

REDLANDS MARKET NIGHT

Information • Rules • Application (Revised 3/08)

PURPOSE AND GOALS

Market Night is operated by the Downtown Redlands Business Association (DRBA). The purpose of Market Night is to promote business in the downtown core. It is an event that is organized and administered by the City of Redlands. This event is designed to:

- Create a positive image for downtown Redlands;
- Expose community members and visitors to the merchandise and services offered downtown;
- Promote the downtown as the center of retail, social, and civic activity;
- Provide local growers with an opportunity to sell their produce;
- Enhance the community as a whole.

It is the goal of the Market Committee to schedule activities for Market Night that provide a wholesome, family atmosphere. The activities should appeal to all ages, and provide a product/service mix that reaches all aspects of the marketplace.

APPLICATIONS

The Market Committee has full discretion concerning the use of State Street for Market Night activities. To participate in Market Night, an application must be received approximately fourteen (14) to thirty (30) days prior to the desired date. The Market Committee has the right to review the application at its regularly scheduled meeting. Merchandise for sale must be viewed by market staff before the applicant is accepted into the market. Applicants may send pictures with their application or make an appointment to meet with staff.

Applicants will be notified if their application is approved or not.

*** NOTE: Vendors wishing to sell items not listed on their applications, or make any changes to their market activity must submit changes for approval.**

ACTIVITY CLASSIFICATION

MARKET NIGHT STAFF RESERVES THE RIGHT TO LIMIT PARTICIPATION IN ANY CLASSIFICATION, TYPE OF MERCHANDISE, OR SERVICE TO PROVIDE THE PRODUCT/SERVICE MIX DESIRED FOR THE ENTIRE MARKET.

Direct Sales: Direct sales may be conducted by Downtown Redlands Business Association (DRBA) members, nonprofit organizations and other licensed individuals and businesses upon approval by the Market Committee. Sales must be limited to those items specified on the application. DRBA members have priority participation in the market.

Fundraising by and for Nonprofit Organizations: Organizations wishing to raise funds during Market Night shall have a not-for-profit status. Verification of identification number is required and shall be provided upon submission of the application. In addition, all moneys generated by sales or solicitations, excluding direct material costs, shall go to the nonprofit group. The Market Committee may request full accounting.

Distribution of Information: All groups or individuals wishing to disseminate information, pass petitions, or promote political, religious, or personal beliefs are asked to submit a signed application. These groups are also responsible for **picking up any litter generated** by the distribution of hand-outs. Bull horns, loudspeakers, and other means of sound amplification shall not be used without written permission by the committee. Participants may not harass, follow, or intimidate downtown visitors. There shall be no posting of handbills on trees, buildings, or vehicles.

Food Concessions: Vendors wishing to sell food items shall contact the San Bernardino Department of Environmental Health Services **prior** to submitting an application. Food vendors shall submit copies of appropriate Health Department permits upon approval of their application. It is the responsibility of individual food vendors to learn, and adhere to, all Health Department regulations and standards.

Food vendors shall place a minimum of **one trash receptacle** outside their booth for customer use. In addition, food vendors shall place a drop cloth on the ground within the booth area and in any other cooking area where food or grease may leave residue. Food vendors **must remove and take all grease, food remnants, and trash from their booth and the market** upon dismantling. Leaving trash next to existing trash receptacles **is not permitted**. If this continues to be a problem, food vendor fees will be raised to pay for the extra expenses incurred.

PERMITS AND DOCUMENTATION

Participants shall comply with all city, county and state permit requirements. It is the **responsibility of the vendor** to be aware of all permit requirements and, **upon approval**, pay any fees associated with the issuance of these permits. The following **permits shall be on premises** during Market Night:

- City of Redlands Business License tax receipt - 798-7544;

- Home Occupational Permit (\$25 - applies to vendors who are Redlands residents and are conducting business from their homes only) 798-7555;
- San Bernardino County health permit (for food vendors only) (909) 335-3286
- State Board of Equalization permit naming **35 Cajon, Redlands** as the business sub-location, (951) 680-6400.

POSTING PERMITS AND DOCUMENTATION (posting 5.04.470)

Every person having a license under the provisions of this chapter and chapter 5.08 for carrying on a business at a fixed place of business, shall keep such license posted for exhibition while in force in some conspicuous part of such business.

