

## **Queens Night Market**

### **Vendor and Space Rental – Terms and Conditions**

**Thank you for your interest in participating in the Queens 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 off of 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 3:30PM 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 4PM EST of each participating date. Vendors are allowed to come up to two-and-a-half hours prior (ie, 1:30PM 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 3:30PM, and no vehicle will be allowed in after 3:15pm.

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

**Parking:** Parking is permitted on a first-come, first-serve basis. Vendors must abide by the parking instructions provided by the Event Organizer or their security team. The Queens Night Market does not control the parking lot, and vendors are not permitted to use the landlord's main parking lot.

**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 generally be discouraged and generally not permitted. Vendors are responsible for bringing any and all electrical equipment for their tent, including extension cords and power strips. We recommend at least a 25-foot extension cords. *Vendors who use more electricity than they purchased are liable for a \$100 per night penalty fee.*

**Lighting:** If vendors are unable or unwilling to pay for access to electrical outlets, we encourage vendors to provide additional lighting as needed. 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 least a 25-foot extension cord.

**Banners and Displays:** Any and all large signs, posters, or banners affixed to any tent must be approved in advance by the Event Organizer. Sidewalk and A-frame boards are not permitted.

**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. Vendors will be penalized \$50 for any date where they do not return such borrowed equipment. Any tape, stickers, signs, ties, or other attachments must be removed.

**Public Safety Guidelines:** Vendors must abide by all public safety mandates and guidance issued by any governing regulatory body or agency. Vendors must abide by any safety protocols reasonably designed by the Night Market to comply with such public safety mandates, guidance, or best practices.

### **Food Vendor Pricing**

We want to highlight casual and affordable street food at the Queens 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/\$6. 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 at all times**

**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 Queens 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, volunteers, and performers: If you redeem more than one per night, we will reimburse you for each redemption after the first voucher.**

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**

Vendor fees are non-refundable. The rented space will not be cancelled on a weather-permitting basis unless the Night Market reasonably determines that cancellation is required for safety reasons.