

Dear Non-Profit Community Vendors,

The Santa Rosa Wednesday Night Market is excited to be back for 2022. The 2022 Market Season will run every Wednesday from May 18 to August 31 from 5:00-8:30 pm. The Market has drawn more than one million people to Downtown Santa Rosa over the past thirty years and we plan on continuing the tradition each night this season.

Attached you will find a 2022 Vendor Application and Vendor Rules and Regulations.

PLEASE READ through each page, initial each page at the bottom with the last page requiring a signature. Mail application, all permits and licenses required on your application and a \$35 non-refundable Application Fee to Wednesday Night Market 613 Fourth Street, Suite 205C, Santa Rosa, CA 95404. No applications will be considered without the \$35 application fee included.

IMPORTANT DATES:

March 18th, 2022 Application must be received for an annual space in the 2022 season.
April 1st, 2022 Vendors will be notified by email if application has been accepted.
May 1st, 2022 First week's booth fee payment or full season's pre-payment is due.
May 10th, 2022 2022 Vendor Map and Info goes out by email to vendors.
May 18th, 2022 Santa Rosa Wednesday Night Market 2022 Begins!

Applications may be submitted all season and will be considered on a first come first served basis. You will be notified if spaces come available.

How to pay your Booth Fees in 2022:

- Credit Card payments are accepted online 24/7 at wednesdaynightmarket.org/vendors
- Cash or Card Payments will be accepted at the Market Information Booth at the NW corner of Square from 5 – 8 pm every Market.
- Market Management will walk through Market at approx. 6 pm to pick-up payments, watch for them, it is up to you to make sure your weekly fee is paid.

All Booth Fees must be made within 24 hours after any given Market. If payment is not received within 24 hours, vendor will receive an email and booth fee will need to be paid before next Market. Vendors may risk losing their space at the Wednesday Night Market if they neglect to pay booth fees for 2 weeks.

Vendors must notify the Market Manager, Tina Castelli 707-246-6741, call or text by 5 pm on Mondays if they will not be attending that Wednesdays Market. Each regular vendor gets "One Emergency" late notice. After that if notice is not given by 5 pm on Monday, vendor will be charged for that week's booth fee.

Parking – no parking passes available for Downtown Santa Rosa. Each Vendor is responsible for all parking fees or fines – no vehicles are allowed to park within the Market area except for select Farmers.

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).

Thank you for your interest in the Santa Rosa Wednesday Night Market. We look forward to receiving your application. If you have any questions please email Tina at santarosawednesdaynightmarket@gmail.com or text emergencies to Tina at 707-246-6741.

2022 NON-PROFIT COMMUNITY Vendor Application

Federal tax-exempt community service agencies and local community service groups who want to talk about their membership, their mission and future fundraising events.

Name of Group/Agency _____

Exec Director/Manager _____

Contact Representing Agency at Market _____

Mailing Address _____

Exec Director/Manager Email _____ Phone _____

Contact Representative Email _____ Phone _____

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

Non-Profit Community Groups are allowed to sell logo items or fundraising raffle tickets.

List of Products you would like to sell? (All products sold must be listed. List will be reviewed and approved by Manager and you will be contacted. All future changes to products sold must be approved.)

Circle dates your group plans to attend:

(Send any changes ASAP by text to Manager at 707-246-6741)

5/18 5/25 6/1 6/8 6/15 6/22 6/29 7/6 7/13 7/20 7/27 8/3 8/10 8/17 8/24 8/31

List of Documents Required to apply:

____ 2022 Wednesday Night Market **Non-Profit Community** Vendor Application

____ \$35 Application Fee made out to WNM, application will not be processed without \$35 app fee.

____ Copy of Sellers Permit from California Dept of Tax & Fees **for those who plan on selling items.**

PLEASE CHECK ONE BOOTH FEE OPTION:

____ 10w x 10d EARLY BIRD Special – 2 Weeks FREE, \$490 (16 weeks) paid by May 1, 2022

____ 10 x 10 WEEKLY - \$35

Mail Application Packet to:

Wednesday Night Market

613 Fourth Street, Suite 205C, Santa Rosa, CA 95404

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2022 RULES AND REGULATIONS – NON-PROFIT COMMUNITY GROUPS

PURPOSE

The Santa Rosa Wednesday Night Market (hereinafter "Market") is a Certified Farmer's Market, certified by the Sonoma County Agricultural Commissioner as a direct marketing outlet for Farmers. In addition, the Market holds a community event adjacent to the Farmers Market that includes Food Producers, hot street foods, artists/crafters, local non-profit groups, local beer and wine, live music and community information.

NON-PROFIT COMMUNITY REQUIREMENTS

1. Federal tax-exempt community service agencies and local community service groups who want to talk about their membership, their mission and future fundraising events qualify in this category.
2. Non-Profit Community Groups are allowed to sell logo items or fundraising raffle tickets. All products sold must be listed on application. You will be contacted by Manager when products are approved. Notify Manager if any changes are made to list.
3. Groups selling are required to have a Sales Tax Sellers Permit from the California Dept of Tax & Fee Registration, this is free and available online, <https://www.cdtfa.ca.gov/services/#Register-Renewals>
4. If groups offer activities for Kids, please contact santarosawednesdaynightmarket@gmail.com and you may be able to sign up for dates in the Kids Space on the Square.
5. Please don't leave boxes and packaging in garbage cans without flattening or crushing.

ADMISSION PROCESS

Admission to sell at the Market shall be at the discretion of the Vendor Selection Committee. Determinations made by the Committee take in to consideration the following: a. History with the Market, b. Type of product sold, duplicate products are avoided, c. Local business, d. Recommendations from other Markets.

