

## Market at Front Street

### Vendor Rules and Policies



**MARKET MISSION:** Our aim in hosting a Market at Front Street is to connect local artists, artisans, vendors, and producers while creating a safe, inviting, and inspiring environment for all who visit Front Street.

**LOCATION OF MARKET:** The Market at Front Street is located within the Front Street complex. April – October vendors will set up outdoors.  
GPS Address: 1001 East 2<sup>nd</sup> Street Dayton, Ohio 45402

#### **HOURS OF OPERATION:**

8:30AM: Vendors may arrive for set up.

10:45AM: Vendors must be parked and prepared for the market to open.

#### **11:00AM – 4:00PM: Market Hours**

4:00PM: Vendors may begin tear down.

**VENDOR APPLICATION:** All market vendors must complete a vendor application. Applications must be submitted prior to setup. You may apply online at [frontstreet.art](http://frontstreet.art). A printable pdf application is also available.

**VENDOR PERMITS:** Vendors are responsible for all required permits, licenses, and insurance necessary to conduct their business.

**FEES:** Vendor fees are \$25 and due upon receiving your acceptance letter. Your acceptance email will include payment options. Vendor fees are due prior to set up.

1. The cost of booth fees includes one 10' x 10', non-electric space.
2. Vendors are responsible for their own tables, chairs, tents, etc. See the "What to Furnish" section of this document.
3. If you are a non-profit organization, church, government agency, etc. wishing to share information, it is free to be a vendor. You must still complete the application. Please explain your interest and goals in the application.

***Checks should be made payable to Front Street Building Co.***

*Mail or drop off payment to:*

Front Street ATTN: Market at Front Street

1001 East Second Street

Dayton, Ohio 45402

**Office Hours:** Monday - Friday, 8:30 AM - 4:30 PM

### **CANCELLATION POLICY:**

1. Market Cancellation: The Market at Front Street will be held rain or shine. There are no refunds due to inclement weather.
2. Vendor Cancellation: Call our 24-hour voice mail at 937-660-9637 or send an e-mail to frontstreetbuildingevents@gmail.com to let us know you will not be here.
3. **Vendors who cancel less than 48 hours prior to the event OR are a NO-SHOW may not be permitted to participate in future events.**
4. Booth fees are non-refundable. However, we understand outstanding circumstances sometimes occur. Please speak with us about concerns you may have, prior to cancelling or not showing up to an event, so we may work with you. It is possible, forfeited fees due to absence MAY be applied to the following month. Your attendance history will aid in this decision.
3. Vendor Subleasing of spaces is not permitted. Sellers may not transfer or sell any part of their booth or turn a reservation over to another seller. All Sellers must reserve their own space.

**RETURNED CHECKS:** If your payment is returned for any reason, you will be liable for bank fees as permitted by law. You are required to inform us if your account has been closed.

**WHAT TO FURNISH:** Vendors are responsible for furnishing their own display cases, tables, chairs, tent, tent weights, paper or plastic bags for merchandise, and methods of accepting payment/making change. Front Street will NOT provide these items.

### **VENDOR RESPONSIBILITIES:**

1. All vendors will maintain a clean, attractive display in their booths, at all times.
2. Vendors are independent and therefore liable for applicable licenses, insurance, and collection of sales taxes.
3. All vendors using the term "organic" must be legally certified organic.

### **MARKET DAY PROCEDURES:**

1. **Spaces are assigned first come first served** by Front Street staff.
2. Vehicles must be unloaded and removed from the market area prior to set-up. All vehicles must be removed from the market area by 10:45 AM. Vendors must be set up by 11AM.
3. Vendors are expected to man their booth and remain open thru 4PM.
4. A vendor needing to leave the market early must request approval prior to the opening of the market. At the Front Street management's discretion, a vendor's location may be adjusted to facilitate an early departure.
5. Front Street Management may ask a vendor to change a display if it presents a safety risk or may be considered offensive.

**CANOPIES AND TENTS:** All vendors setting up a canopy or tent for their booth must have it properly constructed and secured. Weights must be fastened to each leg of the tent with zip ties or secure fasteners. ALL unsecured tents and large umbrellas may immediately be removed by Front Street management. This is for safety reasons for vendors and the public. During

unusually windy conditions, Front Street reserves the right to require vendors to take down canopies and tents. All tents and canopies must remain in assigned booth spaces.

NOTE: Vendor accepts and agrees that Front Street and team members will not be responsible, or liable, for the vendor's use of a canopy, or its construction. Each vendor agrees to and shall hold Front Street harmless from and indemnify Front Street and market team members against any injury or property damage that may occur due to the use of such equipment.

**DAMAGE/LOSS:** Front Street and market team members are not responsible for any damage and/or theft of property. Make sure that your vendor space is properly staffed at all times. We recommend you bring along someone to assist you at your vendor space.

**SMOKING:** Vendors are not permitted to smoke at their booth. Please walk away from the general market area for a smoke break.

**VENDOR SALES:** Vendors are fully responsible for managing their own sales and transactions. Front Street and market team members are not responsible for providing, handling, or securing funds.

**ELECTRICITY:** An extremely limited number of booths may be available with electricity. Please contact the Market Manager at 937-331-9061 or [frontstreetbuildingevents@gmail.com](mailto:frontstreetbuildingevents@gmail.com) to discuss availability, needs and pricing.

**MERCHANDISE PROHIBITIONS:** The Market at Front Street does not allow the selling, display or giveaway: any type of drugs, drug paraphernalia, tobacco; firearms, working or not, ammunition or explosive devices, weapons of any kind; stolen property/merchandise or video or cassettes which are pirated, dubbed, or in any violation of copyright law; pornographic graphic/printed materials; or items that by sale, possession, or use are in violation of City, County, State or Federal laws.

**EMERGENCY PROCEDURES:** In the event of a severe emergency, call 911. In the event of an accident or injury, notify a Vendor Coordinator immediately (937-331-9061).

**MANAGEMENT RIGHTS:** All Rules, Regulations and Policies will be enforced. Team members will monitor the event for compliance. Vendors who are in violation will be subject to not being allowed to participate in the current market and/or future events, temporarily or permanently. Rules and Policies are subject to change without notice. The most up to date Rules and Policies will be posted on the website. Management reserves the sole and exclusive right to reasonably deny service and/or rent to anyone, or to require any vendor to leave for non-compliance of Rules and Policies.