



TITLETOWN NIGHT MARKET GUIDELINES

2023 DATES

Thursdays, June 8 to August 31
4:30-8:30 p.m.

COST

A stall fee will be charged to all vendors participating in the 2023 Titledown Night Market. Fees will vary based on vendor participation. Vendors committing to a full season will be charged a stall fee of \$100. Otherwise, vendors will be charged a weekly stall fee of \$20. Non-profit rates may be available. Full details on the vendor fees will be given to those accepted into the market.

RULES AND REGULATIONS

- Complete the online vendor application and submit it to Titledown.
- Acceptance/denial information will be sent via email to all vendors by Friday, March 31, 2023. Vendors applying after March 31 will be informed on a case-to-case basis. All forms and payment must be submitted and cleared by Titledown to secure market stall. Full details will be given to those accepted into the market.
- Each vendor is responsible for maintaining all licenses, permits, certificates of insurance and other documents related to their business.

- Stall location, parking information, market map and any other pertinent information will be provided to each vendor prior to their first scheduled market date.
- If a vendor is unable to fulfill their registered and confirmed date(s), they must contact the Tiletown Night Market Manager immediately. Vendors are not permitted to allow another vendor to sell in their booth.
- Vendors are responsible for all business transactions related to their booth. This includes the collection of all applicable sales tax and required business reporting.
- All vendors must hold liability insurance and list Tiletown Development LLC, Green Bay Packers Inc., Tiletown SportsService LLC and Delaware North as additional insureds.
- Vendors that are accepted into the Tiletown Night Market will receive a handbook outlining all the Rules and Regulations.
- All vendors must adhere to the COVID-19 guidelines put forth by the Tiletown Night Market staff. Guidelines will be based on the recommendation of the CDC and the state/federal government.

VENDOR CRITERIA

The Tiletown Night Market committee uses the criteria below to evaluate vendors in terms of acceptance and placement. All vendors in the Tiletown Night Market must comply with the regulations and guidelines established by the Brown County Health Department, State of Wisconsin and Village of Ashwaubenon. Tiletown reserves the right to refuse any product or application at any time for any reason. All decisions are final.

1. Arts, Crafts and Retail

- a. Handcrafted and homemade items of original creation or design preferred.
- b. Any local retail businesses must be pre-approved by the Tiletown Night Market Manager.
- c. All vendors must have a seller's permit from the State of Wisconsin.

2. Farmer, Grower or Rancher

- a. All produce, flowers, protein and dairy must be locally grown, produced (except peaches and blueberries) or cultivated by you or your business.
- b. Vendor must own or lease the property where the produce, flowers, protein and dairy is grown.
- c. Farm visits may be scheduled at any point for quality inspections of products.
- d. Organic vendors must include proof of certification.
- e. If the vendor is selling products by weight, an approved scale is required.
- f. Buying, reselling and sharing produce amongst other vendors, including family members, is strictly prohibited.
- g. All vendors must have seller's permit from the State of Wisconsin.

3. Prepared Food

- a. All food must be processed by you or the business you own.
- b. All food sold must be prepared on-site by the vendor.
- c. All products must be made in a state licensed and inspected establishment. Proof of licensed establishment is required.
- d. Vendor must have a Temporary Food Establishment Permit from the Brown County Health Department.
- e. All vendors must have a seller's permit from the State of Wisconsin.

4. Artisan Food

- a. All products should require no cutting, mixing, reheating or cooking on-site.
- b. All products must be processed by you or the business you own.
- c. All products must be made in a state licensed and inspected establishment. Proof of licensed establishment is required.
- d. If the vendor is selling products by weight, an approved scale is required.
- e. All vendors must have a seller's permit from the State of Wisconsin.

5. Community Service or Non-Profit Agency

- a. "Sign-ups," fundraising and donation collection must be pre-approved. Guest engagement must stay within your assigned stall. Guests shall not be approached in the park.
- b. Fundraising must be pre-approved.
- c. Check with the Brown County Health Department concerning the sale of any food items, since licensing may be required.

VENDOR RESOURCES

- Seller's Permit
 - Required for all vendors
 - State of Wisconsin Department of Revenue – 608-266-2776
 - www.revenue.wi.gov
- Liability Insurance
 - Required for all vendors
 - Contact your insurance agent for details
- Weights and Measures
 - Required for Farmer, Grower & Rancher and Artisan Food vendors
 - Contact Eric Maggio, City Sealer of Weights & Measures – 920-832-5539
 - Eric.maggio@appleton.com
- Temporary Food or Mobile Food Establishment Permit
 - Required for Prepared Food vendors
 - Brown County Health Department – 920-448-6400
 - Must be done in person – call for an appointment
 - www.co.brown.wi.us