FEES

Base fees have been established to mitigate some of the costs associated with operating the market. Fees are based on a per night basis, and include the vendors' share of the following expenses: street cleaning and sweeping; trash pick-up; portable toilet facilities; police; and advertising.

\$30	DRBA/Downtown Redlands Business Association Members (no additional discounts & 1 space per storefront)
\$40	Non-Profit Organizations - limited to one 6' table (one free space quarterly or one free space with three weeks paid)
\$50	Non-Profit Organizations - 12'x12' space (one free space quarterly or one free space with three weeks paid)
\$50	Corner locations - limited to one 6' table (no discounts apply)
\$60	Regular vendor – 12'x12' space
\$65	Food vendors (food meant for consumption while at the market) – 12'x12' space

The following discounts are available to **regular** vendors only:

10% OFF	with advance payment of 4 consecutive weeks for a 12'x12' space. No cancellations permitted;
20% OFF	with advance payment of 12 consecutive weeks for a 12'x12' space. One cancellation permitted;
\$15 OFF	January through March, \$15 shall be deducted from the weekly space fee;
\$10 OFF	January through March, \$10 shall be deducted from corner space fee.

All fees must be paid by **5:30 p.m.** on the **Tuesday** prior to Thursday's participation. If payment is not received by this time, a **\$10.00 late fee** will be charged. In the event that a waiting list has been established & payment is not made, vendors shall lose their current space assignments, and shall be placed at the bottom of the list.

The Market Committee recognizes the fact that situations may arise which prevent participation. Vendors should inform Market staff 24 hours in advance if they are unable to attend the market. **Credit and space can only be held for one week.** Failure to provide staff with 24-hour notice shall result in the loss of any fees paid.

The **Market Rain Policy** will be determined by the forecasts on the Weather Channel's website, www.weather.com at noon. Should the forecast predict a 60% chance of rain at 5 pm or later, Market Night will be cancelled for the evening. Farmers and vendors can look up the site themselves to find out if the market will be open by accessing the website at www.weather.com, entering 92373 in the zip code field, and then clicking on the "Hour By Hour Forecast". Market Night participants can also call the office at 909-798-7629.

Should the weather defy the forecast, the Market Night staff will proceed with the following guidelines: 1) the deadline to cancel the market will be 2 p.m., only if it is raining at 2 p.m. or if the streets are wet at that time; 2) when the market is canceled, a message will be put on the Market Night Recorded Information Line.

If the market has been canceled before 7:30 p.m. all vendors will be given a credit for the following week. If staff cancels the market at 7:30 p.m. (or after) no credit will be given.

Vendors may pay with cash, money order, or checks made payable to The City of Redlands. There is a **\$35** charge for all **returned** checks. **Please do not send money with the application.** **THERE ARE NO CASH REFUNDS!**

SPACE ALLOCATION

Space numbers are marked in chalk along the curb and are located in the center of the space with orange marks on the curb designating the space width. Standard space size is **12' x 12'**. Participants must stay within their assigned spaces. The sidewalks, streets, planters and fire lanes must remain clear at all times. Boxes and storage items will not be allowed in the view of the public. Vendors must present an attractive display including the use of table drapes, using the same color and material. Drapes must be hemmed and long enough to cover any items stored underneath. Spaces are assigned on a first come, first serve basis. The Market Committee shall review all space assignments on a regular basis.

The Market Committee reserves the right to relocate vendors and/or reassign spaces at its discretion. Activities no longer deemed appropriate, or that do not coincide with Market Night goals shall be discontinued

Corner spaces are available on a limited basis, with priority going to non-profit organizations and downtown businesses. Participants conducting their market activities in corner locations are limited to one six by three (6 x 3) foot table. In your six by three foot space, you may choose to have a smaller table along with a sign or easel (not measuring more than 6 ft.). Structures, canopies, etc. are not permitted. During peak season non-profit groups will be **rotated in and out of the market on a monthly basis.**

STREET CLOSURE, SET UP AND DISMANTLING

Vendors ARE NOT ALLOWED to park on State Street until 5 p.m. (no exceptions), a Market Night Citation/Warning will be given to anyone violating this rule. Barricades are set up between 5-6 p.m., beginning at Orange Street and continuing east to Ninth Street. Vehicles parked on State Street have until 5:30 p.m. to vacate the premises. At 5 p.m. staff will sound an air horn which signals vendors may enter State Street and unload at the curbside or on the sidewalk even if their assigned space is unavailable. At no time are vendors to block the street preventing a constant flow of traffic. Vendors will always give right-of-way to vehicles parked on State Street, trying to vacate a parking space. At no time will a vendor be allowed to bring more than one vehicle on the street at a time. **After unloading and before setting up, the vehicles must be removed from the street.**

Vendors may not block parking spaces or sidewalks prior to the 5:00 set up time under any circumstances. Business entrances and their 'Private Parking' spaces cannot be blocked at any time.

