



To establish a lively market and entertainment destination in the Historic Millwork District in downtown Dubuque, IA while engaging the community with local farmers and businesses through food, drinks, arts, and music.

Goals of the Millwork Night Market:

- ❖ To drive more residents and visitors to downtown Dubuque and the Historic Millwork District
- ❖ Introduce patrons to the businesses in the Historic Millwork District
- ❖ Provide nightlife and entertainment for residents in the surrounding neighborhoods
- ❖ Establish a vibrant monthly night market for Dubuque, IA
- ❖ Build upon the Millwork District mantra: Live. Work. Play
- ❖ Promote sales for locally grown and produced products
- ❖ Increase access for locally grown produce
- ❖ Provide opportunity for local entrepreneurs by encouraging new small business development and business growth
- ❖ Expose consumers to local farms, eateries, breweries, musicians, and artisans

The Millwork Night Market is located at 7th St. through 9th St on Jackson St. in downtown, Dubuque, IA.

Items that can be sold at the Millwork Night Market:

- ❖ Fresh Fruits & Vegetables
- ❖ Meats
- ❖ Eggs & Dairy
- ❖ Honey
- ❖ Maple Syrup
- ❖ Plants/Flowers
- ❖ Jams & Jellies
- ❖ Baked Goods
- ❖ Prepared Foods (Salsas, Pickles, etc)
- ❖ Art
- ❖ Crafts
- ❖ Soaps & Lotions
- ❖ Handmade Jewelry
- ❖ Clothing

The Basics

- ❖ No Fires or Fireworks.
- ❖ No Firearms or other weapons. For the safety of our patrons and fellow vendors, no firearms or other weapons are allowed at market.
- ❖ No Solicitation.
- ❖ No Smoking. Vendors are not allowed to smoke while doing business at market. Those wishing to smoke may do so in designated areas beyond the market boundaries.
- ❖ Leave no trace. Vendors are responsible for disposing of their own trash and cleaning up the area they vended in. The market provides trash receptacles for patrons only.
- ❖ No music at vendor stalls. The Millwork night market supports local musicians, and has hired professional entertainment.
- ❖ No pets, with the exception of service animals. No sale of live animals.
- ❖ Respect Everyone. All vendors, customers, volunteers, and staff of the market are to be treated respectfully and courteously. Vendors are expected to conduct themselves professionally and honestly. We strive for a safe and comfortable environment for everyone.
- ❖ No Discrimination. The Millwork Night Market will not tolerate discrimination of race, color, sex, age, religion, sexual orientation, nationality, or physical ability.

All vendors are required to comply with The City of Dubuque ordinances, regulations, and rules along with state and federal laws. Failure to abide by ordinance, laws, and regulations may be basis for removal from the market. This includes, but isn't limited to: assault or abuse directed toward other vendors, customers, market management, market staff, volunteers, or the general public.

Attendance & Tardiness

Vendors must arrive between 2:45 pm to 4:45 pm. Any vendor that will be arriving late, must contact the market manager prior to 4:45 pm on the day of market. Tardiness is enforced with the policy below.

Vendors must notify market manager 7 days prior if they will be unavailable to attend market day.

Full season vendors please note: Vendors are allowed **only one** excused absence. Due to the small scale of our market and organization, missing more than one market day (excused or unexcused) will result in the vendor paying the “drop-in” fee rather than the full season fee.

Rules are enforced as the following-

First: Verbal warning. Second: Written warning. Third: Removal

The market manager has the authority to immediately settle any disputes regarding product legitimacy, procedural or vendor conduct violations, and impose penalties up to and including removal from the market.

Setup/Teardown

Setup begins at 2:45 pm and must be completed by 4:45 pm. In consideration of local businesses, and event organizers, vendors are not allowed to begin setup prior to 2:45 pm. Vendors may unload their vehicles at their assigned stalls and then their vehicle must be moved to the designated location for vendor parking. This location will be communicated by the market manager. No vehicles are allowed in market boundaries after 4:45 pm (See exceptions in “Vehicles & Parking”).

Tear down begins at 9 pm and must be completed by 10 pm. Vendors may move their vehicles into their assigned stall for tear down at 9:15 pm. Exceptions will be determined by the market manager.

Inclement Weather Policy

The Millwork Night Market is a rain or shine event.

Phones, radios, weather applications, and local news sources will be used for tracking inclement weather.

