Town Green District: 2020 New Haven Night Market
Rules & Requirements

1. All vendors submitting applications for the May 2020 New Haven Night Market will be reviewed at the discretion of the Town Green District/Market staff.

2. Opportunities for involvement are limited. Priority will be given to BID businesses, New Haven brick & mortar businesses and businesses that do not directly compete with the Town Green District’s BID mission of serving Downtown New Haven’s property & business owners.

3. Vendors selections are made to provide variety at the Market and are based on information provided in the application forms, photos and descriptions.

4. Vendors may not host other vendors within their tent space or in conjunction with their business without prior approval from Market Staff. If found to be hosting additional vendors, the vendor must remove them and is subject to losing their spot as a vendor.

5. Wholesale vendors, distributors, and multi-level marketers will not be considered for approval.

6. Applications will only be reviewed once all required documents and information listed on the vendor Application Form is provided. All documents must be provided by the deadline to be considered.

7. Applications received after the deadline will not be considered for the May 2020 New Haven Night Market, unless space is available. Vendors are invited to join our mailing list to learn about future opportunities.

8. Booth locations will be assigned to vendors. Booth locations are subject to change.

9. Vendors are required to staff their booth throughout the duration of the Night Market’s hours. Early breakdown is not permitted and may result in denial of participation at future events. Please plan to bring enough product to serve throughout the evening.

10. Vending spaces are 10’x10’ and all booths must be contained within their space.

11. Decoration of vending spaces/booths is highly encouraged. This may include: lighting, hanging décor, unique furniture, displays, etc.

12. Please leave the space how you found it. Additional waste receptacles will be located around the Market. Vendors are required to remove all waste from their vending space.

13. Approved vendors must provide the following:
   a. All forms, paperwork and payment as listed on the Vendor Application Form, signed.
   b. White, 10’x10’ tent including 3 walls of side panels to separate neighbors. Colored/logo tents are permitted for nonprofits only.
   c. Tents must be properly anchored with sand bags or water buckets.
   d. If the vendor does not own a tent and/or tables, these can be rented from the Market for an additional fee. Details in Vendor Application Form. Rental availability is limited, so please submit requests with your application.
   e. Lighting inside the booth. The Night Market will be lit by city streetlights, but additional battery-powered lighting is necessary under your tents. Proximity to a street light cannot be guaranteed.
f. Access to power will not be available. Generators are prohibited.

  g. Access to wifi will not be available on the street. Please be sure your payment processors are able to be operated without wifi and are fully charged.

  h. Signage with your business name. Product sheets and displays are encouraged.

14. Vendors will be notified about opportunities to park for free or at a lower rate.

15. The Market is subject to move to a rain date or cancellation should severe weather occur. With light rain and/or snow, the rain date will not be used.

16. All booths and tent areas are subject to inspection by Market staff and city department officials to ensure a safe experience.

17. Vendors must contact staff 48 hours prior to event date if unable to attend. Those who do not notify staff may not be considered for future events.

18. All fees are non-refundable.

19. Photographers employed by the BID will be present and any and all marketing photos taken during the Night Market may be used by the BID for marketing purposes. By signing this agreement, you agree to have your likeness, your business, and your products used for future marketing by Town Green District in any mediums.

Food Vendors: Pop-Up

1. All food vendors serving/handling food items must fill out and return with your application a Temporary Health Service form. Town Green District will submit this form to the Health Department on the vendor’s behalf. The permit holds an additional fee of $60. Businesses holding catering licenses are exempt.

2. All food vendors may only serve foods cooked within their brick & mortar restaurants. Food served in tents must be warmed/cooled according to New Haven Health Department standards and are subject to inspection prior to or on the day of the event. Food trucks/carts are excluded.

3. No cooking or open flame is permitted under tents.

4. All food vendors must sell a combined minimum of 3 food/drink items on their menu. Food/drink options must be detailed in application and are subject to approval by Market staff.

5. All vendors must provide battery-powered task lighting for within the tent.

6. Access to power will not be available.

7. Access to wifi will not be available on the street. Please be sure your payment processors are able to be operated without wifi and are fully charged.

8. All food vendors must have handwash stations, as required by the Department. This includes: potable water, soap, towels and a waste water bucket.


Print Name: __________________________________________

Business Name: ______________________________________

Signature: __________________________________________ Date: ______________________