



AND



Vendor Participation Agreement

May this participation and license agreement inform prospective and participating vendors of rules, policies, and procedures. All vendors and at-market staff are expected to adhere to the items listed in this document so that everyone—vendors, shoppers, staff, and volunteers alike—have a safe and enjoyable experience.

INTRODUCTION

Grow It Forward Inc. is a Manitowoc based 501(c)(3) nonprofit organization on a mission to provide people in need with dignified access to good food, along with opportunities to grow, cook, share, and advocate for it. We coordinate vendors for:

- **Night Market 920:** Featuring a live band, a variety of food trucks, vendors, and a bar which raises vital funds to support Grow It Forward's efforts to improve access to good food while building community. For more information, please visit grow54220.com.
- **Metro Jam:** Featuring live bands, a variety of food trucks, and a bar which raises vital funds to support Grow It Forward's efforts to improve access to good food while building community. For more information, please visit metrojam.org.
- **3rd of July Celebration:** Featuring live bands, a variety of food trucks, and a bar which raises vital funds to support Gumby's Club Fore a Cure to help local families affected by cancer. For more information, please visit gumbysclubforeacure.org

CONCERT DATES/TIME/LOCATION

- **THE FEE TO PARTICIPATE IN IS \$50 PER DAY for each merchant/food truck/food stand.**
- **METRO JAM – Food & Merchant Vendors Welcome**, located at Washington Park 1115 Washington Street, Manitowoc, takes place:

June 16 th	June 17 th
5:30 p.m. – 9:30 p.m.	10:00 a.m. – 10:00 p.m.
- **NIGHT MARKET 920 – Food & Merchants Vendors Welcome**, located in the Farmers Market lot 702 Quay Street, Manitowoc (Corner of S. 8th St. & Quay St.), takes place:

June 21 st	July 19 th	August 9 th
5:00 p.m. – 9:30 p.m.	5:00 p.m. – 9:30 p.m.	5:00 p.m. – 9:30 p.m.
- **3rd OF JULY CELEBRATION – Food Vendors ONLY**, located in the Farmers Market lot 702 Quay Street, Manitowoc (Corner of S. 8th St. & Quay St.), takes place:

July 3 rd
4:30 p.m. – 11:00 p.m.

SET-UP & TAKE-DOWN

For Metro Jam – For the safety of our customers, vendors must:

- Arrive between 10:00am – 3:00pm on Friday and be ready to serve by 5:30pm.
- Either parked overnight, or arrive On Saturday, be ready to serve at 10:00am
- Vendors who pack up and leave prior to the end of Metro Jam, without permission, will not be permitted to return.

Night Market and 3rd of July Celebration – For the safety of our customers, vendors must:

- Arrive between 2:30pm – 4:30pm and be ready to serve by 4:30pm.
- Vendors who pack up and leave prior to the end of Night Market 920 and 3rd of July, without permission, will not be permitted to return.

RULES AND REGULATIONS

- All applications MUST be received—with payment—by May 31st. If you have questions, contact Amber at 920-645-9467.
- Stall location, parking information, event map and any other pertinent information will be provided to each vendor prior to event start.
- If a vendor is unable to fulfill their registered and confirmed date(s), they must contact Amber at 920-645-9467 immediately.
- Vendors are responsible for all business transactions related to their booth. This includes the collection of all applicable sales tax and required business reporting.
- All vendors must adhere to the COVID-19 guidelines based on the recommendation of the CDC and the local/state/federal government.

- Vendors are required to conduct themselves in a courteous and friendly manner that contributes to a positive experience customers, staff, and volunteers.
- Management reserves the right to dismiss any vendor that does not adhere to the rules and procedures as outlined in this document.
- Vendors are responsible for cleaning all trash and waste including sweeping up any debris within and around their allotted space. On-site trash receptacles are provided for customer and participant use.
- There is limited electricity available and is not a guarantee. Priority is given to the band stage, sound equipment, and beer coolers. If you operate a Food Truck—come with your Generators. Tented vendors will be given priority to power.
- Metro Jam, Night Market 920 and 3rd of July is open rain or shine; however, Management reserves the right to move the event indoors on days with severe or inclement weather or cancel the event. If Management cancels the event, vendors will be notified of the closure in a timely manner by email or phone.
- Every effort is made to minimize changes to the event layout, but space adjustments will be made at the discretion of Management if deemed necessary. Off-site parking is available.
- Every effort will be made by Grow It Forward to make the event a safe environment for vendors and customers. However, it will be the responsibility of the vendors to take every precaution to safeguard all valuables and cash during event hours. Suspicious activity should be reported immediately to Management. Vendors should not leave their booths unattended during event hours.

