



MARKET AFTER DARK

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 4
Market Location	Page 4
Market Lease Fees & Fines	Page 5
Application to the Market After Dark	Page 6
Acceptance into the Market After Dark	Page 7
Payment	Page 8
License Requirements	Page 8
Insurance Requirements	Page 9
Inclement Weather Policy	Page 11
Vendor Conduct Policy	Page 11
Additional Market Guidelines	Page 12
Set Up Policies	Page 13
Early Entry Policies	Page 15
Clean Up Policies	Page 15

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.**

ADDRESS

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

OFFICE PHONE

319-398-5317

FAX

319-398-5228

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 or September.

2024 DATE

August 24

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 in the summer.

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, global pandemic 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	\$150.00

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.

FINES

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

NO SHOW OR LATE CANCELLATION FEE - \$100

Vendors shall notify the Economic Alliance Staff at 319-398-5317 by 3:00 p.m. on Wednesday, August 23 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. Vendors will be notified of the dumpster's location prior to the Market. 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.

SMOKING FEE - \$100

Smoking during markets is prohibited. If you are caught smoking during market hours, 7:30am-12pm, you will be fined \$100 dollars and may be subject to pay for damaged products in vendor stalls nearby.

RECKLESS DRIVING FEE - \$200 &/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 \$200 and potential removal from other Cedar Rapids Downtown Farmers Markets.

TOO EARLY ARRIVAL FEE - \$100

Vendors shall not enter the market prior to assigned staging times. Too Early Arrival Fee of \$100 will be assessed to vendors entering the venue prior to 4:40 p.m. This is for the safety of all vendors and market staff.

BARRICADE FEE - \$150

Vendors shall not move barricades at any time. Barricades are put into place for the safety of all vendors and community members. Vendors shall enter and exit the venue at their assigned staging point. Refer to star on staging map. A \$150 barricade fee will be charged to vendors who move barricades.

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.

Selection of vendors is at the sole discretion of the Economic Alliance. Participation in any prior Market After Dark **or Downtown Farmers Market does not guarantee participation in this year's** Market After Dark.

Applicants will apply electronically through FarmSpread (<https://farmspread.com/>) and must electronically sign the lease, provide proof of permits and insurance, and review the 2023 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 Anne Laugen at alaugen@cedarrapids.org or 319-730-1404.

FRANCHISES

The Market After Dark does NOT accept vendor applications from businesses that are franchises.

NON-PROFIT ORGANIZATIONS

The Market After Dark does NOT accept vendor applications for non-profit organizations. Market managers do work with non-profits in a variety of other capacities to make the market a success. Interested organizations should contact the Cedar Rapids Metro Economic Alliance events team at events@cedarrapids.org for more information on how they can be engaged.

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 FarmSpread.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 Wednesday, May 15. Failure to notify market staff by this date may result in an inability to allow for access.
- 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 FarmSpread.com. All

applicable policies, procedures and fees will apply. Businesses approved to vend will be provided space in front of bricks & mortar site.

- o 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 beginning in early March.

Email notifications will be sent to vendors who have been accepted into the Market. Vendors who do not receive a notification by June 14th should check their status in their FarmSpread account.

APPROVAL PROCESS

Traditional farmers market products (for example produce, flowers, meats, dairy, wines, etc.), food trucks and prepared foods are given priority for the Market After Dark.

Remaining applicants (for example, artisans, baked goods, 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 the Market After Dark.

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

- Credit Card – online via link from notification email, 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. Please note that you may incur a 3.5% surcharge for using your credit card.
- 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 with a \$25 fee per check and no future checks will be accepted from that vendor.

- Cash - in person at the Cedar Rapids Metro Economic Alliance (501 First St. SE, Cedar Rapids IA 52401)

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 in FarmSpread, 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 515-281-3114.

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 uploaded to FarmSpread. If you are unable to upload it, email it to events@cedarrapids.org or by mail using the Economic Alliance address of 501 First St. SE, Cedar Rapids, IA 52401. **IF YOU MAIL, ALLOW EXTRA TIME FOR MAIL CARRIER TO PROCESS**

Vendors will not be permitted to vend without providing a complete and current Certificate of Insurance by close of business July 26.

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 the 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.**

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

The highlighted portions must read **EXACTLY** as written in order to be accepted by Market staff. Please ensure your insurance provider is given this example to follow.

SAMPLE

DEJAVIN-01 PDAUGHERTY
DATE (MM/DD/YYYY)
3/26/2015

ACORD
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).

PRODUCER Insurance Company Info	CONTACT NAME: Phone (A/C, No. E): E-MAIL ADDRESS: IC #
INSURED Your Company info	INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

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	ADDL SUBR (NSR) (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		04/01/2015	04/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COM/POP AGG
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
	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			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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.

CERTIFICATE HOLDER Cedar Rapids Metro Economic Alliance 501 1st St SE Cedar Rapids, IA 52401	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01) The ACORD name and logo are registered marks of ACORD

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.
- Air Quality. For air quality of RED (unhealthy, index values of 151-200), we recommend that those patrons, volunteers, and vendors with sensitive health concerns remain at home. Please notify market staff if you fall into this category and will be staying home from the market. For air quality of PURPLE (very unhealthy, index values of 201-300) or MAROON (hazardous, index values of 301 or higher), Market After Dark will be cancelled.

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 or if released by event staff.

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.

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, controversial 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.

PRODUCTS

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 must check in with Market Staff prior to entering the market. Vendors must have their stall card visible to market staff.

At no time should vendors enter the venue prior to 4:40 p.m.

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.

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). The Economic Alliance reserves the right to change access points and will communicate to impacted vendors accordingly.

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 AT FUTURE DOWNTOWN FARMERS MARKETS OR THE MARKET AFTER DARK.

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. The streets will re-open to normal traffic at 12 a.m. (midnight).

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 the Trash Disposal Fee.