In the case of severe weather, the market staff may choose to cancel or close the market. Should the market close during business hours, vendors and customers will be notified ASAP via the PA system and will be directed to safety. The lower level of the Caradco building will serve as our emergency shelter. Should the market be cancelled prior to market date, an email will be sent out notifying vendors of cancellation.

Vendors are allowed to pack up their products at any time in order to maintain quality and safety.

Stall Spaces

Vendors are to only set up in their assigned stall. The Market Manager will communicate to the vendors regarding their stall space. Vendors are to keep their equipment, products, tables, tents, etc within their designated space. Vendors should keep supplies, spare stock, packing materials, etc. in an orderly fashion.

Vehicles & Parking

Vendor vehicles are not allowed in market boundaries (except for setup and teardown). Off street parking is provided. There is also a city parking ramp located at 9th & Washington St. The designated vendor parking location will be determined by the market manager and will be communicated prior to market.

Exceptions for vehicles within market boundaries: Any vehicle serving as a refrigerator, freezer, or food truck will be allowed to park in market. The vehicle must be parked within the assigned stall and remain flush with the curb. The vehicle must also be approved by the market manager prior to market.

Generators

Any use of a generator must be approved by the Market Manager prior to market day.

Signage

Vendors are encouraged to display their business logo/name via posters, boards, banners, etc. All signage must be kept in the vendor's assigned space. Any permits and/or licenses must be visibly displayed. Goods for sale should be clearly marked with their price and should be legible yet large enough to read.

Labeling, Packaging, Supplies

All processed food items must be properly labeled. This includes:

Product name, list of ingredients, allergen information, net weight or volume, and name and address or phone number of vendor.

All products must be properly packaged and sealed. Re-using packaging for new, fresh product is not allowed nor safe. Boxes, trays, clamshell containers, plastic wrap, and ziplock bags are allowed for packing product. Please contact Tim Link at 563-589-4181 for further questions.

The Millwork Night Market is striving to provide a clean, sustainable, and reduced waste environment. Please encourage customers to use canvas or reusable bags for shopping. The use of plastic bags IS NOT encouraged and vendors should consider alternatives (paper or canvas bags, boxes, etc).

No styrofoam allowed.

No glass allowed. The exception is for non-prepared food vendors selling products in glass. (I.e: jams, honey, soaps/lotions, salsas/pickles, etc.)

No metal cans. (Please reach out to the Market Manager if this is a concern)

Plastic containers must be #1-#5. The use of compostable products is highly encouraged.

Food vendors & vendors selling ready to eat food- Please Note: All serving ware must be recyclable or compostable. Address any questions or concerns with the market manager prior to market day. We also urge vendors to only provide utensils and napkins upon request in order to reduce our waste at our market. All those not complying with serving ware requirements will be asked to do so immediately on market day.

Safety

Vendors are only allowed to drive within the market boundaries during setup and teardown.

Barricades may only be moved during setup and teardown times. If moved, the barricade must be placed back into its designated space immediately. Staff is available to assist a vendor with barricades. Don't hesitate to ask for help!

The safety of our vendors, customers, volunteers, and staff is a top priority.

Taxes

It is the vendor's responsibility, if necessary, to charge proper sales tax and obtain appropriate permits. More information is available online at www.state.ia.us/tax or by calling the Iowa Department of Revenue at 1-515-802-7002.

Insurance & Licensing

Vendors must provide proof of liability insurance. No insurance is provided by the Millwork Night Market to participants in the market. All vendors are urged to carry commercial liability insurance with limit of at least \$1,000,000 per occurrence and general aggregate limits of at least \$1,000,000.

All vendors participating in the Millwork Night Market are responsible for any loss, personal injury, deaths, or any other damage that may occur as a result of the vendor's negligence or that of its employees or agents. All vendors hereby agree to indemnify and save Wicked River LLC, the City of Dubuque, and The Millwork Night Market volunteers and staff harmless from any loss, cost, damages, and other expenses, including attorney's fees, suffered or incurred due to participation in the Millwork Night Market.

Vendors are responsible for obtaining all proper licenses, insurance certificates, and permits that are required for the sale of the vendor's products at all markets. Copies of such proof must be submitted with the vendor application. (ie: License to Sell Potentially Hazardous Food at a Farmers' Market, Mobile Food License, Temporary Food License) Please contact the City of Dubuque Health Department and Tim Link at 563-589-4181 for further information.