All vehicles must be off State Street by 5:50 p.m. and all **PARKING RULES AND REGULATIONS WILL BE STRICTLY ENFORCED!!** **Vendors arriving late (after 5:45 p.m.) are not guaranteed access to their space, and shall forfeit any payments made if they choose not to participate.**

Activities conclude at 9:00 p.m. (9:30 p.m. from June - August). Booths shall be dismantled and merchandise shall be packed **prior to bringing vehicles onto the street.** During dismantling, vehicles are allowed on the street for loading only. Barricades are removed approximately one half hour after market activities conclude. **Blocking the street is not allowed at any time during Market Night.**

FIRE LANES

Fire lanes **must** be maintained during set up, operation and dismantling. Vehicles must be able to proceed down the center of the street at all times. Only "people" events shall be permitted in the fire lanes. No tables, risers or other equipment is allowed without express written permission by the Fire Department and/or Market Committee. Participants shall be aware of code requirements and comply; offenders shall be cited.

ELECTRICAL REQUIREMENTS

Specific guidelines have been established for State Street electrical facilities. Vendors are restricted to a **maximum of 75 watts** and *food vendors are limited to 5 amps.* **Vendors may choose from the following options:**

- Fluorescent light
- C.F.L. lighting
- **Alternate energy efficient lighting subject to Market Committee approval.**

EQUIPMENT REQUIREMENTS

The City of Redlands is under no obligation to provide power, water or any other equipment to participants. Power bars and extension cords shall be secured by vendors and conform to city requirements. An applicant needing specific services must make these needs known on the application.

GENERAL RULES

1. All applications must contain the name, address, phone number, seller permit number and signature of permit holder. The application shall also acknowledge the organization's liability for damages.
2. The City of Redlands/Downtown Redlands Business Association is not responsible for theft or damages to property belonging to persons participating in Market Night; nor does the DRBA/City assume any responsibility for items left unattended during Market Night activities.
3. No person participating in Market Night shall state, imply or otherwise suggest that the DRBA/City of Redlands sponsors or supports the views of his/her organization.
4. Booths must be staffed at all times, and participants in Market Night shall be appropriately dressed and conduct themselves **with**

proper decorum.

