



Artisan Vendor Handbook & Contract

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Section 1 – Event overview

Thursdays Downtown is a summer market and music festival occurring every Thursday starting June 15, 2023, and running through August 17, 2023, in downtown Rochester. The event features vendors representing more than 11 categories of products, with most items being handmade. Thursdays Downtown also features live music on two stages three times a day. Average event attendance is 15,000 to 20,000 people per week, with an estimated seasonal attendance of 185,000 people.

Thursdays Downtown brings together people from all walks of life: from Mayo Clinic patients, downtown employees, life-long Rochester residents, and everyone in between, to unite them with arts, music, and food.

- **2023 dates:** Every Thursday June 15 through August 17, 2023 (10 total dates)
- **Location:** 1st Avenue SW, 3rd Street SW, and Peace Plaza
- **Event hours:** 11 a.m. to 8:30 p.m.
- **Event web page:** DowntownRochesterMN.com/ThursdaysDowntown

Section 2 – Application process

- **2023 Application open:** January 25, 2023
 - **2023 Application deadline:** March 31, 2023
 - **2023 Acceptance letters emailed:** Starting April 17, 2023
1. **To apply:**
 - a. All vendor applications are completed online through [Manage My Market](#)
 - i. Applicants must be 18 years of age or older
 - ii. Applicants must list **all products** intended to sell on the application
 - iii. For information about applying, visit:
DowntownRochesterMN.com/ThursdaysDowntownVendors
 - b. Once a vendor applies to the market, no switching of dates will be allowed under any circumstances.
 2. **Booth types:**
 - a. Baked goods/farmers market
 - b. Jewelry
 - c. Pottery/glassware
 - d. Drawings/paintings/wall art
 - e. Photography
 - f. Woodworking
 - g. Textiles
 - h. Soaps/candles/lotions
 - i. Any unique handmade product the RDA finds to be a quality addition to the market

Note: The category breakdown is subject to change throughout the season because of applications received, cancellations, and filled booth spaces by wait list vendors.

3. Participation fee:

- a. \$135 per week for 10' x 10' space
 - i. Vendors requesting and subsequently assigned a corner booth space will be charged an additional \$50 per market date for that space.

4. Application fee:

- a. Upon applying to Manage My Market, vendors will be required to pay an **upfront fee of \$30**. This fee will only be waived for [special service district \(SSD\)](#) businesses.
- b. **An invoice will be sent to you through email once the RDA has received your application. Paying this fee is the last step to complete your application, and your application will be considered incomplete until the RDA receives this application fee.**
- c. NOTE: Paying the application fee **does not** guarantee entrance into the market.

5. Application review process:

- a. Applications will be reviewed by an unbiased jury. RDA staff facilitates the jury process but do not serve as jurors.
 - i. Original and unique products
 - ii. Craftsmanship (**at least 80 percent handmade**)
 - iii. Ties to the local community (ex. being a locally based artist or including locally grown ingredients)
 - iv. Artist's statement
 - a) 50-75 words describing the work in terms of unique concept, creative process, technique and/or materials used.
 - b) Statements longer than 75 words are subject to editing.
 - v. Two to four (2-4) color images of the completed work and of your booth space at previous public events.
- b. Failure to meet all guidelines or provide an artist's statement and color images will result in an incomplete application and will not be reviewed.

Section 3 - Accepted vendors

1. Booth placement:

- a. RDA staff will use the following considerations to assign booth locations:
 - i. The overall quality and diversification of the event
 - ii. Total number of event dates requested by the vendor applicant
 - iii. Proximity to competing/similar vendors and/or downtown businesses
 - iv. Electrical needs (electricity is **not** guaranteed)
 - v. Overall flow of the event
- b. There is no guarantee of booth location requests. RDA staff will try to consider requests within what is reasonable for the event.
- c. Vendors are provided a 10' x 10' space and must stay within the assigned allotted area. Sidewalks and walkways may not be used for products, displays, or storage.

