

REDLANDS MARKET NIGHT
Terms & Conditions
(Revised 10/15)

PURPOSE AND GOALS

Market Night is an event that is organized, operated and administered by the City of Redlands. The purpose of Market Night is to promote business in the downtown core. This event is designed to:

- Create a positive image for downtown Redlands;
- Expose community members and visitors to the merchandise and services offered downtown;
- Promote the downtown as the center of retail, social, and civic activity;
- Provide local growers with an opportunity to sell their produce;
- Enhance the community as a whole.

It is the goal to provide a wholesome, family atmosphere. The activities should appeal to all ages, and provide a product/service mix that reaches all aspects of the marketplace.

APPLICATIONS

The City of Redlands has full discretion concerning the use of State Street for Market Night activities. To participate in Market Night, an application must be received approximately fourteen (14) to thirty (30) days prior to the desired date. The City of Redlands has the right to review the application at its discretion. Applicants may submit pictures or Web address with their application for staff to view merchandise or information. Applicants will be notified if their application is approved or not.

*** NOTE: Vendors wishing to sell items not listed on their applications, or make any changes to their market activity must submit changes for approval.**

ACTIVITY CLASSIFICATION

MARKET NIGHT STAFF RESERVES THE RIGHT TO LIMIT PARTICIPATION IN ANY CLASSIFICATION, TYPE OF MERCHANDISE, OR SERVICE TO PROVIDE THE PRODUCT/SERVICE MIX DESIRED FOR THE ENTIRE MARKET.

Direct Sales: Direct sales may be conducted by nonprofit organizations and other licensed individuals and businesses upon approval by the City of Redlands. Sales must be limited to those items specified on the application.

Fundraising by and for Nonprofit Organizations: Organizations wishing to raise funds during Market Night shall have a not-for-profit status. Verification of identification number is required and shall be provided upon submission of the application. In addition, all moneys generated by sales or solicitations, excluding direct material costs, shall go to the nonprofit group. The City of Redlands may request full accounting.

Distribution of Information: All groups or individuals wishing to disseminate information, pass petitions, or promote political, religious, or personal beliefs are asked to submit a signed application. These groups are also responsible for **picking up any litter generated** by the distribution of hand-outs. Bull horns, loudspeakers, and other means of sound amplification shall not be used. Participants may not harass, follow, or intimidate downtown visitors. There shall be no posting of handbills on trees, buildings, or vehicles.

Food Concessions: Food vendors shall submit copies of appropriate San Bernardino Department of Environmental Health Services permits upon approval of their application. It is the responsibility of individual food vendors to learn and adhere to all Health Department regulations and standards. Food vendors are required to have a Type K wet chemical fire extinguisher in their booths at all times.

Food vendors shall place a minimum of **one trash receptacle** outside their booth for customer use. In addition, food vendors shall place a drop cloth on the ground within the booth area and in any other cooking area where food or grease may leave residue. Food vendors **must remove and take all grease, food remnants, and trash from their booth and the market** upon dismantling. Leaving trash next to existing trash receptacles **is not permitted**. If this continues to be a problem, food vendor fees will be raised to pay for the extra expenses incurred.

PERMITS AND DOCUMENTATION

Participants shall comply with all city, county and state permit requirements. It is the **responsibility of the vendor** to be aware of all permit requirements and, *upon approval*, pay any fees associated with the issuance of these permits. The following **permits shall be on premises** during Market Night:

- City of Redlands Business License tax receipt - 798-7557 BusinessLicense@cityofredlands.org
- Home Occupational Permit (applies to vendors who are Redlands residents and are conducting business from their homes only) 798-7555 <http://www.cityofredlands.org/permitcenter>
- San Bernardino County health permit (for food vendors only) (800) 442-2283 <http://www.sbcounty.gov/dph/dehs/Depts/EnvironmentalHealth/BusinessServices/applications.aspx>
- State Board of Equalization permit naming **35 Cajon, Redlands** as the business sub-location, (951) 680-6400. <http://www.boe.ca.gov/info/reg.htm>

POSTING PERMITS AND DOCUMENTATION (posting 5.04.470)

Every person having a license under the provisions of this chapter and chapter 5.08 for carrying on a business at a fixed place of business, shall keep such license posted for exhibition while in force in some conspicuous part of such business.

