



## MANITOWISH WATERS NIGHT MARKET

MANITOWISH WATERS COMMUNITY CENTER GROUNDS

JUNE 20 | JULY 18 | AUGUST 15 | 3:00-8:00 PM

Presented by the Manitowish Visitors Bureau

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## NIGHT MARKET GUIDELINES

### WHAT IS A NIGHT MARKET?

The Manitowish Waters Night Market is a free, outdoor event showcasing a variety of local vendors, food and drink, and live music. The Manitowish Waters Night Market exists to create a vibrant, family-friendly space that is reminiscent of night markets internationally and to celebrate community's entrepreneurs, art, music, food, drink, culture and more!

### QUICK FACTS:

- This is an outdoor market. **No rain dates and no refunds for inclement weather.**
- There will be a limited number of stall spaces available for each market. No indoor stalls or electricity will be available. Stalls will be assigned on a first come, first serve basis.
- Check-in with an event staff member is required.
- All stalls are 10'x10' to accommodate your tent in an outdoor setting.
- All stalls will be assigned. Exhibitors will receive their stalls number once they have checked-in with event staff. Every effort will be made to accommodate a "special stalls" request but will not be guaranteed.

### VENDOR CRITERIA:

The Manitowish Waters Visitors Bureau uses the criteria below to evaluate vendors in terms of acceptance and placement. All vendors in the Manitowish Waters Night Market must comply with the regulations and guidelines established by the Vilas County Health Department, State of Wisconsin and the Town of Manitowish Waters. The Manitowish Waters Visitors Bureau 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 business..

#### 2. Farmer, Grower or Rancher

- a. Must be locally grown.

#### 3. Prepared Food

#### 4. Artisan Food

#### 5. Community Service Non-Profit

- a. Limited number of stalls available for each event.

### COST:

Stall spaces are 10'x10'. A stall fee will be charged to all vendors participating in the Manitowish Waters Night Market Series. Vendors committing to the full series (JUNE/JULY/AUG) will be charged a stall fee of \$100 for the season. Vendors participating on a monthly basis will be charged a monthly \$50 stall fee. A limited number of non-profit stalls will be available for each event and will be filled on a first come, first serve basis at a rate of \$20 monthly.

### ACCEPTANCE:

**All vendors are required to submit photos with their application.** Please submit photos of your product(s) and your booth display. Submitted photos will be returned with notification letters. **Vendor applications without photos will not be accepted.** After receiving all the required items listed above, you will be contacted with news of your acceptance or rejection. **NO REFUNDS will be given after juried acceptance!** This show will take place rain or shine.



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### EXHIBITS:

The Manitowish Waters Night Market is held outdoors on the Manitowish Waters Community Center Grounds. Most spaces will have parking behind them for one truck or car. Since not all spaces have parking behind the booth, please list that on your application if this is necessary for health or other reasons. **Indoor spaces and electricity will NOT be available.** Vendors must supply their own canopies, tables, etc. Awnings are acceptable; however merchandise must be displayed within your allotted 10x10 space. Vendors with merchandise overflowing outside of the 10x10 booth need to purchase a double booth in advance. The show is on rain or shine. Tents must be secure and able to withstand wind and rain. Some tents will be placed on paved surfaces. **Appropriate weights and tie-downs are required.** The Visitors Bureau reserves the right to restrict vendors which, because of noise, method of operation, materials, instability or for any reason, become objectionable or unsafe. The Visitors Bureau may also prohibit or evict participants who may detract from the general character of the market.

### DISPLAY HOURS

3:00pm-8:00pm. All vendors must be in operation until 8:00pm. Vendors removing items prior to 8:00pm will not be invited back. Upon disassembly of your stall, please clean your entire exhibit area.

### CHECK-IN & SET-UP

If you plan to travel to the show early, please notify The Visitors Bureau so that we can send your information before you leave home (or provide us with another address or email). There is no overnight camping allowed at the Community Center Grounds. Set-up will be from Noon-2:30pm. All stalls should be ready for sales by 2:45pm. The Visitors Bureau staff will direct you upon your arrival.

### APPLICABLE SALES TAX & TEMPORARY EVENT FORM

Collection of State and County sales tax is the responsibility of each exhibitor. WI sales tax is 5.5%. All vendors will be required to complete the [S-240 Wisconsin Temporary Event Report](#). If you do not complete it prior to the event, you will be required to complete it the day of the event.

### BEHAVIOR

All vendors are expected to act professionally and responsibly, as you would at a place of business. Aisle solicitation is forbidden. Vendors must confine their solicitation within the stall. Aggressive behavior to another vendor or event staff will result in expulsion from the market. Refrain from creating disagreeable odors, operating any machine or projecting sound at a level which might be objectionable and might interfere with the overall success and enjoyment of the market by those in attendance or neighboring vendors. Please provide any safety guards, shields or precautions necessary to prevent possible injury to the public. **ABSOLUTELY NO SMOKING is allowed by exhibitors within 20 yards of the markets' footprint.**

### LIABILITY & INSURANCE

Failure to follow the policies may result in expulsion from the market and face any legal action that may result from the vendor's actions. The vendor understands that The Manitowish Waters Visitors Bureau does not carry insurance to cover personal property and that all vendor materials and products related to the market are stored and displayed at the vendor's own risk. Vendors should carry their own insurance.

**These regulations have been formulated for the best interest of all concerned. All points not covered are subject to the decision of the Manitowish Waters Visitors Bureau.**

Please contact us if you have any questions. Phone: (715) 543-8488 Email: [info@manitowishwaters.org](mailto:info@manitowishwaters.org)