

## Queens International Night Market

### Vendor and Space Rental – Terms and Conditions

**Thank you for your interest in participating in the Queens International Night Market!** Our mission is to celebrate and showcase the rich ethnic and cultural diversity of NYC and Queens through our vendors, not to profit on vendor fees.

### License and Permit Requirements

In order to legally participate at the Night Market, each of our vendors will need the appropriate licenses or permits.

All vendors need a NYS Certificate of Authority (Sales Tax ID), which is free to obtain. Food vendors will also need a Food Service Establishment Permit (FSE) or a Temporary Food Service Establishment Permit (TFSE) and a Food Protection Certificate from the Department of Health and Mental Hygiene.

### Vendor Conduct

We are looking to create a family-friendly environment, so you must comply with the following guidelines:

- Fair, courteous, non-discriminatory, and professional staff
- Keep a well-maintained, safe, and clean space
- Provide quality service and products
- Any violation of the above expectations risks having your space revoked

### Terms of Space Rental

Space rentals are non-transferrable and non-refundable. Every space rental will include a 10' x 10' tent. A limited number of tables and chairs will be available for rent to our vendors.

**Check-In:** ***All vendors must be checked in by 5:30PM EST of each participating date or you will not be allowed to participate that day and will forfeit all rental fees for that day.***

**Set-Up:** Space rental must be set up by 6PM EST of each participating date. Vendors are allowed to come up to three hours prior (3PM EST) to the start of the event to check-in and begin to set up their space. All vehicles must leave the event space by 5:30PM, and no vehicle will be allowed in after 5:15pm.

**Breakdown:** Vendors can begin breaking down only after midnight to avoid injuries to patrons still on premise. There are no exceptions. Vendors are responsible for removing and disposing of their own trash and leaving the space in the same condition as when vendor arrived at space.

**Parking:** Parking is permitted on a first-come, first-serve basis. Vendors may park in the main parking lot located approximately 100 yards north of the venue site.

**Electricity:** ***Access to electricity is limited, and will only be provided for those vendors who have separately paid for access to electricity.*** Use of any self-provided generators must be approved in advance by the Event Organizer, and will be discouraged for any non-food vendor. Generators are subject to a strict maximum 59db limit. Vendors are responsible for bringing any and all electrical equipment for their tent, including extension cords and power strips.

**Lighting:** If vendors are unable or unwilling to pay for access to electrical outlets, we encourage vendors to provide additional lighting as needed (battery-operated lights, clamp lights, or string lights are recommended). Candles and other flammable sources of lighting are strictly prohibited. Vendors are responsible for bringing any and all lighting equipment for their tent, including extension cords. We recommend at a least a 25-foot extension cord.

**Banners and Displays:** Any large signs or posters or banners affixed to any tent must be approved in advance by the Event Organizer.

**No Music:** Vendors are not permitted to play any music without the express authorization of the Event Organizer.

**No Smoking.** No smoking is permitted on the premises.

**No Alcoholic Beverages:** Vendors may not sell any alcoholic beverages.

**No Disposable Plastic Bags:** In efforts to make the Night Market more eco-friendly, vendors are not permitted to distribute disposable plastic bags for patrons to take home products. We are encouraging visitors to bring their own reusable bags in case they plan to take home any food or merchandise.

**Equipment Rentals and Returns:** Any equipment that is borrowed from the Night Market (tents, tables, chairs, etc.) must be returned in the same condition and cleanliness when received. Any tape, stickers, signs, ties, or other attachments must be removed.

### **Food Vendor Pricing**

We want to highlight casual and affordable street food at the Queens International Night Market. Because we are doing everything we can to keep vendor fees as low as possible, we expect our food vendors to find a way to offer menu items that our visitors find affordable. We want each of our visitors to sample food from multiple vendors on each visit, so we are looking for food that will be sold under the general cap of \$5. We will make only limited exceptions, as affordability is very important to our mission, and we believe our visitors are particularly price-sensitive.

### **Food Vendor Rules and Guidelines**

**EACH FOOD VENDOR IS REQUIRED TO HAVE THE APPROPRIATE FIRE EXTINGUISHER(S) WITH CURRENT REGISTRATION TAGS ON-SITE AT ALL TIMES.**

**You must have a copy of your 1) FSE or TFSE and a 2) Food Protection Certificate on-site**

**Hot cooking appliances must be guarded and kept out of reach from the general public.**

Food vendors are responsible for providing their own potable water as necessary and properly disposing of their own grease and wastewater. Improper disposal, such as on-site or into the City sewage systems, will result in Vendor's immediate breach of the Vendor Agreement and will incur liability for fines from NYS and NYC agencies. Food vendors may dispose of their refuse by taking such refuse to the designated dumpster. Food vendors may not dispose of used oil, grease, or wastewater at the Night Market.

Food vendors who have paid for access to electricity are responsible for bringing their own extension cords and power strips as necessary.

**Food vendors are required to honor any food vouchers provided to our staff and volunteers – If you redeem more than one per night, we will reimburse you or credit against future rental fees for each such redemption after the first.**

Each Vendor will operate in accordance with regulations set forth by the City and State rules and regulations, including but not limited to those pertaining to their food operations as specified in the New York City Health Code Articles 81 and 88 (attached hereto), the rules and regulations of the City of New York and the New York State Sanitary Code Parts 14-1 and 14-2, and the rules and regulations set forth by the City of New York Fire Department, including but not limited the guidelines set forth in the FDNY memo attached hereto.

## **Cancellation Policy**

Fees are non-refundable. The rented space will not be cancelled on a weather-permitting basis.