

THURSDAY NIGHT MARKET PLACE
MAIN STREET HANFORD
2011 VENDOR RULES & REGULATIONS

To Thursday Night Market Place Participants:

Welcome to Thursday Night Market Place (TNMP), the best and most exciting Market Place in the Central Valley! We have experienced several fabulous seasons in Downtown Hanford, and are happy that you are interested in joining us this coming season.

This document contains the rules and regulations that apply to all participants. It is the responsibility of all participants to familiarize themselves with and adhere to these requirements during TNMP.

Main Street Hanford (MSH), which governs this event weekly, has developed these rules and regulations to assist you in planning your TNMP activity. Because of the many participants and thousands of visitors who attend, it is important that the Rules and Regulations as set forth below be strictly observed. The Market Manager is available to assist you with your TNMP plans and logistics. Please contact the Market Manager with any questions at 559.582.9457.

Thursday night in downtown Hanford is a special experience for people of all ages – residents, tourists, and participants alike. Your cooperation in helping maintain the family and community-oriented atmosphere is essential to TNMP's continued success, and is greatly appreciated.

Board of Directors
MSH Promotions Committee
Main Street Hanford

The Main Street Hanford office is located at:

219 West Lacey Blvd., Hanford
Ph: (559) 582.9457 Fax: (559) 582.3343
www.mainstreethanford.com

1. PURPOSE, GOALS, AND STRUCTURE

- A. The purpose of TNMP is to promote business in the downtown core area. TNMP is organized by, administered by, and paid for by Main Street Hanford. Main Street Hanford administers TNMP in order to:
- Create a positive image of Downtown Hanford.
 - Expose community members to retail stores and services offered downtown.
 - Generate foot traffic on Thursday nights.
 - Provide a forum for community activities.
 - Maintain the downtown as the center of retail, social, and civic activities.
 - Enhance the community as a whole.
- All activities must be consistent with these goals.
- B. Main Street Hanford urges members to participate in TNMP, both to enhance the event and to benefit their own businesses.

- C. It is the goal of Main Street Hanford to schedule activities on Thursday nights that promote a wholesome, family atmosphere. Events should appeal to all ages and provide a consumer mix that reaches all aspects of the marketplace. Main Street Hanford members should politely report infractions of any rules to the Market Manager.

2. BUSINESS IMPROVEMENT DISTRICT (BID) MEMBER PARTICIPATION

- A. Members wishing to participate in TNMP must submit an application to Main Street Hanford with payment of fees for approval by MSH. Retail vendors must have a seller's permit and a retail store in the MSH district with scheduled, posted, operating business hours. Merchandise sales at TNMP are limited to those items sold from an established inventory within the normal scope of each participant's daily business.
- B. If food items are to be sold. TNMP Members MUST apply to, and have the necessary written approval from the Kings County Department of Public Health prior to receiving a TNMP permit. Their phone number is 559.584.1411.
- C. TNMP permits may not be reassigned or sold.
- D. Members must participate once space is allocated to maintain validity of permit. Non-use of space for two weeks may result in loss of space. Members must have approval for each date of attendance. Members not participating on a pre-paid, continuous basis must secure approval for each date of attendance by coming to the Main Street office and paying the required fee prior to date of attendance. Members not participating for 30 days or more must submit a new application.
- E. Upon request, and space permitting, MSH will attempt to place vendors in close proximity to their place of business. Member participants are not guaranteed space in the location of their choice.
- F. Permits may be revoked for any of the following reasons:
(The same rules of revocation apply to all participants.)
 - 1. Closure of business.
 - 2. Non-compliance with MSH, City of Hanford Fire Dept., or County Health Dept. regulations.
 - 3. Non-payment of prescribed fees within the designated time period.
 - 4. Poor attendance. Vendors may miss no more than one night per month, and only then due to an emergency.
 - 5. Sale or transfer of business.
- G. Businesses that have not applied for and received permission from MSH for TNMP participation will not be allowed to participate in TNMP and are subject to removal.

3. NON-MEMBER BUSINESS PARTICIPATION

- A. A non-member business is defined as a participant outside the MSH district boundaries. At the time of application such business shall be determined not to be similar, related, and/or a competing business with any business or organization that is a member of the MSH Downtown Association.
- B. Participants shall limit sales to items specified on the approved application.
- C. Organizations wishing to raise funds during TNMP must have a Not-for-Profit status.

Verification and an IRS number must be provided at the time of application.

- D. The organization must submit its application no less than two (2) weeks in advance of the desired attendance date. Upon review and approval by MSH and payment of fees, a space will be assigned. Participants are not guaranteed space in the location of their choice.
- E. Participants shall keep their area clean during the activity, and leave the space and surrounding area clean afterward.
- F. Participants will be required to reimburse MSH for any costs incurred relating directly to their activity.