2. Artist representation:

- a. The business owner or artist must always be present during the market selling the approved items.
- b. If sharing a booth with multiple artists, there must be at least one artist whose work is being sold present each date of participation in the market.

3. Products sold:

- a. All items being sold at the market must have been initially approved by the RDA. Vendors may not add products later in the season unless the RDA approves them first.
 - i. If a vendor is found to be selling products that did not originate with their initial application and did not receive permission by RDA staff, the vendor may be suspended for the remainder of the market season.

4. ST19 form:

- a. Event organizers are required to collect this form from all vendors. Access a blank form by [clicking here](#). Forms MUST be submitted with application prior to March 31, 2023.
 - i. Disclaimer: Submitting the ST19 form does not guarantee acceptance into the market. Please do not send payments prior to receiving the Thursdays Downtown welcome packet from the RDA. (Only payment is the \$30 application fee, which must be paid to be considered for market.)

5. Sales tax:

- a. This is each vendor’s responsibility.

6. Payments:

Vendors have two options for paying market fees:

- a. **Payment in full**
 - i. Full payments are due in advance of the market by **June 1, 2023**.
 - ii. Vendors who secure all 10 dates of the market will be offered a 10 percent discount off the total invoiced amount. **(This only applies to vendors selecting all 10 dates.)**
- b. **Two payments (only available to those who secure at least five [5] market dates)**
 - i. An initial payment of 50 percent of your total will be due in advance of the market by **June 1, 2023**. Payment of your remaining 50 percent balance will be due mid-season **July 11, 2023**.
 - **If the remaining balance is not paid by July 11, 2023, then you will forfeit the remainder of the market.**
 - ii. There will be no discount offered for the two-payment plan.

Please do not make any payments until receiving an invoice from RDA.

7. Late fees

- a. **Any payment not received by the deadline is subject to a late fee.** Late fees are added to the original invoiced amount and are structured as follows:

1-15 days late*	16-30 days late*	31-45 days late*	46+ days late*
8 percent of amount due	10 percent of amount due	12 percent of amount due	15 percent of amount due

*Please see payment options section above for due dates.

Note: Each delinquent payment past 30 days counts as one “risk”. If a vendor accumulates two “risks” and does not submit past due payment in full, the vendor will be eliminated from the market via email. There are NO exceptions for delinquent payments.

Thursdays Downtown vendors that have outstanding balances from previous markets will not be considered for the current market.

8. Rebuttal rule:

- a. If a vendor is not accepted into the market by the RDA, there are no rebuttals allowed.

9. Wait list additions:

- a. If a vendor from the waiting list agrees to fill a vendor space at the market, payment will be received over the phone upon acceptance of the dates (subject to a 3.65 percent processing fee) or during load-in time on event site prior to setting up.

Section 4 –Cancellations and refunds

1. All outstanding invoices or payments received are non-refundable unless specifically stated otherwise by RDA.
2. **Weather:**
 - a. RDA staff will work with the City of Rochester and the National Weather Service to track severe weather throughout the season. While this is a rain or shine market, factors that impact safety like hail, high winds, and/or lightning can be cause for delay or cancellation of Thursdays Downtown. Prolonged heavy rain may also cause cancellations.
 - b. Communications will be sent via email to vendors Wednesday afternoon with an update when weather looks threatening. Most often, the final decision to delay or cancel the event due to weather is decided at 6 a.m. Thursday and communicated to vendors via email.
 - c. Day of emergency communications will be communicated via Textify, the Thursdays Downtown text alert platform.
 - i. Sign up for alerts by texting **THURSDAYSDOWNTOWN** to 34444.
 - d. Thursdays Downtown is an outdoor market, which means rain and other unpredictable factors remain a possibility. Vendors should be prepared for outdoor weather elements. The event is immediately over when evacuation orders have been issued by RDA staff or the City of Rochester.
3. **Cancellations and refunds:**
 - a. **RDA cancellations**
 - i. **No refunds** will be applied to event dates cancelled by RDA because of weather or other unpredictable factors.
 - b. **Vendor cancellations**
 - i. If a vendor decides to cancel any market dates, the vendor must provide advanced notice so that staff can fill the booth space from the waiting list.
 - i. **No refunds will be given if the vendor cancels for any reason.**
4. **Termination:**
 - a. The RDA reserves the right to terminate any vendor in violation of any policy or procedure, including ill-behavior toward RDA staff and volunteers, event attendees, and/or other vendors, without warning. No refund will be issued.

