIT ORGANIZATIONS

The Market After Dark does NOT accept vendor applications for non-profit organizations at this time.

DOWNTOWN BUSINESSES LOCATED OUTSIDE MARKET VENUE

Downtown businesses located outside the market venue can participate in the Market After Dark as a vendor if the business meets all market guidelines.

These businesses should complete a vendor application on ManageMyMarket.com. All applicable policies, procedures and fees will apply.

DOWNTOWN BUSINESSES LOCATED WITHIN MARKET VENUE

Downtown businesses located within the market venue can participate in the Market After Dark in the following ways:

- **NO CHARGE-** Businesses planning to be open during market hours will have space in front of their business left open to allow market patrons easy access to front doors/awnings. **Businesses wishing to capitalize on this opportunity must notify market staff by April 29, 2019.**
- **AS VENDOR-**
 - **RETAIL-** Retail businesses that wish to participate as a market vendor must meet all market guidelines, and should complete a vendor application on ManageMyMarket.com. All applicable policies, procedures and fees will apply. Businesses approved to vend will be provided space in front of bricks & mortar site.
 - **FOOD/BEVERAGE-** Food and beverage businesses that wish to participate as a market vendor should contact market staff to discuss opportunities. Businesses approved to vend will be provided space in front of bricks & mortar site.

ACCEPTANCE INTO THE MARKET

Applications for booth space at the Market After Dark are reviewed after the application deadline.

Email notifications will be sent to vendors who have been accepted into the Market. Vendors who do not receive a notification by June 29, 2019 should check their status in their Manage My Market account.

STATUS DEFINITIONS

- **Received-** Application submitted
- **Approved-** Application approved
- **Waitlisted-** No space available at this time, but application will be considered if space opens up
- **Declined-** Not selected to participate in Market After Dark
- **Withdrawn-** Vendor withdrew application from consideration

APPROVAL PROCESS

Traditional market products (for example produce, flowers, meats, dairy, wines, etc.) are given priority.

Remaining applicants (for example, artisans, baked goods, prepared foods, etc.) are selected based on space availability, product variety within the market, and product quality as demonstrated by samples or photographs included in application process.

Applicants are reviewed based on the entire range of products applied to sell at the Market After Dark.

Please be thorough when completing your application.

Vendors will NOT be allowed to add or change products after the application process is complete without prior approval from Market staff.

Vendors are selected for the Market After Dark based on a variety of factors. The selection committee considers the following criteria when reviewing vendors:

- Type of product
- Quality of product
- Previous market experience
- Completed, accurate application (including submission of any requested pictures or samples)

PAYMENT

Full payment for your rental stall is due within 10 days of the vendor receiving notification of acceptance from the Economic Alliance into the Market After Dark.

Failure to pay by requested deadlines may result in terminating your participation in Market After Dark. Invoices are sent upon request via postal mail to vendors at the address listed in their Manage My Market account.

Payment for stall rentals and additional fees can be made in the following ways:

- **Cash** - in person at the Cedar Rapids Metro Economic Alliance (501 First St. SE, Cedar Rapids IA 52401)
- **Credit Card** - by phone (319/398.5317) or in person (501 First St. SE, Cedar Rapids, IA 52401). Cards accepted are Visa, Master Card, Discover or American Express.
- **Check** - by mail or in person (Cedar Rapids Metro Economic Alliance, 501 First St. SE, Cedar Rapids, IA 52401). Checks should be made out to the Cedar Rapids Metro Economic Alliance. Checks returned due to insufficient funds will be assessed a \$25 fee per check and no future checks will be accepted from that vendor.

Any previous account balances, including fees for insufficient funds, shall be paid prior to renting future space.

NO REFUNDS WILL BE ISSUED FOR ANY REASON

LICENSE REQUIREMENTS

Vendors at the Market After Dark will be required to obtain and provide proof of certain licenses, insurance documents, permits, etc. prior to vending.

Copies of licenses must be uploaded to the “Licenses” tab in Manage My Market, or provided to Market staff, prior to vending at the Market After Dark.

PERMITS/CERTIFICATES

Vendors must obtain necessary permits/certificates to sell the following items:

- Honey
- Poultry
- Eggs
- Meat
- Wine/Brewed Beverages
- Wild Morel Mushrooms
- Salsa- shelf-stable

It is the sole responsibility of each vendor to be familiar with and abide by all state and federal regulations pertaining to the production, harvest, preparation, preservation, labeling and safety of products brought to the market.

