



SUMMER FUN DAYS

TITLETOWN NIGHT MARKET GUIDELINES

2019 DATES

Thursday, June 6 to August 29 from 4-8 p.m.

COST

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

REQUIREMENTS FOR DEPOSIT REFUND

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

RULES AND REGULATIONS

- Fill out the online vendor application and submit to Titledown.
- If accepted to the Titledown Night Market, required forms will be emailed to each vendor. All forms and payment must be submitted and cleared by Titledown.
- Each vendor is responsible for maintaining all licenses, permits, certificates of insurance and other documents related to their business.
- Stall location, parking information and market map will be emailed to each vendor prior to their scheduled market date.
- If a vendor is unable to fulfill their registered and confirmed date, they must contact the Titledown 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 Titledown Development LLC, Titledown Sports Services, LLC and Green Bay Packers Inc. as additional insureds.

VENDOR CRITERIA

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

1. Arts, Crafts and Retail

- a. Handcrafted and homemade items of original creation or design preferred.
- b. No sales representatives are allowed in the Titledown Night Market.
- c. All vendors must have a seller's permit from the State of Wisconsin.

2. Farmer/Grower

- a. All produce, 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, protein and dairy is grown.
- c. Farm visits may be scheduled at any point for quality inspection of products.
- d. Organic vendors must include proof of certification.
- e. All vendors must have a seller's permit from the State of Wisconsin.
- f. Vendor is selling products by weight, an approved scale is required.
- g. Buying, reselling and sharing of produce amongst other vendors, including family members, is strictly prohibited.

3. Food Vendor (food is prepared/cooked on-site)

- 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. Prepackaged Food Vendor (no cooking/prep on-site)

- 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. All vendors must have a seller's permit from the State of Wisconsin.
- e. Vendor is selling products by weight, an approved scale is required.

5. Community Service or Non-Profit Agency

- a. Handouts and "sign-ups" may be available and donations may be accepted within your assigned area. Guests shall not be approached in the park.
- b. Fundraising must be approved as only hand-crafted, home-grown and/or manufactured items specifically advertising your group will be permitted. Other items are prohibited.
- 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
 - State of Wisconsin Department of Revenue – 608-266-2776
 - www.revenue.wi.gov
- Weights and Measures
 - Village of Ashwaubenon Weights and Measures Inspection Division – contact Finance department at 920-492-2320
 - ashwaubenon.com
- Liability Insurance
 - Contact your insurance agent for details
- Temporary Food or Mobile Food Establishment Permit
 - Brown County Health Department – 920-448-6400
 - Must be done in person – call for an appointment
 - www.co.brown.wi.us