

SANTA ROSA WEDNESDAY NIGHT MARKET

Dear Market Food Vendor:

Thank you for your interest in the **2019 Santa Rosa Wednesday Night Market**. The 2019 Santa Rosa Wednesday Night Market Season will run every Wednesday from **May 15 to August 28 from 5:00-8:30 pm**.

The Santa Rosa Wednesday Night Market provides vendors, as well as market-goers, a wonderful event bringing the community together to enjoy a variety of food, arts & crafts, fresh produce, non-profit agencies, entertainment and activities. The Market has drawn more than one million people to Downtown Santa Rosa over the past thirty years and will continue to attract thousands each night this season.

PLEASE READ through each page and initial at the bottom. The last page requires a signature. The application processes and deadlines are as follows:

- Enclosed you will find a **2019 Application Form and Rules and Regulations for Market Vendors**. We recommend submitting the application, a **\$25 non-refundable application fee** and the initialed Rules and Regulations as soon as possible to be considered for the first Market on May 15th. Applications submitted will be considered as availability allows on a first come first served basis. Applications are accepted throughout the Market Season. Please allow up to 2 weeks for processing once the Market has begun.
- Vendor required permits, licenses and other applicable data is indicated on the application – these documents must be received by the Market Manager for all approved Vendors.
- Additionally, your first week's booth payment or full season's pre-payment is due on April 26th, 2019.
- **PLEASE NOTE** All Vendors will be required to pay their booth fees one week in advance of each Market night attending. Vendors who are delinquent on their payments **will not be allowed to set-up their booth**.
- **PLEASE NOTE** Any Vendor who is two (2) weeks or more delinquent in payments is considered failing in fulfilling the applicant's obligations and all future reserved Market booth spaces will be cancelled.
- **Credit Card payments** are accepted online. Once a booth space is approved, invoices will be sent by email and an online payment option will be available on the invoice. Credit Card payments will also be accepted at the Information Booth at the Market for future weeks.
- **Vendors must notify the Market Manager no later than 48 hours before the Market if they will not be attending at a given Market or they will be charged for the space. They may call or text (707) 524-2123 or email market@sonic.net 48 hours in advance of non-attendance.**
- Once your permits, licenses, other applicable data and payment have been received you will be notified by email with a Market driving map, general information and your assigned booth location.
- Each Vendor is responsible for all parking fees – no vehicles are allowed to park within the Market area (except for select Farmers).
- The Market participates in the Supplemental Nutrition Assistance Program (SNAP) for fresh farmed goods. See our Frequently Asked Questions website page for more information.
- **Electrical power is not provided to Market Vendors.** Please be prepared to supply your own power. (Silent generators must be used no louder than 80 decibels.)

Please include the following along with your completed application:

- \$25.00 non-refundable application fee. (Checks payable to: Wednesday Night Market.)
- Initialed Rules and Regulations and Signed Agreement.
- All required permits and/or documents as noted on application.
- If new to the Market, photographs of the items you propose to sell and a diagram or photo of your booth set-up (photos will not be returned).

Mail Applications to:

Wednesday Night Market
613 Fourth Street, Suite 205C, Santa Rosa, CA 95404

Send Questions to Market@sonic.net

Applications will not be reviewed until the \$25 application fee is received. Thank you for your time and interest. We look forward to receiving your application.

Specific requests for booth spaces included on applications will be considered, however the overall scope of the Market may limit our ability to accommodate all requests.

2019 FOOD VENDOR APPLICATION

Food sales include Vendors that prepare, heat, cook, combine, keep chilled, and/or serve non-packaged products that are ready-to-eat.

Step 1 – Application

Name of Business _____

Owner/Manager _____

Specific Items to be sold and price range (all items sold or promoted MUST be listed. No products outside of approved categories may be sold).

1) _____ \$ _____ 4) _____ \$ _____

2) _____ \$ _____ 5) _____ \$ _____

3) _____ \$ _____ 6) _____ \$ _____

Email Required _____ (most correspondence will be via email)

Mailing Address _____ City _____ State _____ Zip _____

Work Phone _____ Cell Phone _____

Have you participated in the Downtown Market before? Yes No If yes, when? _____

Please circle the dates you wish to participate at the Market (or select "all"):

May			15	22	29
June	05	12	19	26	
July	03	10	17	24*	31
August	07	14	21	28	
ALL					

Applications will be accepted throughout the Season. To be considered for the first night of the Market we recommend submitting your application as soon as possible.

*Due to Ironman Santa Rosa in Courthouse Square 7/24 the WNM layout will be reduced and space will be limited.

PLEASE CHECK ONE PAYMENT OPTION:

BOOTH RATES for one FOOD (10' x 10') space:

- EARLY BIRD RATE - FULL SEASON - \$1,400 (16 weeks) paid BY April 26th, 2019
 WEEKLY - \$100

BOOTH RATES for one FOOD (10' x 20') double space:

- EARLY BIRD RATE - FULL SEASON - \$2,000 (16 weeks) paid BY April 26th, 2019
 WEEKLY - \$150

BOOTH RATES for one DRINK or FROZEN PRODUCT (10' x 10') space:

(No cooking or heating of product)

- EARLY BIRD RATE - FULL SEASON - \$700 (16 weeks) paid BY April 26th, 2019
 WEEKLY - \$50

BOOTH RATES for one MOBILE CART (7' x 5') space:

(MOBILE CARTS must be self-contained with no equipment beyond cart itself.)