POSSIBLE FOOD LICENSES NECESSARY

Additional licenses may be required depending on the type of business owned:

- Farmers’ market potentially hazardous food license
- Mobile food license
- Temporary food service license
- Health department permit

Vendors with questions about food license requirements or certificates/permits should contact the Linn County Public at 501 13th St. NW, Cedar Rapids, IA 52405 or by phone at 319/892.6000.

SALES TAX PERMITS

It is an individual vendor’s responsibility to ensure that, if necessary, proper sales tax is applied and appropriate permits are obtained.

Vendors may obtain an annual sales tax permit online at www.state.ia.us/tax or by calling 319/362.3613.

LOGO/TRADEMARK LICENSES

Vendors must obtain appropriate licenses to sell logo or trademarked items.

Examples of this include college/university logos, Disney products, etc.

INSURANCE REQUIREMENTS

Upon acceptance into the Market After Dark, vendors must provide proof of insurance. Please do not purchase this insurance until you have been accepted into the Market After Dark. Valid insurance policy certificates must be provided at least 30 days prior to the Market After Dark and sent to market staff by email at events@cedarrapids.org or by mail using the Economic Alliance address of 501 1st Street SE, Cedar Rapids, IA 52401.

Vendors will not be permitted to vend without providing a complete and current Certificate of Insurance by close of business August 2.

All vendors must maintain a minimum of a \$1M liability policy and provide a Certificate of Liability naming the following organization as additionally insured:

Cedar Rapids Metro Economic Alliance
and its employees
501 First St. SE
Cedar Rapids, IA 52401

The Economic Alliance and Market After Dark are required to request this of our vendors by our insurance company. We are not able to make any exceptions to this request.

Certificates of Insurance may be emailed to events@cedarrapids.org, faxed to 319/398.5228, or mailed to our office:


Cedar Rapids Metro Economic Alliance
Attn: Events Team
501 First St. SE
Cedar Rapids, IA 52401

If the Economic Alliance has your insurance on file from the Cedar Rapids Downtown Farmers' Market and it will cover the Market After Dark date, you do not need to resubmit it.

SAMPLE INSURANCE DOCUMENT

Your Certificate of Insurance should look something like the example below. Specific certificates may vary, but the highlighted portions are the areas our staff reviews for complete, accurate and up-to-date information.

SAMPLE



DEJAVIN-01 PDAUGHERTY

DATE (MM/DD/YYYY)
3/26/2015

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<p>PRODUCER</p> <div style="background-color: pink; padding: 5px; margin-bottom: 5px;">Insurance Company Info</div>	<p>CONTACT NAME:</p> <p>PHONE (A/C, H/O, E):</p> <p>FAX:</p> <p>EMAIL ADDRESS:</p> <p>ADDRESS:</p>
<p>INSURED</p> <div style="background-color: pink; padding: 5px; margin-bottom: 5px;">Your Company info</div>	<p>INSURER A:</p> <p>INSURER B:</p> <p>INSURER C:</p> <p>INSURER D:</p> <p>INSURER E:</p> <p>INSURER F:</p>

Contact info from insurance company

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDD/SUBR (NSD, WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A																	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Cedar Rapids Metro Economic Alliance and its employees are named as additional insured on General Liability per written contract.

<p>CERTIFICATE HOLDER</p> <div style="background-color: yellow; padding: 5px; margin-top: 5px;"> Cedar Rapids Metro Economic Alliance 501 1st St SE Cedar Rapids, IA 52401 </div>	<p>CANCELLATION</p> <p style="font-size: 0.8em;">SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <div style="text-align: center; margin-top: 5px;"> </div>
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ACORD 25 (2014/01) The ACORD name and logo are registered marks of ACORD © 1988-2014 ACORD CORPORATION. All rights reserved.

INCLEMENT WEATHER POLICY

The Market After Dark is a rain or shine event.

Market staff takes the safety of our patrons and our vendors seriously.

Market staff is the only entity with the ability to close the venue.