ASSIGNMENT OF SELLING SPACE

Vendor locations, space size and other factors of assignment of selling space within the Market shall be at the discretion of the Market Manager, in accordance with the policies, rules and regulations established by the Santa Rosa Wednesday Night Market. Determinations made by the Market Manager take in to consideration the following: a. History with the Market, b. The maintenance of a good product flow, c. Size of booth and/or size of vehicle at unloading and loading times, d. City requirements.

STALL RULES

1. All Vendors must accept the space assigned by the Market Manager, booth location is subject to change per the Market Manager.
2. All Vendors will receive an Event Map in advance that clearly shows location.
3. Enter the Market at your designated Entrance at the time instructed. All vehicles must leave the Market perimeter by 4:50 pm. No entry will be allowed into the Market after 4:30 pm, except Farmers who are able to keep vehicles in their booth.

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4. All operations must be within the marked space of your booth number. No activities are allowed on sidewalks, sidewalk peninsulas between parking bays, or on the street itself unless specifically designated by the Market Manager.

STALL FEES

1. Current Stall Fees are listed on the Vendor Application. Early Bird Special is available, you get 2 weeks FREE when you pay for a Full Season. After May 1st Deadline all unpaid applications revert to weekly.
2. All Vendors are expected to attend all 16 weeks unless prior arrangements are made with the Manager. You can elect to attend bi-weekly, monthly or sign up for specific dates.
3. Vendors must notify the Market Manager no later than 5 pm on the Monday before that weeks Market that they will not be attending, or they will be charged for the space. **Each regular vendor gets "One Emergency" late notice.** After that if notice is not given by 5 pm on Monday, vendor will be charged for that week's booth fee.

CLEANLINESS

1. Vendors must maintain the space assigned to them in a clean and sanitary condition, and when vacating the premises must remove from the area all equipment, produce, trimmings, wrappings, and containers.
2. All trash must be cleaned up and deposited in the appropriate garbage cans on the NE corner of the Square. Give a big Thank you to **Recology** for hauling away all the garbage for all of us!
3. **NEW FOR 2022** - All Vendors preparing Foods, Treats or Drinks will require a TARP be put down under all tents, cooking and serving tables and displays.

LIVE ANIMALS

No dogs or live animals are allowed within the Market boundaries including Old Courthouse Square Park per Sonoma County Health Dept because of food service throughout the Market. Exceptions: guide dogs or service dogs when used in a manner specified in Section 54.1 of the Civil Code and animals as part of an exhibit or education. *Animals are allowed on the sidewalks that run along the outside of the Market.*

VEHICLES

1. All vehicles are asked to enter at your designated entrance, when your space is found, pull to the right and park along the front of your space. DO NOT Park in your space or a neighbor's space. Unload immediately and move your car to a parking garage on 3rd St. or D St.
2. Only Farmers are able to keep vehicle with them in their space. Farmer vehicles parked behind Vendor booth, along curb, cannot exceed the size of the booth width of 20' or 10' for small cars. Vehicles that do not fit will be asked to move immediately and park outside of the Market footprint.

VENDOR ETIQUETTE

1. Vendors are renting a space, all supplies needed in vendor space must be supplied by the vendor, including tents, tables, chairs, and cooking equipment, etc.
2. All Vendors are required to monitor their customer lines in such a manner as to avoid interference to other Market Vendors. *Start your line at one end of booth and not in the center of booth so that line travels in front of your own space before others.* Ask Market Manager/Staff for help monitoring lines.
3. Vendors with truck and trailers must be ready to unload quickly or make a plan with Manager.
4. NO signage, umbrellas or condiment stations allowed outside your designated booth footprint.
5. **All Vendors must be packed and ready to leave the event by 9:45, Roads open at 10 pm.**

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6. Request from the City of Santa Rosa Fire Department - all booth space is located only in the parking spaces, keeping the street area clear for our walking customers. There is a line in the road designating the difference in most areas, please don't put front of space over that line between street and parking space.

7. Sellers are expected to maintain high standards of honesty and to conduct themselves always in a courteous and business-like manner. Rude, abusive or other disruptive or offensive conduct will not be allowed in the Market at any time, and is cause for expulsion without fee refund.

VENDOR REGULATIONS

1. All Vendors must submit a Vendor Application and all documents listed on the Vendor Application before they can show up and sell at any Market date, including the "COI" – *Certificate of Insurance of \$1,000,000, naming as additional insured the Thursday Night Market Association, Inc. and the City of Santa Rosa when your application is approved.* Contact the Market Manager for space availability at santarosawednesdaynightmarket@gmail.com.

2. Vendors be aware that the Market's liability insurance does NOT cover your sellers. It is recommended that you obtain your own liability insurance for your workers.

3. Vendors who do "Food Sampling" must abide by Sonoma County Health Department rules regarding sampling and tasting of produce or prepared food.

4. All Vendor fees are non-refundable. There are no refunds for rained out Markets.

5. Any variation from the foregoing regulations may preclude the seller's right to participate in the Market. The Santa Rosa Wednesday Night Market including its officers, directors, and employees, have the authority to enforce these regulations and to suspend non-conforming sellers.

These regulations have been adopted by the Board of Directors of the Santa Rosa Wednesday Night Market to supplement the California Direct Marketing Regulations (California Agricultural Code, Title 3, Article 6.5) on January 10, 2022, recorded by Market Secretary, Terri Moore.

WNM Vendor Rules and Regulations are subject to change and may be sent via email prior to the beginning of the 2022 Market Season. By signing below Vendor agrees to read and abide by all WNM 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 WNM Rules and Regulations.

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 there in. The undersigned understands non-compliance may, at the discretion of the Market, result in removal from 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 any claims for damages or loss that 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 and Vendor Regulations.

Signature _____ Date _____

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