- EARLY BIRD RATE - FULL SEASON - \$700 (16 weeks) paid BY April 26th, 2019
 WEEKLY - \$50

Please note – If the Early Bird Rate is chosen and not paid by April 26th, 2019 – Vendor rate will automatically revert to weekly rate as of 4/29/2019.

Payments may be made by check to **Wednesday Night Market** via mail to the Address indicated below, or online via credit card (**invoices with online payment option will be sent via email once a booth space has been approved**). Weekly payments may be made at the Information Booth at the Market for future weeks with cash, check, or credit card.

Step 2 – Required with Application

_____ \$25 Application Fee – application will not be processed without \$25 application fee.

_____ Temp. Food Facility Permit issued by the County of Sonoma Dept. of Health Svcs – # & Exp. Date: _____

_____ Santa Rosa Tax Certificate (Business License).

_____ CA Sellers Permit.

_____ Propane Use Permit (If you will be using propane).

_____ A photograph or diagram of your booth design.

- A Certificate of Insurance (\$1,000,000) naming as additionally insured the Thursday Night Market Association, Inc. and the City of Santa Rosa is required if application is approved.

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2019 FOOD VENDOR APPLICATION

Please check any of the following equipment you will be using at any time during the 2019 Market Season:

_____ Silent Generator (under 80 decibels).

_____ Propane (Propane Use Permit required by Santa Rosa Fire Department).

_____ BBQ.

_____ Electricity (the Market does NOT provide electrical supply).

Will you be cooking with hot oil? Yes No

Will you have any open flames? Yes No

Please describe the type of open flames you will have: _____

Load-in & Set-up is from 3:30pm – 4:45pm unless otherwise noted. ALL vehicles are to be removed from Market by 4:45pm.

2019 FOOD VENDOR RULES & REGULATIONS

1. Food vendors will be approved as the Santa Rosa Wednesday Night Market ("Market") deems appropriate.
2. Space is limited. Early application is recommended. Vendors who wish to sell at Opening Night should apply as soon as possible.
3. The Vendor Selection Committee places priority on providing a variety of foods at the Market. Food service businesses whose establishments are immediately affected by the Market have priority when they can meet all other requirements. Out-of-county applicants are considered after local applicants.
4. Applicant understands that he/she will not be allocated space until all of the documentation is approved and fees are paid in advance.
5. Food service businesses may offer barbecued, prepared or pre-packaged foods.
6. Wholesalers, distributors, and processors of packaged food products will not be considered for participation.
7. All Vendors will be required to pay their booth fees one week in advance of each Market night attending. Vendors who are delinquent on their payments **will not be allowed to set-up their booth.**
8. Any Vendor who is two (2) weeks or more delinquent in payments is considered failing to fulfill their contract obligations and all future reserved Market booth spaces will be cancelled.
9. **Credit Card payments** are accepted online. Once booth space is approved, invoices will be sent by email and an online payment option will be available on the invoice. Credit Card payments will also be accepted at the Information Booth at the Market for future weeks.
10. **Vendors must notify the Market Manager no later than 48 hours before the Market if they will not be attending at a given Market or they will be charged for the space. They may call or text (707) 524-2123 or email market@sonic.net 48 hours in advance of non-attendance.**
11. Approved Food Vendors are responsible for providing:
 - a. The name of the responsible person who will be in attendance at the Market.
 - b. Electrical power, if needed (silent generators below 80 decibels).
 - c. Tables, chairs, furnishings, or any equipment needed.
 - d. Approved fire extinguisher.
 - e. 50 gallon trash receptacle for food preparation/booth supply refuse (this may be dumped into a nearby dumpster at the close of the market).
 - f. 50 gallon metal garbage can for disposal of hot coals (for barbecue operations).
 - g. Proper disposal of in-booth trash.
 - h. Proper metal container with lid to dispose of hot cooking oil (NOT TO BE DUMPED IN MARKET TRASH CANS – oil must be taken back to restaurant or commercial kitchen).
 - i. Tables, shelf or apparatus for keeping food a minimum of 2 (two) feet off the ground.
 - j. All cooking and heating equipment.
 - k. Their own fully enclosed booth (as required by Health Codes).
 - l. Hand-washing station as described by Health Codes.
 - m. Access to nearby restroom and kitchen clean-up area that meets Health Department requirements.
 - n. Menu signs indicating price(s).
 - o. Approval by the Market Manager of changes in menu or price, prior to the change.
 - p. Certificate of Insurance in the amount of \$1,000,000 naming the Thursday Night Market Assn. Inc., and the City of Santa Rosa as additionally insured.
12. Handbills may not be posted without City or property owner approval.