The Market will close in the case of severe weather (i.e. thunder/lightening, tornadoes/heavy winds, or hail). Vendors and patrons should expect a closure of the market in the following instances:

- **Lightning strikes within a 10-mile radius of our event venue.** Venue may reopen 30 minutes after last lightning strike, dependent on time of strikes.
- **Sustained wind speeds of 40 mph or more.** Gust will be evaluated on other weather factors
- **Sustained hail.**

Should the Market close, vendors will be notified by event staff members ASAP and will be provided directions for safety. No refunds will be provided to any vendor, and no additional Market dates will be rescheduled.

Vendors are permitted to pack their product at any time to maintain quality and safety.

Vendors who pack their product are not permitted to move their vehicle until close of the Market.

VENDOR CONDUCT

PRODUCT SALES

Vendors at the Market After Dark shall not approach a buyer for the purpose of making a sale while said buyer is in conversation with another vendor.

Sampling of product is encouraged.

Vendors must remain within their allotted stall space when selling or sampling.

DRUG & ALCOHOL POLICY

Should a Vendor/Grower or any of its employees, agents or representatives enter the market under the influence of alcohol or drugs, they will forfeit the stall for the Market After Dark and may face other consequences.

ORDINANCE & REGULATION COMPLIANCE

All vendors are required to comply with all City ordinances, regulations and rules together with state and federal laws relating to the Market After Dark and the vendor's business conducted in the Market. Failure to abide by ordinance, laws and regulations may be basis for suspension or expulsion. This includes, but is not limited to; assault or abuse directed toward other vendors, customers, market management, employees or the general public.

CODE OF CONDUCT

The Economic Alliance may, at its discretion, cancel a lease without a refund or close any stall for any fraudulent, dishonest and deceptive practices, inappropriate conduct, activities or otherwise disturbing the peace by the vendor, or its employees, agents or representatives on the premises.

Display or sale of obscene, illegal or unsafe merchandise is prohibited, the determination of which is at the sole discretion of Market staff.

The Economic Alliance reserves the right to refuse vendors at any time for any reason.

ADDITIONAL MARKET GUIDELINES

Items that may be sold at the Market After Dark includes:

- Fresh fruits & vegetables
- Meats
- Dairy
- Wines
- Plants/Flowers
- Honey
- Homemade jams & jellies
- Baked goods (except soft pies & custards)
- Specialty foods
- Foods prepared for consumption on-site
- Art
- Artisan gifts & crafts

Vendors are required to use their stall for the sale of items actually produced or manufactured by the vendor, in his or her garden, farm, home or plant. Vendors found selling items that violate this policy will be removed from the Market.

All ready-to-eat food must be in covered containers or individually wrapped.

Vendors shall display food and/or produce on well-constructed, safe, maintained and clean tabletops and shelves.

All signs & price tags must be legible.

All vendors must provide lighting for their own booth.

The Economic Alliance, or its designated partners, are the **SOLE ALCOHOL PROVIDER** for on-site consumption at this event.

SUBLEASING VENDOR BOOTHS

Vendors are not permitted to rent their space to anyone or permit additional vendors to sell goods in their space.

All vendor placement decisions are made by Market staff.

EXCLUSIVITY

The Market After Dark does not grant exclusivity, and reserves the right to approve, refuse or limit products sold at the Market.

MADE IN IOWA

All products sold at the Market After Dark must be grown, produced, fashioned or transformed in Iowa. Vendors found selling items that violate this policy will be removed from the Market.

Vendors are only permitted to sell items they have produced or crafted themselves.

LIVE ANIMALS

No live animals can be sold at the Market.

Vendors are **not** permitted to have pets with them at the Market. Exceptions to this policy are made for service animals.

SMOKING

The Market After Dark is a **No Smoking Area**, pursuant to the Iowa Smoke Free Air Act. Vendors are not allowed to smoke while doing business at the Market. Vendors wishing to smoke must do so outside of the Market venue.

VENDING MACHINES

The Economic Alliance shall have the exclusive right to install, maintain and vend from vending machines.

PRODUCT DAMAGE OR LOSS AT THE MARKET

The Economic Alliance and the City of Cedar Rapids shall have no responsibility for damage or loss of use that the Lessee may incur because of acts of God, or any other cause not under the Economic Alliance's control.

MUSIC

Vendors are permitted to play music that can be heard within their booths, but reasonable volume levels must be maintained. Market staff will use their discretion regarding reasonable volume levels, and reserve the right to ask vendors to turn the volume down.