4. FOOD VENDORS

Within the current boundaries of TNMP (Irwin Street between 6th Street and Lacey Blvd., and Civic Park), there shall be no more than four (4) barbeques (two on the street and two in the park), each with a reserved space assigned.

- A. All food vendors must have a business and full service commercial kitchen within the MSH boundaries, unless otherwise authorized by MSH.
- B. All food vendors must contact Kings County Environmental Health Services and obtain proper permits.
- C. Food vendor areas must be kept neat and clean at all times.
- D. MSH may revoke TNMP participation privileges for the following reasons: (The same rules for revocation apply to all members)
 - 1. Closure of business.
 - 2. Non-compliance with MSH, City of Hanford Fire Department, or Kings County Health Department regulations.
 - 3. Non-payment of prescribed fees within the designated time period.
 - 4. Poor attendance. Vendors may miss no more than one night per month, and only then due to an emergency.
 - 5. Sale or transfer of business.
- E. A waiting list of members who wish to sell food is kept in the MSH office. Any space that becomes available will be reserved for the member at the top of that list. To be placed on the waiting list, a member must submit a TNMP application, and the member must show that they are qualified in all respects.

5. POLITICAL, RELIGIOUS, AND OTHER INFORMATIONAL GROUPS

- A. Approved applicants will be given space on a first-come, first-serve basis according to space availability. Participants are not guaranteed space in the location of their choice. Additional spaces may be temporarily provided for special events or occasions, e.g. election season.
- B. All groups or individuals wishing to disseminate information, pass petitions, or promote political, religious, or personal beliefs must submit a signed application no less than two (2) weeks in advance of the date desired. Upon review and approval of the application by MSH, the applicant's name will be added to the waiting list. MSH will not discriminate on the basis of race, religion, creed, color, gender, political beliefs, national origin, age, physical disability, or other basis prohibited by law.

- C. Applicants may only conduct business within their assigned space.
- D. All vendors must limit advertising to their assigned spaces. Materials, i.e., flyers, cards, coupons, or any type of advertisements, may not be distributed outside of the assigned 10-ft-wide space.

6. APPLICATIONS, PERMITS, SPACE ALLOCATION

- A. Those wishing to participate in TNMP must submit an application two (2) weeks prior to the desired attendance date. It is the applicant's responsibility to contact the MSH office regarding the status of their application. Upon approval by MSH, staff will assign a specific space or location to the applicant. The space will not be considered reserved until the appropriate fees are paid.
- B. All approved applicants will receive a space assignment only if the fee(s) are paid. Participants are not guaranteed space in the location of their choice. Vendors are limited to one assigned space per event unless authorized by MSH.

7. STREET CLOSURE

The MSH crew begins barricading the streets at exactly 4:00pm. Approved participants may begin setting up as soon as the barricades are in place and the street is cleared of all vehicles. Support vehicles must be unloaded and off the street by 5:15pm. Vehicles left inside the barricaded area are subject to towing at the owner's expense. All activities end at 9:00pm, and participants must clear their area entirely before 10:00pm. Presence of the participants must be maintained in the space assigned until 8:30pm. No early takedowns are allowed.

8. PARTICIPANT MARKET PROCEDURES

1. SET UP

- a. Set up of any kind may not begin earlier than 4:00pm.
- b. All vendors who need to drive their vehicles to their spaces must enter from the east side of the intersection of 8th Street and Irwin Street. If a vendor attempts to enter from any other point, they will be advised to turn around and proceed to the correct entrance. Vendors setting up in Civic Park may enter the park from Douty St. onto Court Street in front of the Bastille (the east side of the park).
- c. Do not block the street at any time; pull to the side lane to unload your vehicle.
- d. Set up must be completed before 5:30pm.
- e. The Market is open for operation from 5:30pm until 9:00pm.
- f. Sales may not begin until the official announcement of the Market opening.
- g. No products or services may be presold.

2. CLOSING PROCEDURE AND TAKE DOWN

- a. Take down shall not begin earlier than 8:30pm, including awnings, tables, etc., and must be completed by 10:00pm.
- b. All fees and required documents must be delivered to the Market Manager/staff no later than 8:45pm the day of the event. **NO EXCEPTIONS!!** The monies should be placed in a sealed envelope and taken to the MSH Ticket Booth in the Beer and Wine Garden. No coins, please. Any non-payment will result in a monetary penalty of \$15 and possible termination of booth space.
- c. No vehicle may enter, move, or leave the Market between 5:15pm and 8:30pm.

9. EQUIPMENT AND SERVICES

Main Street Hanford is under no obligation to provide power, water, or any equipment to participants. An applicant needing specific services must make these needs known in the application. MSH's only obligation is to provide a space on the street. It is the applicant's responsibility to provide all necessary equipment for operation of his/her booth. Power cords, when used, must be taped down, equipped with a surge protector, and must conform to City requirements. Generators may not be used unless they are "whisper quiet."