FEES

Base fees have been established to mitigate some of the costs associated with operating the market including street cleaning and sweeping; trash pick-up; portable toilet facilities; police; etc.

Spaces are 12' x 12' Mini spaces are 6 'x 3'

\$65 per market	Food vendors (food meant for consumption at the market)
\$60 per market	Regular vendor
\$60 per market	Kids' zone vendor (bounce house, inflatables, bungee, train rides, climbing wall, etc.)
\$50 per market	Non-profit organizations
\$50 per market	Animal attractions (pony rides, carriage rides, petting zoo, etc.)
\$50 per market	Mini space
\$30 per market	"Downtown businesses" (No additional discounts apply. One space per storefront) <i>"Downtown businesses" are defined as those within the following boundaries: The south side of Redlands Boulevard on the north; the west side of Ninth Street on the east; Citrus Avenue on the south; and the east side Orange Street on the west.</i>

The following discounts are available:

10% OFF	With advance payment of 4 consecutive weeks
20% OFF	With advance payment of 12 consecutive weeks
\$15 OFF	January through March, \$15 shall be deducted from the food and regular vendor space fees
\$10 OFF	January through March, \$10 shall be deducted from the mini, non-profit and animal space fees

LATE FEE

All fees must be paid by **5:30 p.m.** on the **Tuesday** prior to Thursday's participation. If payment is not received by this time, a **\$10.00 late fee** will be charged.

CANCELATION POLICY

The City of Redlands recognizes the fact that situations may arise which prevents participation. The deadline for notifying Market Night staff of a cancellation is **5:30 p.m.** on the **Tuesday** prior to Thursday's participation. A credit will be issued for cancellations. Failure to provide staff with notice by the deadline shall result in the loss of any fees paid.

Vendors who prefer a refund after providing cancellation notice by the aforementioned deadline may submit the request in writing with proof of payment and vendor contact information including business name, contact person, mailing address and phone number. The City of Redlands Finance Department will process the request and mail a check to the vendor. The check

should arrive three to four weeks later.

RAIN POLICY

Market Rain Policy: Staff will determine if the market will be cancelled due to rain by monitoring the evening's forecast on the AccuWeather website Thursday at noon. If the forecast predicts a 60% chance of rain during the hours of 5 pm through 9 pm, Market Night will be cancelled for the evening. Should the weather defy the forecast, the Market Night staff will cancel the market if it is raining at 2 p.m. or later and/or if the streets are significantly wet at that time. When the market is canceled, a message will be put on the home page of the City's Web site www.cityofredlands.org. Farmers and vendors can look up the website at <http://www.accuweather.com/en/us/redlands-ca/92373/hourly-weather-forecast/331975>.

If the market has been canceled before 7:30 p.m. all vendors will be given a refund. If staff cancels the market at 7:30 p.m. or later no refund will be given.

SPACE ALLOCATION

Space numbers are marked in the gutter and are located in the center of the space with marks on either side designating the space width. Standard space size is 12' x 12'. Participants must stay within their assigned spaces. The sidewalks, streets, planters and fire lanes must remain clear at all times. Boxes and storage items will not be allowed in the view of the public. Vendors must present an attractive display including the use of table drapes, using the same color and material. Drapes must be hemmed and long enough to cover any items stored underneath.

The City of Redlands reserves the right to relocate vendors and/or reassign spaces at its discretion. Activities no longer deemed appropriate, or that do not coincide with Market Night goals shall be discontinued.

