



TITLETOWN NIGHT MARKET GUIDELINES

2020 DATES

Thursdays, June 4 to August 27
4:30-8:30 p.m.

COST

There is no fee to be a part of the Titletown Night Market, however, a \$50 deposit will be collected from each vendor accepted to the market. The deposit will be returned to the vendor if the requirements for the deposit refund have been met. Full details on the deposit will be given to those accepted into the market.

BASIC REQUIREMENTS FOR DEPOSIT REFUND

- Vendor has attended all registered and confirmed Titletown Night Market dates.
- Vendor has arrived on time and stayed in business for the market hours, as advertised by Titletown.
- Vendor canceled each confirmed market date(s) at least 10 business days in advance.
- Vendor has followed all rules and regulations as listed in the Titletown Night Market Guidelines and the Titletown Night Market Handbook.

RULES AND REGULATIONS

- Complete the online vendor application and submit it to Titletown.
- Acceptance/denial information will be given to all vendors by May 1, 2020. All forms and payment must be submitted and cleared by Titletown to secure market stall.

- 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.

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
 - Village of Ashwaubenon Weights and Measures Inspection Division – contact Finance department at 920-492-2320
 - <https://ashwaubenon.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