The New Haven Night Market celebrates the unique and thriving community that is Downtown New Haven. We invite our guests to shop small with vendors, showcasing their handmade products and gifts, local art, premade and prepackaged foods, and more. The market is hosted by The Town Green District, downtown New Haven’s business improvement district (BID). The Night Market will take to the streets Friday, May 15, 2020.

Before applying, please read the May 2020 New Haven Night Market Rules & Requirements document, found at: https://www.downtownnewhaven.com/nhvnm-vendors

APPLICATION DUE: Friday, March 20, 2020
SELECTED VENDORS NOTIFIED BY: Friday, March 27, 2019
SELECTED VENDOR PAYMENT DEADLINE: Friday, April 10, 2020

VENDOR CONTACT INFORMATION
Owner name(s): _______________________________________________________________
Email: ________________________________________________ Phone: _______________________
*All communications between Market staff and vendors will be made via email. Please provide the best email to reach you.
Mailing Address: ___________________________________________________________________
City: _________________________________ State: ________________________ Zip: _____________
Business Name: ________________________________________________________________
Business Website: __________________________________________________________________
Business social media: ____________________________________________________________

VENDING CATEGORY
___ Arts, Crafts, and Retail: Artists, craftspeople, makers, and local retailers who wish to sell their own handmade or locally sourced arts, crafts, and other retail goods.
___ Grower and Farmer: Farm vendor selling certifiable products, packaged foods, fresh fruits & vegetables, nuts, eggs, honey, flowers, and nursery stock. Non-certifiable agricultural products such as dried fruits, vegetables, beans, juices, jellies and jams.
___ Food Vendor - Food Cart: Food sales vendors that prepare, heat, cook, combine, chill, and/or serve non-packaged food products that are ready to eat.
___ Food Vendor - Pop-Up: Food sales vendors with existing brick and mortar locations that heat and/or chill foods cooked within their businesses, brought out, and served ready to eat.
___ Non-Profit or Community Service Agency: Federal tax-exempt community service agencies that wish to tell their stories to Market attendees. Limited availability.

BOOTH INFORMATION
Description of booth: ____________________________________________________________
________________________________________________________________________________
Scope of items to be sold & price range: ______________________________________________
________________________________________________________________________________
BID CLASSIFICATION, VENDOR & RENTAL RATES

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<td>IN-BID</td>
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*In-BID: Brick & mortar businesses located within Town Green’s district area. View a map of our district’s boundaries at:  www.downtownnewhaven.com/where-we-are

I need to rent 1 white 10’x10’ tent: YES NO

I need to rent # ___ 6ft table(s): YES NO

*White 10x10ft tents are required for food and retail vendors. Color tents will be reviewed on a case-by-case basis for nonprofits only. Tents & tables available to rent for additional fees listed above. Please fill out the section above.

Please use the checklist below to be sure all required documentation is included in your initial submission. All documents listed are required by application due date.

ADDITIONAL DOCUMENTS REQUIRED

All Vendors are required to provide the following:

___ Vendor Application Form (this form), filled and signed
___ Signed copy of New Haven Night Market Rules & Requirements
___ Photo(s) or sketch of your booth’s layout
___ Copy of vendor’s valid government-issued ID (driver license, non-driver license, passport, etc.)
___ Any additional documents required in your vending category list below

Arts, Crafts and Retail:

___ Copy of business’ Sales and Use Permit (please let us know if you do not have one)

Grower & Farmer:

___ Copy of licensing for foods and food products being sold.

Food Vendor – Food Truck/Cart:

___ Photo/sketch of your cart/truck’s layout, including serving area and dimensions
___ Copy of valid City of New Haven Vendor or Food License
___ Copy of business’ Sales and Use Permit

Food Vendor – Pop-Up:

___ New Haven Health Department – Temporary Food Service form (additional $60 fee, added to final payment)

“Temporary Food Service” permit PDF: https://www.downtownnewhaven.com/permitting/

Do not submit to Health Department. Town Green will submit completed permit on your behalf. Fee will be included in payment.

OR

Copy of valid City of New Haven vendor license

___ Copy of restaurant’s insurance naming “City of New Haven” as a Holder

The City of New Haven can be added as a Holder at no additional cost by calling your insurance company. This is a requirement.

Non-Profit or Community Service Agency:

___ Copy of 501c3 Federal Tax Exemption Status document

DO NOT SEND PAYMENT IN WITH APPLICATION. INSTRUCTIONS FOR PAYMENT WILL BE SENT UPON APPROVAL OF VENDOR STATUS. Selected vendors are required to submit payment by Friday, April 10, 2020.

Signature: ___________________________ Date: ___________________________

Questions? Email Francesca at francesca@downtownnewhaven.com