SET UP POLICIES

STAGING

Vendors should arrive at their designated staging area prior to **5:00 p.m.** A staging map will be provided to vendors prior to the event date.

PLEASE BE ON TIME!

Market staff will be available in each staging section to place vendors in order, adjust as needed and answer questions.

Vendors arriving after 6:00 p.m. will be placed at the discretion of Market staff.

VENDORS ARE NOT PERMITTED TO REMOVE BARRICADES AT ANY TIME OR FOR ANY REASON.

EARLY ENTRY

Please see "Early Entry Policies & Procedures" following "Set Up Policies" for further information on this process.

SUPPLIES

The Market does not provide any set up equipment or supplies.

It is the responsibility of the vendor to provide any/all tables, chairs, cash registers or cash boxes, signage, extension cords, tape, decoration, display equipment, tent, tent weights and proper City, County, State and Federal Licenses necessary to do business.

ELECTRICAL ACCESS

No electrical access will be available to vendors.

Vendors may utilize quiet running generators if power is needed. Please contact market staff if you intend to use a generator.

Sponsors are provided electrical access as available throughout the venue.

Vendors must provide their own battery-operated lights to illuminate their space. A document with suggested sources and lighting options will be provided to vendors for their reference.

GENERATORS

Vendors are permitted to use generators not exceeding 70 decibels when in full operation.

All efforts should be made to place generators away from patrons. Please look for buildings, alleys or parking garages that will muffle the sound.

Extension cords from generators should be taped when they cross walkways.

VEHICLES

Vendors are permitted to keep one vehicle in their space during Market hours.

Additional vehicles belonging to employees of vendor should be parked in the parking garages and not on surrounding streets.

Vendors are expected to drive with caution in the Market venue, as traffic signals are not in operation while streets are closed.

Vendors should drive with speeds not to exceed 15 mph within the Market venue.

Vendors should display their vendor number in the windshield of their vehicle at all times. The number will be provided by the Economic Alliance.

STALL BOUNDARIES AND APPEARANCE

Vendors shall keep all spare stock, packing materials, cardboard boxes and bags in an orderly fashion at all times.

A vendor is required to keep all vehicles, contents and products in the boundaries of their assigned stall.

Per the Cedar Rapids Fire Marshal, vendors absolutely may not encroach past their depth of 15 ft. or may be subject to a fine.

TENTS

The Market After Dark does not provide tents to vendors.

Sponsors will receive tents as outlined in their sponsorship benefits and contract negotiated with the Economic Alliance.

All tents must be weighted and lit with battery-operated lights. No drilling or staking is permitted.

EARLY ENTRY POLICIES & PROCEDURES

Certain vendors are permitted early entry to the Market venue. These vendors include:

- Prepared food vendors who must cook food on-site due to Linn County Public Health policies
- Vendors with trailers to unhook & leave in their stall
- Vendors who have an extra vehicle of product to unload prior to removing the vehicle from the venue

All vendors approved for early entry must receive an early entry pass prior to the Market day. This must be presented to Market staff working the early entry gate.

Early entry vendors are permitted to enter the venue at **4:40 p.m.**

Additional vehicles must be removed by 5 p.m. to allow for normal Market staging procedures.

Vendors will only be permitted to enter the venue for early entry from one access point (designated by the Economic Alliance prior to the Market).

No tents are allowed to be set up until neighboring vendors have pulled into their stalls.

NO VENDOR IS TO REMOVE THE BARRICADES AT ANY TIME OR FOR ANY REASON.

FAILURE TO ABIDE BY THE EARLY ENTRY POLICIES & PROCEDURES WILL RESULT IN LOSS OF EARLY ENTRY PRIVILEGES.

TEAR DOWN & CLEAN-UP POLICIES

Vendors will have 60 minutes to tear down and leave their stall.

Stalls should be left as they were found: empty, picked up and swept clean.

Any and all merchandise, valuables, vehicles, trailers, tables, chairs, equipment, signage, décor, displays and **trash** must be removed by the designated closing time.

Items not removed by 12 a.m. (midnight) become property of Market staff.

A dumpster is provided for vendor use at the Market. All trash should be disposed of in this dumpster or taken with vendors when they leave. Vendors failing to abide by this rule will be subject to a clean-up fee.