5. Participants **may not sell merchandise of adult nature, alcohol or drug paraphernalia**. Neither may any merchandise be sold that may imply, suggest or support this type of activity.
6. No person shall deface or otherwise abuse downtown buildings, plants or other facilities. Vendors are **not permitted to set-up merchandise, booth materials, etc. on sidewalks or in planters**.
7. All participants shall reimburse the City of Redlands for any costs incurred relating directly to their activity. This includes damage to: landscaping, street fixtures, electrical outlets, store fronts, etc.
8. All participants shall keep their area clean during the activity, and leave the space and surrounding area clean afterward. Vendors are required to take all waste caused by or relating to their activity with them. If additional garbage collection, street sweeping or other **clean up is required, vendor fees will be increased to cover all cost**.
9. Animals are not allowed on the street during Market Night (Ordinance Sec. 12.40.110 RMC) without a permit issued by the Market Committee.
10. **Excessive noise** from sound systems, musical performances and other audio equipment is prohibited. Vendors and entertainers using audio equipment shall ensure that noise levels created by their activity do not interfere with the activities of other market participants. Any violations or complaints about the noise level will be grounds for suspension.
11. Where as, parties involved in the selling or transfer of items for sale during this event known as Market Night, under penalties of law, under the copyright codes set forth with the Department of Commerce, will not transfer or permit for resale, items that do not bear the registered trademark of trademarked items, without the written approval of the registering agency and its companies, for which items are protected under the trademark act. In the event that a vendor is caught selling illegal items, the Market Night staff, Committee, and the City of Redlands cannot be held responsible for the actions of the vendor and the vendor will be immediately suspended from the Redlands Market.
12. Vendors shall not interfere, verbally or physically, with the activities of other market participants. All questions and/or complaints should be directed to the Market Night Committee. The Committee shall respond appropriately.
13. **Vendors are not allowed to sell "irregulars, seconds, buy-out or clearance" merchandise.**
14. **Booth display requirements** within vendors area must include: all tables be covered by table drapes; **NO** selling out of storage boxes; all storage boxes are to be covered by the table drapes; signs must be of professional quality (NOT hand written) and **NO** flashing, blinking or strobe lights may be used.
15. Downtown Redlands Business Association Members may participate in Market Night, selling or promoting only those products or services **relating to their downtown business**. Booths must be merchandised and staffed at all times. DRBA Members shall abide by the same rules, regulations, and cancellation policies as vendors. An application shall be completed indicating the dates requested.
16. All participants shall comply with all of the above rules. Noncompliance, including offensive conduct, may result in immediate revocation of Market Night privileges and forfeiture of fees. The Market Committee reserves the right to refuse participation to any applicant; they shall not discriminate on the basis of race, religion, creed, color, sex or national origin.
17. Citations shall be issued to any participant not complying with any rules and regulations of Market Night. If non-compliance continues after a 2nd citation is issued (regardless of reason) participant shall be suspended from the Market.
18. Any Market Night participant that is denied access, reprimanded, or questions any decision made has recourse by submitting **written request** for consideration to the Market Night Committee. The Downtown Redlands Business Association Advisory Board has final jurisdiction over all Market Night activities and decisions.
19. **Smoking is not permitted** on State St. between Orange & Redlands Blvd. **Smoking is permitted** on 5th, 6th, 7th, 8th & 9th street twenty feet from the market PER RMC 8.54.035
20. Should ownership of a business participating in the market be transferred to a new owner, the new owner must complete a Market Night application. At its discretion, the Market Night Committee will review the application for approval/denial. Retaining the same space assignment and/or participation in the market is not guaranteed.
21. Market Night rules are subject to change without notice.

Mail Application to: Market Night • P. O. Box 3005 • Redlands, CA 92373-15
Market Night Hot Line (909)798-7629 Market Night Fax: (909) 335-4746

Downtown Redlands Market Night Application

1. Name of Business or Group: _____

2. Contact Person: _____

3. Address: _____
Street City Zip

4. Telephone: _____ Fax: _____
Day / Evening

5. Email: _____ Website: _____

6. These permits are needed **after approval**:

State Board of Equalization Permit No. _____

Redlands Business License No. _____ Exp. Date _____

7. Items to be sold or distributed, choose one category (**please include photos &/or brochure**):

_____ Antiques/Collectibles _____ Clothing _____ Food
_____ Gifts/Specialty Items _____ Hand Crafts/Art _____ Household Items
_____ Jewelry _____ Kitchen Items _____ Personal Items

List all items for sale (**items not listed can not be sold**): _____

8. **Other** Vendor Types not listed above:

_____ Business Promotions _____ Nonprofit (I.D. # _____)
_____ Information/Educational _____ DRBA (See rule 15, page 4)

Describe the nature of your activity: _____

9. Date(s) Desired: _____

(continued on reverse)

(Downtown Redlands Market Night Application ...Page 2)

10. Do you want us to give out your phone number for referrals? _____

11. The undersigned acknowledges receipt of the Market Night rules and regulations outlined by the Downtown Redlands Business Association, and agrees that he/she will comply with said rules. Noncompliance will result in removal of the activity from the streets. The undersigned further certifies that he/she is responsible for the activity, and is authorized to: a) execute on behalf of the group; and b) accept legal process on behalf of the group. The undersigned also agrees to indemnify and hold harmless the City of Redlands, the Downtown Redlands Business Association, and building owners and tenants from all damages, liabilities, costs and expenditures, including attorneys fees and costs of defense, which may occur by reason of use of the street for Market Night activities.

Date: _____ Signature: _____

**Return To: Market Night, P.O. Box 3005, Redlands, 92373-1505
or
Civic Center, 35 Cajon, Suite 25, Redlands
(PHONE: 909-798-7629)
(FAX # 909-335-4746)**

OFFICE USE ONLY

Date received ____ / ____ / ____ **Contact made:** In Person - On the Phone - By Mail - By Fax

Samples ____ / ____ / ____ _____

First Market ____ / ____ / ____ _____

Messages: ____ / ____ / ____ _____

____ / ____ / ____ _____

____ / ____ / ____ _____

____ / ____ / ____ _____