10. FEES

Participation in TNMP is a privilege for both businesses and Not-For-Profit organizations. Since there are substantial costs involved with sponsoring these weekly events, MSH has established permit fees in the following categories:

- Member food vendors
- Member businesses
- Not-For-Profit groups
- Non-Member food vendors
- Non-Member businesses (non-competing)
- Certified Growers

A fee schedule, subject to annual review, is available in the MSH office. There will be no refunds or credits unless TNMP is officially canceled due to extreme circumstances.

11. GENERAL RULES FOR TNMP PARTICIPANTS

- A. MSH reserves the right to limit sales of items that are in direct competition with those items of Downtown merchants.
- B. All applications for TNMP must contain name, address, phone number, and signature of applicant or applicant's authorized agent. This person must be the contact person. The applicant shall acknowledge the participant's liability for damages (including costs for clean-up and damages to property belonging to merchants or tenants).
- C. TNMP participants must submit a current ACORD 25 liability insurance form with minimum coverage of \$1,000,000, and Main Street Hanford must be listed as an additional insured. Participants are required to have their insurance carrier notify MSH staff in writing of their insurance status.
- D. No person participating in TNMP shall state, imply, or otherwise suggest that MSH, or any of its member businesses endorses, sponsors, or supports the views of applicant's business or organization.
- E. MSH reserves the right to revoke permission to participate and/or order the removal of all equipment and material (belonging to participant) from the street for any reason deemed necessary by MSH to better meet the goals and purposes of TNMP or for public health, safety, and welfare.
- F. MSH provides a 10-ft-wide area. The space number is marked on the center yellow line of the road on a piece of reflective yellow tape. The space extends from the centerline back to the curb. The right front leg of the table or canopy is to be placed on the number and extended across to the next higher number. Vendors must stay within the boundaries of their assigned space. Each vendor is responsible for his or her own setup and cleanup.

- G. Vendors must limit advertising to their assigned spaces. Promotional materials, including flyers, cards, coupons, or any type of advertisements, may not be distributed outside of the assigned 10-ft-wide space. All giveaways must be pre-approved by MSH.
- H. MSH requires 24-hour notification (no later than 4:00pm on the Wednesday prior) if a vendor/grower is unable to occupy their space for any particular TNMP date. Failure to notify will result in a penalty fee (the minimum payment for growers/food vendors and the nightly fee for vendors). Non-participation without notice for two (2) weeks or more will result in loss of space. TNMP is a rain or shine event. No refunds will be issued in the event of inclement weather. If MSH is setting up, we also expect vendor/growers to set up. **NO EXCEPTIONS!!!**
- I. We encourage you to light your booth space to increase your visibility during Market. A lit booth/table may extend the amount of time that your potential client will spend downtown.
- J. TNMP officially begins at 5:30pm. This means there is to be no selling before 5:30pm. **NEW FOR 2011:** TNMP participants will be given one food pass upon application approval. Vendors may use this pass to purchase **FOOD** and **DRINKS ONLY** prior to the 5:30pm start of market.
- K. All food vendors and growers are required to pay 10% of the nightly gross income, and no less than \$20. A minimum payment of \$20 will be enforced.
- L. No animals are allowed on the street during TNMP. No exceptions. Ordinance NO. 05-17. Section 12.04.010 of Chapter 12.04 of Title 12 of the Hanford Municipal Code.
- M. MSH will not discriminate on the basis of race, religion, creed, color, gender, political beliefs, national origin, age, or physical disability or any basis prohibited by law.
- N. MSH reserves the right to refuse participation to any applicant.

O. **Mandatory Requirements.**

- a. All vendors are required to move their vehicles off the streets after unloading, no later than 5:15pm. Only certified growers are allowed to park on the street. MSH may approve vehicles on an exclusive basis.
- b. If a vendor does not arrive by 5:00pm, all equipment must be carried in. Vendors may not drive their vehicles on Irwin Street between 5:15pm and 8:30pm.
- c. At 8:30pm, vendors may drive their vehicles onto Irwin St. to load up (enter at 8th & Irwin Streets on the East side near carousel).
- d. Participants are required to leave display booth or usual type of setup in assigned space until 8:30pm. No early takedowns are allowed.
- e. Violations are subject to disciplinary procedures. Please see section 9.

I have read Main Street Hanford's Thursday Night Market Place Rules & Regulations. I agree to abide by these rules and all other laws, codes, and regulations as amended, to cooperate with the Market Manager, and to pay the required fees.

Signature

Date

*Disclaimer – MSH has authorization to amend or modify these rules and regulations at the discretion of the Market Manager or the Executive Director.