

## **Murrieta Market Nights policies and procedures vendor agreement**

24810 Washington Avenue

Corner of Washington ave. and Juniper st. downtown

Murrieta Market Nights (hereafter referred to as MMN) is a community and family friendly event designed to bring our citizens together in our historic downtown area. Besides supporting the downtown businesses, it gives vendors an economic opportunity and the public an alternative shopping and entertainment experience.

Local craft artisans, artists, gourmet food vendors, and musical entertainment is always available for family enjoyment.

### **General information**

1. Our Markets are always on the 1st and 3rd Thursday of each month year round. 5 to 9 PM. Set up times are from 3:15 to 4:45. Break down starts at 9pm, you must be off the street by 10:00
2. MMN will proceed rain or shine. In the case of extreme weather MMN staff may at their discretion decide to cancel an event. In that case you will be notified by 10AM of Market day. Payments for a canceled event will not be refunded but will become a credit for your next date of participation.
3. If weather closes an event down early, it will be considered completed and no credit will be issued.
4. Both a Murrieta Business license and liability insurance are required.
5. Booth number assignments are at the discretion of MMN organizers, and are subject to change.
6. Vendors are responsible for their own booth setup, and must comply with provided guidelines and safety standards.

**Applications:** By submitting an application and participating as a vendor at MMN, you agree to abide by these terms and conditions.

1. Vendor space is 10"x10". All tables, chairs, power supplies etc. shall be provided by the vendor. Approved weights are required due to occasional wind conditions. Vendor spaces may not be shared without prior approval of MMN.
2. MMN is not responsible for any damage to your booth or merchandise. But we do care about our vendors and their products and want you to take all possible precautions if wind or other weather occurs.
3. Vendors are responsible for their own booth setup & take down, which must comply with provided guidelines and safety standards. Drive in, drop supplies and remove your car **BEFORE** set up. Space is limited and other vendors need to bring in their cars to unload. Be quick and courteous, to allow other vendors access to their space.
4. Allow yourself ample time for arrival and set up. Drive slowly and cautiously inside the market area. If you are late you may be directed to a different location, or not be able to participate.
5. You are prohibited from beginning breakdown before 9PM.
6. Out of 80 spots, only 20 have a usable parking space. These spaces are determined by length and consistency of participation in MMN.
7. Solar battery powered table lighting is encouraged. No electricity is provided. Power packs & batteries are welcome. No generators allowed except for food vendors, and those must be of the quiet whisper type. Remember, a well lighted display results in better sales. Candles and other flammable sources of light are strictly prohibited.
8. Again, booth assignments are at the discretion of MMN and are subject to change when deemed necessary.
9. Vendors must adhere to all local, state, and federal laws and regulations. Vendors are subject to inspection by the Department of Environmental Health and our local Fire department. Routine inspection of food vendors will be done on a quarterly basis.
10. Vendors are responsible for all sales transactions, including taxes and permits.
11. Payment is expected the previous week, or at the latest by the Saturday before a market date to ensure your space. You may pay through Zelle - [paymarketnights@gmail.com](mailto:paymarketnights@gmail.com) - or by check. Cash is

accepted in some cases if previous arrangements have been made with MMN.

12. If you cancel a reservation, it must be done by noon on the Monday before Market day. Prepaid fees will not be refunded but used as a credit for your next Market date. A no show after obtaining a space without letting us know will result in your being placed back on the waiting list for available space for the next desired date.
13. If you have not paid in advance or we haven't heard from you by Saturday noon, Your space is automatically canceled.
14. All trash created by display or sales must be removed at the end of the night and not left for MMN management disposal. Bring your own containers or trash bags for removal. The trash can's dispersed throughout the market are for use by the public, not the vendors. Pick up zip ties, and remove any grease stains from asphalt or concrete. Prevention with tarps is much easier and recommended. If cleanup is required by the City, you will be held responsible for the expense.
15. MMN reserves the right to amend these terms and conditions at any time. Vendors will be notified accordingly.
16. MMN reserves the right to terminate the vendor agreement for violations of these terms or any disruptive behavior without refund.
17. We limit same type vendors, but we do not guarantee you an exclusive sales opportunity. A little competition is healthy, and there will probably be others offering the same items.

By submitting an application, vendors acknowledge their understanding and acceptance of the guidelines set forth by MMN in their entirety.

### **Insurance, Liability & Business License**

1. As per the City of Murrieta, general liability insurance of one million / two million is required. You must add as additionally insured:

Murrieta Market Nights its employees and volunteers  
24810 Washing ave.  
Murrieta ca 92562

The City of Murrieta and its employees  
1 Town Square  
Murrieta Ca, 92562

Nextinsurance.com and actinsurance.com are possible sources.

MMN and its organizers are not liable for any loss, damage or injury incurred during participation in a market.

A City of Murrieta Business License may be obtained by visiting City Hall in person or visiting [www.murrieta.ca.gov](http://www.murrieta.ca.gov) for information.

**Current fees, subject to change in the future:**

The current cost of a regular 10x10 foot booth is \$65

Food vendors are booked on a quarterly basis; they must agree to attend all 6 dates in a quarter, and pay for their space even if absent. Major food is \$100 per Market. Prepackaged food is a once a quarter fee of \$50, & \$65 per market.

A small artist table space is \$25 per event.

The price of your booth insures you your space in a unique local, and community selling opportunity. MMN staff will be on site to assist and direct you on the day of the market.

No alcohol, drug use, smoking or profanity is allowed within the MMN event area.

No nudes, political or otherwise offensive material will be allowed.

MMN management will check booths for offensive material.

Remember this is a family friendly event.

During your Market experience from set up to break down, be sure to remember the three P's.

Be **professional**

Have **patience**, everyone else is trying to do exactly what you are

Be **polite**

All of your actions reflect not only on yourself but also on MMN!