Section 5 – Market day operations

1. Sale hours:

- a. Vendors must be set up to take sales from 11 a.m. to 8:30 p.m.
 - i. If a vendor sells out of product, they must remain at the event until 8:30 p.m. to present a full market and to maintain safe exit procedures.
 - ii. Should a vendor start ‘shifting’ their allocated space or taking down booth earlier than 8:30 p.m., the vendor will be asked to remain in their assigned (clearly marked out) spaces or forfeit deposit and miss the next Thursdays Downtown market date at no refund.

2. Canopies and signage:

- a. Each vendor must provide a fire or flame rated canopy (an EZ Up 10’ x 10’ tent is highly recommended), tables, and signage for their booth.
 - i. The canopy must be weighted down with at least 30 lbs. per leg (120 lbs. total). Weights must be actual tent weights and singularly attached to each tent leg.
 - ii. Use of propane tanks, tables, or other equipment as weights is prohibited and RDA reserves the right to enforce this regulation. If the vendor does not comply, vendor will be asked to halt sales until proper weights are secured.
- b. A sign or banner with your business name is highly recommended to easily identify the booth.
 - i. The signs/banners are to be affixed to your canopy. No signs or banners can be hung or posted on light towers or adjacent buildings. In addition, no sandwich boards are allowed outside of the booth space.
- c. Vendors who apply for any space must comply with the [City’s temporary membrane, structures, tents, and canopies policy](#).

3. Electricity:

- a. There is limited electricity for vendor usage. Food vendors will be accommodated first for electrical needs. Those with the greatest power needs will be placed near power sources located close to the stages. If electricity is needed for your booth, specify the voltage request including why electricity is needed on the application. The RDA will assign you a power source. If you utilize a source not assigned to you, you will be asked to remove your hook up. **Note: electricity is not guaranteed to all vendors.** Contact the RDA if you have any questions regarding power on site.
 - i. You may not bring your own personal generator unless it is a “whisper” generator and noise emitted is less than 70 decibels (dB). If you must use more power than originally provided to you, please e-mail events@downtownrochestermn.com or call Thomas Loehner, RDA Event Lead, at 507-218-9009.
 - ii. Dessert/bakery and handmade artisan vendors will have access to street pole outlets based on availability.

4. Sound:

- a. You may not play sound from your vendor booth. Thursdays Downtown is a music and art festival, and RDA programs the event area with both live and recorded music.

5. Load-in procedure:

- a. The vendor welcome packet will detail specific load-in times based on your booth location. Here is a general overview of the process:
 - i. Check-in with event staff and drive to booth space.
 - ii. Quickly unpack products from vehicle and park vehicle off-site.
 - iii. Return after parking to set up the tent and product displays.
 - iv. Any vendor unloading or parking in an unauthorized area will be asked to move and must comply, or they will be towed.
- b. Disclaimer: **The RDA is not responsible for vendor parking**, and any trucks and trailers must get in and out of vendor loading area as quickly as possible.

6. Load-out procedure:

- a. The vendor welcome packet will detail specific load-out times based on your booth location. Here is a general overview of the process:
 - i. Pack up all product and take down tent before retrieving vehicle.
 - ii. Retrieve vehicle from parking.
 - iii. Follow directions from event staff to drive to designated booth space.
 - iv. Quickly pack vehicle.
 - v. Follow directions from event staff and slowly drive out of the event.
- b. Vehicles are not allowed within the market space until event staff open the street barricades. Under no circumstances should a vendor move the barricades or enter the event site without staff approval.
 - i. Event staff will open the barricades after the music ends and most attendees have cleared from the event site.
 - ii. If barricades are closed, vendors must circle the block until event staff opens the street.
 - 1. Do NOT interfere with traffic by parking on the street outside of the barricades. Violators may be ticketed by law enforcement.
 - iii. Use the utmost caution when entering the market space with your vehicle.
- c. Streets will be re-opened to through traffic promptly at 10 p.m. **All vendors must be packed up and out of the event site by 10 p.m.**