Mini spaces are available on a limited basis. Participants conducting market activities in mini spaces are limited to one 6' x 3' foot table. Structures, canopies, etc. are **not** permitted in mini spaces

STREET CLOSURE, SET UP AND DISMANTLING

Vendors ARE NOT ALLOWED TO PARK ON STATE STREET UNTIL 5 P.M. (no exceptions). A Market Night Citation/Warning will be given to anyone violating this rule. Vehicles parked on State Street have until 5:30 p.m. to vacate the premises. At 5 p.m. an air horn will be sounded, which signals vendors may enter State Street and unload at the curbside. At no time are vendors to block the street preventing a constant flow of traffic. Vendors will always give right-of-way to vehicles parked on State Street, trying to vacate a parking space. At no time will a vendor be allowed to bring more than one vehicle on the street at a time. **After unloading and before setting up, the vehicles must be removed from the street.**

Vendors may not block parking spaces or sidewalks prior to the 5:00 set up time under any circumstances. Business entrances and their 'Private Parking' spaces cannot be blocked at any time. All vehicles must be off State Street by 5:50 p.m. and all parking rules and regulations will be strictly enforced. Vendors arriving late (after 5:45 p.m.) are not guaranteed access to their space, and shall forfeit any payments made if they choose not to participate.

Activities conclude at 9:00 p.m. (9:30 p.m. from June - August). Booths shall be dismantled and merchandise shall be packed **prior to bringing vehicles onto the street.** During dismantling, vehicles are allowed on the street for loading only. Barricades are removed approximately one half hour after market activities conclude. **Blocking the street is not allowed at any time.**

FIRE LANES

Fire lanes **must** be maintained during set up, operation and dismantling. Vehicles must be able to proceed down the center of the street at all times. Only "people" events shall be permitted in the fire lanes. No tables, risers or other equipment is allowed without express written permission by the Fire Department and/or the City of Redlands. Participants shall be aware of code requirements and comply; offenders shall be cited.

FIRE INSPECTIONS

The Fire Department will conduct fire safety inspections for all concessions and enforce fire protection standards for this event. Inspections will consist of certifying that all participating concessionaires have met the required fire safety standards.

The following is a list of the most common fire safety violations that the fire inspectors will be checking:

1. All concessionaires shall have a minimum of one 2A/10B:C dry chemical for extinguisher with a California State Fire Marshall approved service tag that reflects a current annual inspection date.
2. For food concessionaires that are performing cooking operations, such as frying or grilling, shall have one class K fire extinguisher with a California State Fire Marshall approved service tag that reflects a current annual inspection date.
3. Hood and duct fire suppression systems shall have a California State Fire Marshall approved service tag that reflects a current semi-annual inspection date.
4. Extension cords shall be of appropriate size for the electrical circuit load. The use of cube blocks and multi-tap connectors are not permitted.
5. Ensure all trash and rubbish is kept in approved containers provided with lids. Ensure good housekeeping in and around concession stand is maintained.
6. Portable LP-gas containers, piping, valves and fittings used to fuel cooking shall be adequately protected to prevent tampering, damage by vehicles, secured from falling over or other hazards.
7. All tents, temporary membrane structure, canopies and decorative materials shall be noncombustible flame retardant materials, or treated with a fire proofing solution.

Please remember that the Redlands Fire Department's primary concern is for your safety and that of your patrons. The prevention of fires due to avoidable causes is the desired effect of these regulations and the department's inspections. If there are any questions, please contact the Fire Department at (909)798-7601. Thank you for your cooperation.

ELECTRICAL REQUIREMENTS

Specific guidelines have been established for State Street electrical use. Vendors are restricted to a **maximum of 75 watts** and food vendors are limited to 5 amps. Compact fluorescent lighting is required. Vendors may be required to provide generators if electrical requirements exceed the electrical system's limit.

EQUIPMENT REQUIREMENTS

The City of Redlands is under no obligation to provide power, water or any other supplies or equipment to participants. Power bars and extension cords shall be secured by vendors and conform to city requirements. An applicant needing specific services must make these needs known on the application.