VENDOR RESOURCES

Vendors are responsible for knowing which requirements apply to their product(s). Below are resources for your review:

- Seller's Permit
 - Required for all vendors, State of Wisconsin Department of Revenue – (608) 266-2776, www.revenue.wi.gov
- Liability Insurance
 - Required for all vendors, Contact your insurance agent for details
- Temporary Food or Mobile Food Establishment Permit
 - Required for all Prepared Food Vendors, Manitowoc County Health Department – (920) 683-4155
- City of Manitowoc Mobile Food Permit
 - Required for all Mobile Food Truck Operators, Contact City of Manitowoc (920) 686-6950
- Weights & Measures
 - Required for certain vendors operating scales, Wisconsin Department of Agriculture Trade & Consumer Protection (608) 224-4945
- Fire Safety/Use of Fire Suppression, Fire Extinguishers, Cooking Under Tents
 - Manitowoc Fire Rescue Department (920) 686-6540

PARTICIPATION AGREEMENT

In consideration for the right to participate in Metro Jam, Night Market 920 and 3rd of July Celebration, you have read, understand and agree to all terms and conditions in this “Participation Agreement,” and by having submitted payment, you have agreed to:

- Abide by all applicable local, State and Federal licensing and regulations, and agree that a violation of such requirements or regulations, or improper conduct, may be deemed to be a material breach of this Agreement and Grow It Forward may, at its sole discretion, may remove a Vendor from the event property for the remainder of the season.
- Agree to indemnify and hold harmless Grow It Forward Inc., its employees, volunteers, and sponsors, from any and all causes of action which may arise from the operation of Night Market 920 and 3rd of July Celebration, not caused by negligence of Grow It Forward Inc., its employees, volunteers, and sponsors.
- Give permission for Grow It Forward Inc. to use any photos, videotape, etc. taken of products or person in any and all publicity and advertising promoting the event.
- You certify that you have read, understand and agree to adhere to all applicable rules and guidelines as outlined and referenced in this document. You further understand that should you fail to comply with these specified rules and guidelines, your participation in the Grow It Forward's events may be terminated with no refund given.

Metro Jam, Night Market 920, & 3rd of July Celebration

2023 VENDOR SPECIAL EVENT AGREEMENT

Business Name:			
Vendor Name:	First:	Last:	
Address:			
Phone/Email:			
Sellers Permit # (15 digits starting with 456)	456-		
For the State of Wisconsin Department of Revenue's S240 Event Reporting Requirement, please provide ONE of the following:			
SSN (last 4 digits):		FEIN (last 4 digits):	
Describe what you plan to sell:			

Metro Jam – Food Vendors & Merchants

Please select the date(s) you would like to attend:

June 16 th : 5:00 pm - 9:30 pm	\$50 per individual truck/merchant stand	
June 17 th : 10:00 am - 10:00 pm	\$50 per individual truck/merchant stand	

Night Market 920 – Food Vendors & Merchants

Please select the date(s) you would like to attend:

June 21 st : 5:00 pm - 9:30 pm	\$50 per individual truck/merchant stand	
July 19 th : 5:00 pm - 9:30 pm	\$50 per individual truck/merchant stand	
August 9 th : 5:00 pm - 9:30 pm	\$50 per individual truck/merchant stand	

3rd of July Celebration – Food Vendors ONLY

Please select the date you would like to attend:

July 3 rd : 4:30 pm - 11:00 pm	\$50 per individual truck/merchant stand	
---	--	--

- Grow It Forward shall not be liable for any damage or injury to the Vendor, or any other person or to any property, occurring on the Premises.
- Please note, we cannot guarantee non-duplication of vendor offerings, but will try our best to ensure duplicating vendors are not located next to one another.
- All applications and fees MUST be received with payment by May 31st for the dates you are interested in. If you have any questions, contact Amber at 920-645-9467.
- Mail to: 1501 Marshall Street, Manitowoc, WI 54220

I have read and understand the information for this special event agreement.

Signature: _____ Date: _____