7. Vendor/RDA relations:

- a. If any vendor is found to be mistreating RDA staff, inclusive of all employees (direct staff or third party) or ignores their instruction, the vendor will receive one (1) written warning. If misconduct is repeated, no second warning will be given, and the vendor will be removed from the market for the entirety of the season. RDA reserves the right to terminate a vendor if the conduct is deemed severe enough for removal from the market.
- b. No smoking is permitted by any vendors/employees on the event site. This is a health department rule and will be strictly enforced for all event vendors.

8. Vendor-generated trash:

- a. Vendors must remove any trash created by their space and haul away upon load-out. The trash containers set in the market area are for attendees' use and are not intended to handle vendor-generated trash.
- b. Vendors are NOT allowed to use trash cans rented by the RDA. All vendors must take away their own garbage and dispose of properly.
- c. If a vendor is found to be using event-specific garbage cans, RDA reserves the right to write up the vendor.

Section 6 - Parking

1. The RDA is not responsible for vendor parking. Parking must be arranged directly with SP+ at 507-282-4545. A variety of parking options for both vehicles and trailers/oversized vehicles are available in downtown Rochester. Visit rochesterparking.com to review options and make appropriate accommodations.
2. To accommodate more vendors, no vehicles or trailers will be allowed to remain within the market or behind your booth space. Personal vehicles and trailers will be allowed into the market street space during load-in and load-out times only.

Section 7 - COVID-19 precautions

The RDA is following all state and local guidelines pertaining to COVID- 19. As updates/changes occur, the RDA will communicate with all vendors in a timely manner.

By applying to be a vendor at Thursdays Downtown, you are agreeing to follow all state and CDC (Centers for Disease Control) guidelines pertaining to outdoor events.

Section 8 - Additional information

1. The RDA or any associated businesses or sponsors are not responsible for any accidents or damage that take place because of vending at the event.
2. The RDA is not responsible for any goods the vendor sells that in any way cause harm to the purchaser of your goods or services provided at the event.
3. In the event a vendor is either unable or unwilling to fulfill contracted participation in the event for any reason, the vendor must notify the RDA, by e-mailing events@downtownrochestermn.com immediately and RDA reserves the right to fill that vendor space with another vendor from the wait list.
4. All authorized vendors participating in the event shall be individually responsible to the RDA for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees, and all vendors hereby agree to indemnify and save the RDA harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by the RDA by reasons of the vendors' negligence or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify the RDA for negligence of the City, its servants, agents or employees. No insurance is provided by the RDA to participants in the street market.

5. A Thursday's Downtown vendor is responsible for complying with all federal, state, and local laws and ordinances at its own cost.

If you have any questions, please contact the RDA at events@downtownrochestermn.com or call Thomas Loehner, RDA Event Lead, at 507-218-9009.

Note: Information is subject to change at the discretion of the Rochester Downtown Alliance.

Thursdays Downtown vendor application checklist

	Apply on ManageMyMarket.com
	Ensure the dates you select are the dates you can be at the market. Once a vendor applies to the market, no switching of dates will be allowed.
	Fill out an ST19 form. Click HERE to download and complete the ST19 form. Email to events@downtownrochestermn.com
	Pay your vendor application free by due date listed on sent invoice An invoice will be emailed to you once RDA receives your application.
	Review and agree to all terms set in vendor handbooks By signing up on ManageMyMarket.com , you are agreeing to all terms listed in vendor handbooks.
	Verify that RDA has a valid contact information for you on file Please verify the email address and phone number listed in your Manage My Market profile is correct.

If you have any questions, please contact the RDA at events@downtownrochestermn.com or call Thomas Loehner, RDA Event Lead, at 507-218-9009.