



Downtown Rochester Makers' Market

Saturday, June 22, 2024
10 am - 6 pm on W. 4th Street

RULES & REGULATIONS

1. HOURS OF OPERATION/LOCATION:

- The Downtown Rochester Makers' Market will be held on Saturday, June 22 (rain or shine).
- Event hours are 10:00 a.m. - 6:00 p.m.
- Vendors are required to stay during the entire time the market is open. If you begin to take down early, you will not be allowed to participate in future events.
- The market will remain open even in the event of rain.
- The market must be vacated by 7:00 p.m. on Saturday, June 22.

2. ITEMS TO BE SOLD:

- All work exhibited must be original and handcrafted by the artist.
- All items sold at the market are subject to review and approval of the Downtown Rochester's Makers' Market committee and the Rochester Downtown Development Authority (DDA).
- To keep the market diverse for customers and successful for vendors, the Makers' Market Committee and the DDA reserves the right to limit the number of vendors in each category. Duplications will not be accepted.
- Vendors are only to bring items for sale that they disclose in their application. Failure to do so can result in the event staff asking you to remove those items from your booth for the duration of the show.

3. VENDOR SPACES:

- Vendor spaces are either 10x10 or 10x20 that will be located on W. 4th Street (asphalt).
- Vendors are required to provide their own tent, table(s), chairs, electrical cords, and tent weights.
 - All tents MUST have tent weights, if you do not have weights for your tent, the event staff will ask you to take down your tent for the event.
 - Electrical cords MUST be damage free, heavy duty, three prong grounded, outdoor rated and are able to carry at least 15 amps and a minimum of 100 feet long.
- There is no access to Wi-Fi.
- Vendors are limited to their own space and may not use any portion of the walkway for display purposes, as they must be kept clear for the free passage of pedestrians.
- Vendors CANNOT sublease your space to anyone else. Sharing a booth is also not allowed. The only people allowed to sell or display in your vendor area are those whose names are shown on the registration.

4. VENDOR REQUIREMENTS:

- All applicants must submit the following: 3 images of artwork, and 1 image of your booth display. If you do not have a photo of your booth, please submit a drawing with a detailed description of your setup. Upon acceptance to the festival, these photos may be used for event promotion.
- Vendors are responsible for their own property and are responsible for insurance and protection of artwork and displays.
- Exhibitors agree to conduct themselves in a respectful, cooperative manner. Any behavior deemed inappropriate by event staff may result in expulsion. The Downtown Rochester's Makers' Market is a family-friendly event and does not wish to include radical, disturbing displays or outbursts at this event.

5. INSURANCE:

EXHIBIT I Downtown Rochester Makers' Market Insurance Requirements

During any period in which an individual or entity is using property owned by the Rochester DDA and comprising the Downtown Rochester Makers' Market, the individual or entity shall provide and maintain, at its own expense, all insurance set forth and marked below, protecting the Rochester DDA against any Claims, as defined in this Exhibit. The insurance shall be written for not less than any minimum coverage herein specified. Insurance document must list the Rochester DDA, 431 S. Main, Rochester, MI as additional insured. For purposed of the following insurance requirements;

INSURANCE REQUIREMENTS: The Vendor shall not commence work under this Agreement until it has, at its sole expense, obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with carriers acceptable to the CITY OF ROCHESTER.

Commercial General Liability Insurance: Vendor shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

6. FOOD VENDORS:

- All products must meet Michigan Department of Agriculture packaging and labeling standards. No food and drink samples can be given away at the Market without proper food sampling precautions outlined from the Michigan Department of Agriculture. All vendors offering food samples are responsible for the safety of the food samples being offered.
- If selling food related products the Rochester DDA will require proof of MDARD or Oakland County Licensing - dependent on your designated product.

7. SET-UP / TAKEDOWN:

- Vendors are allowed to arrive as early as 6:00 a.m. on June 22.
- Unloading of products to your vendor space must be completed and any vehicles removed by 9:45 a.m.
- After the market ends at 6 p.m., vehicles are NOT allowed to drive back in the event space until 6:10 p.m. This allows event staff to get customers out and to make sure traffic is controlled in a safe manner.
- Each vendor must remove all waste and refuse from their vendor space before leaving the market. All boxes, bags, containers and other refuse shall not be left on-site at the close of the market day.

8. PARKING:

- Designated vendor parking is available in the public parking lot at the Municipal park on Sixth Street. All public parking is available nearby for customers.

9. CANCELLATIONS / SEVERE WEATHER:

- There will be NO refunds after the initial notification of show status by: April 24, 2024
- The Rochester DDA does not provide refunds if you are unable to attend or you cancel for the event.
- In the event of inclement weather, the Rochester DDA will asses the necessary safety measures.
- If inclement weather begins prior to event hours and prevents the show from happening, you will automatically be approved for next years show.
- If inclement weather during event hours the Rochester DDA will not provide a refund.
- Inclement weather is considered: high winds, lightening or thunder.