GENERAL RULES

1. The City of Redlands is not responsible for theft or damages to property belonging to persons participating in Market Night; nor does the City assume any responsibility for items left unattended during Market Night activities.
2. No person participating in Market Night shall state, imply or otherwise suggest that the City of Redlands sponsors or supports the views of his/her organization.
3. Booths must be staffed at all times, and participants in Market Night shall be appropriately dressed and conduct themselves with proper decorum.
4. Participants may not sell merchandise of adult nature, smoking, alcohol or drug paraphernalia. Neither may any merchandise be sold that may imply, suggest or support this type of activity.
5. No person shall deface or otherwise abuse downtown buildings, plants or other facilities. Vendors are not permitted to set-up merchandise, booth materials, etc. on sidewalks or in planters.
6. All participants shall reimburse the City of Redlands for any costs incurred relating directly to their activity. This includes damage to: landscaping, street fixtures, electrical outlets, storefronts, etc.
7. All participants shall keep their area clean during the activity, and leave the space and surrounding area clean afterward. Vendors are required to take all waste caused by or relating to their activity with them. If additional garbage collection, street sweeping or other clean up is required, vendor fees will be increased to cover all costs.

8. Animals are not allowed on the street during Market Night (Ordinance Sec. 12.40.110 RMC) without a permit issued by the City of Redlands.
9. Excessive noise from sound systems, musical performances and other audio equipment is prohibited. Vendors and entertainers using audio equipment shall ensure that noise levels created by their activity do not interfere with the activities of other market participants. Any violations or complaints about the noise level will be grounds for suspension.
10. Whereas, parties involved in the selling or transfer of items for sale during this event known as Market Night, under penalties of law, under the copyright codes set forth with the Department of Commerce, will not transfer or permit for resale, items that do not bear the registered trademark of trademarked items, without the written approval of the registering agency and its companies, for which items are protected under the trademark act. In the event that a vendor is caught selling illegal items, the Market Night staff and the City of Redlands cannot be held responsible for the actions of the vendor and the vendor will be immediately suspended from the Redlands Market.
11. Vendors shall not interfere, verbally or physically, with the activities of other market participants. All questions and/or complaints should be directed to the City of Redlands. Staff will respond accordingly.
12. Vendors are not allowed to sell irregulars, secondhand, buy-out or clearance, used or preowned merchandise.
13. Booth display requirements within vendors' area must include: all tables be covered by table drapes; **NO** selling out of storage boxes; all storage boxes are to be covered by the table drapes; signs must be of professional quality (NOT hand written) and **NO** flashing, blinking or strobe lights may be used.
14. **To qualify for the "Downtown businesses" discounted space fees and/or vendor space location considerations, "Downtown businesses" must sell or promote only those products or services offered by and related to their downtown business.** Booths must be merchandised and staffed at all times. "Downtown businesses" shall abide by the same rules, regulations, and cancelation policies as vendors. An application shall be completed indicating the dates requested.
15. All participants shall comply with all of the above rules. Noncompliance, including offensive conduct, may result in immediate revocation of Market Night privileges and forfeiture of fees. The City of Redlands reserves the right to refuse participation to any applicant; the City shall not discriminate on the basis of race, religion, creed, color, sex or national origin.
16. Citations shall be issued to any participant not complying with any rules and regulations of Market Night. If non-compliance continues after a 2nd citation is issued (regardless of reason) participant shall be suspended from the Market.
17. Any Market Night participant that is denied access, reprimanded, or questions any decision made has recourse by submitting written request for consideration to the City of Redlands.
18. **Smoking is not permitted** on State St. between Orange & Redlands Blvd. **Smoking is permitted** on 5th, 6th, 7th, 8th & 9th street twenty feet from the market PER RMC 8.54.035
19. Should ownership of a business participating in the market be transferred to a new owner, the new owner must complete a Market Night application. At its discretion, the City of Redlands will review the application for approval/denial. Retaining the same space assignment and/or participation in the market is not guaranteed.
20. Market Night rules are subject to change without notice.

If you are interested in participating in Market Night, complete the application online at www.cityofredlands.org.