

UPTOWN NIGHT MARKET – GUIDING PRINCIPLES

- 1. Customer confidence** – the Uptown Night Market will play a key role in the provision of food, arts culture and vibrancy for our community. The Market intends to open in a manner that instills confidence in customers that the market is safe and well managed, which has implemented thorough and thoughtful measures to minimize the potential transmission of airborne viruses and diseases.
- 2. Health and well-being of staff, vendors, vendor staff and customers** – in operating the Market under the proposed operating model, the safety and well-being of all staff, vendors, customers, volunteers and anyone who engages in the Market, is of the utmost importance.
- 3. Collaborative communications effort to customers** – recognizing that each vendor has its own unique audience, the BIA will collaborate communications and promotions around aspects such as the timing of messaging and consistency of messaging, where possible.
- 4. Supporting Local Charities** – Night market vendors are asked to make a one-time \$50 donation to one of the following Charities, and send us the proof of donation (via cell phone photo or scan through email):
 - [Food Bank of Waterloo Region](#)
 - [Spectrum](#)
 - [Women’s Crisis Services](#)
 - [Food For Kids Waterloo Region](#)
 - [Kitchener Waterloo Humane Society](#)

UPTOWN NIGHT MARKET – VENDOR PROTOCOLS AND REQUIREMENTS

The following protocols must be followed, while operating in the Uptown Night Market

- 1.** Vendors will have access to their space one hour before the start of the Market for set up so they can be ready 15 minutes prior to opening – and one hour after the end, for take down.
- 2.** Due to demand, vendors may be scheduled on a rotating basis and will be provided with at least one week notification of selection.
- 3. Vendors are required to provide their own tables, chairs & market-tent** (*tents not only help with the market’s uniformed look, but also gives you a place to hang your solar lighting as well as protect from unexpected weather.*) – **We have limited solar lights to share at a first come first serve bases. We highly encourage you to bring your own if possible. Vendor tents must be secured or weighted to avoid wind lift, as this could become a liability.**
- 4.** Vendors will be required to register each Market day with BIA staff, who will record vendor staff names and contact information, so that a record is maintained of those in attendance each market day. No-shows will not be invited to return. Please give 24 hours notice if you need to cancel.
- 5.** Food vendors will need to complete a market vendor application form as provided by Public Health.



Vendors who are not in compliance with the above requirements, or are found to be operating in what is deemed as an unsafe manner, will be asked to leave the premises.

NOTE: The use of washrooms for vendors will be at the Waterloo Public Library. Our staff can watch your booth while you take your break.

UPTOWN NIGHT MARKET – VENDOR MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING

I _____ confirm that I have read and will adhere to all of the documentation supplied to me in this Uptown Night Market Vendor Protocol and Requirements document.

I also agree to the following:

- I will pay the one-time application fee of \$50 to the charity upon my first market directly to the 2023 chosen charity (Uptown Waterloo businesses exempt).

Vendor/Business Name

Phone number

Date

NON-FOOD VENDORS: A separate Food Vendor form will be sent to you. Kindly ensure you have read the requirements and sign the memorandum of understanding (above) and send your signed copies to Dawne Taylor-Gilders: dawne.gilders@waterloo.ca

FOOD VENDORS: Please review all pages and sign the memorandum of understanding (above) and send your signed copy to Dawne Taylor-Gilders.