



UPTOWN NIGHT MARKET – VENDOR GUIDELINES AND APPLICATION 2026

UPTOWN NIGHT MARKET – GUIDING PRINCIPLES

1. **Customer confidence** – the Uptown Night Market plays a key role in the provision of vibrancy for our community Thursday nights in Uptown. The Market intends to operate in a manner that instills confidence in customers that the market is safe and well managed.
2. **Health and well-being of staff, vendors, and customers** – in operating the Night Market the safety and well-being of all staff, vendors, customers, volunteers and anyone who engages in the Market, is of the utmost importance.
3. **Integrity of products** – The Night Market is intended to support local and Canadian businesses/vendors/makers.
4. **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.
5. **Supporting Local Charities** – Night market vendors must make a **one-time** \$50 (or more) donation to a charity of their choice. For reference, below is a list of some potential, local options. Please send us the proof of your donation to jane.barkley@waterloo.ca:
 - [Food Bank of Waterloo Region](#)
 - [Spectrum](#)
 - [Women’s Crisis Services](#)
 - [Food For Kids Waterloo Region](#)
 - [Kitchener Waterloo Humane Society](#)
 - [K-W Navy League Cadets](#)
 - [Visit Canada Helps](#) (for a larger list of charities)

UPTOWN NIGHT MARKET – VENDOR PROTOCOLS AND REQUIREMENTS

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

1. The Market operates from 7-10PM every Thursday throughout July and August. 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 will be scheduled on a rotating basis and we cannot guarantee preferred dates.
3. **Vendor space: vendor spaces range from 8x8’ to 10x10’. Vendors are required to provide their own tables & chairs - tents not necessary as we are under a covered location at the Waterloo Public Library lower lot.**



4. Vendors will check in each market day with BIA staff when they arrive. BIA staff will check vendors in and help direct them to a space for setup. Please note that spaces are filled as vendors arrive. Parking is available on site at the library.
5. Please give 24 hours notice if you need to cancel.
6. **Food vendors** will need to complete a market vendor application form provided by Public Health which can be found [HERE](#). This form does not need to be submitted until after your initial application is approved.

Vendors who are not in compliance with the above requirements or are found to be operating in what is deemed as an unsafe or disrespectful 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. The library is open until 9PM.