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2019 FOOD VENDOR RULES & REGULATIONS (Continued)

13. The Santa Rosa Wednesday Night Market will assign a location to each Food Vendor. Spaces are in multiples of 10 feet by approximately 10 feet. **There are no A-frame sandwich board signs allowed outside of your designated area.**
14. Participants may not harass downtown visitors. Activities which are conducted in such a manner as to interfere with the goals or purposes of the Santa Rosa Wednesday Night Market may result in immediate removal from the Market without a fee refund.
15. Food items sold must be items described in this application. Variations from the application menu must be submitted in writing to the Market Manager, prior to changes being made.
16. Dumping of any water or ice into storm drains or planter boxes is prohibited.
17. Dumping of coals onto the street to cool is prohibited. Hot coals may not be disposed of into plastic garbage cans. The preferred method of disposal of hot coals is into a metal garbage can, which can be hauled to a safe area to cool completely before disposal.
18. Dumping of hot oil into street or trash bins or cans is prohibited. Hot oil must be disposed of in metal can and taken back to restaurant for disposal.
19. Food booth areas must be kept neat, clean and in compliance with all governmental statutes, ordinances and regulations at all times. Booth area must also be cleaned at the end of the evening. All trash and spills must be cleaned up.
20. Use of liquid propane gas at the Market is subject to the regulations of the Santa Rosa Fire Department.
21. Barbecues are not to be started until 4:00 pm. During lighting, the barbecue is to be surrounded by a barrier or barricades set five (5) feet away to protect pedestrians from flames and must always be kept from under over-hanging tree branches. This may require temporary placement of barriers on the sidewalk area.
22. Final barbecue set-up must be arranged so the barbecue is surrounded by barriers set three (3) feet away – which can easily be moved for emergency vehicle access.
23. The grill space is not to exceed 50 square feet.
24. A waiting list of persons or organizations that wish to sell food is kept in the Santa Rosa Wednesday Night Market office. Any space that becomes available will be reserved for the applicant on the top of the list. Applicants must show they are qualified in all respects in order to be placed on the waiting list.
25. All Vendors are required to operate customer lines parallel to Market traffic, and in such a manner as to avoid interference with access to other Market Vendors.
26. Vendors should be aware that Santa Rosa Wednesday Night Market liability insurance does NOT cover sellers.
27. All fees are non-refundable. There are no refunds for rained out Markets.
28. Vendors are responsible for paying any and all parking fees associated with parking. The Wednesday Night Market is not responsible for paying any parking fees or fines Vendors incur.
29. Vendor Rules and Regulations are subject to change and may be sent via email prior to the beginning of the 2019 Market Season. By signing below Vendor agrees to read and abide by all Rules and Regulations above and those sent at a later time by the Market Manager. Vendor also agrees each individual representing the Vendor at the Market will be made aware of and abide by the Rules and Regulations.

NO DOGS OR LIVE ANIMALS ARE ALLOWED AT OR WITHIN 20' OF FOOD BOOTHS – THE ONLY EXCEPTION ARE GUIDE DOGS, SIGNAL DOGS OR SERVICE DOGS WHEN USED IN A MANNER SPECIFIED IN SECTION 54.1 OF THE CIVIL CODE. AS A FOOD VENDOR, IF YOU ARE IN NEED OF HAVING A GUIDE, SIGNAL OR SERVICE DOG AT YOUR BOOTH YOU MUST COMMUNICATE THIS TO THE MARKET MANAGER IN WRITING PRIOR TO BEING/SETTING UP YOUR FOOD BOOTH.

AGREEMENT

The undersigned agrees that he/she has read and understood the Rules and Regulations of the Thursday Night Market Association, Inc. dba the Santa Rosa Wednesday Night Market and will be able to comply with all of the Rules and Regulations described. The undersigned understands non-compliance may, at the discretion of the Market, result in removal of the activity from the boundaries of the Market. The undersigned further certifies that he/she is the responsible person referred to in the Rules and Regulations and that he/she is authorized to 1) execute this application on behalf of the group, and 2) accept legal processes on behalf of the group.

Applicant agrees to defend, hold harmless, and indemnify the City of Santa Rosa, its officers, directors, employees and volunteers, and the Santa Rosa Wednesday Night Market, its officers, directors, employees and volunteers from and against any and all claims for damages and any or all loss, provided such claim, liability or loss arises in whole or in part by any act or omission of applicant or that of any employee or agent of applicant, and so applicant agrees, irrespective of whether such claim, damages or loss also arose from or were caused by a negligent omission on the part of the City of Santa Rosa, the Santa Rosa Wednesday Night Market or any of its officers, directors, employees or volunteers. Applicant has read the Santa Rosa Wednesday Night Market's Rules and Regulations, the entire Vendor Application, is familiar with the Hours of Market Operation, all applicable Regulatory Agencies, Fees for the Market Season, and the Section herein regarding applicant's specific area of participation, and applicant agrees to conform to the regulations contained therein. All operations must be within the allocated space. No activities are allowed on sidewalks, sidewalk peninsulas between parking bays, or within the fire lane area of the street.

Signature _____ Date _____

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