



## Artist & Vendor Outdoor Market

Attention Local Artisans & Vendors,

Downtown Manchester is thrilled to announce our 2<sup>nd</sup> Saturdays Downtown this summer and fall! This year we are launching some small vendor markets to be held in the Forest Street Parking Lot. You are receiving this invitation because you already have a relationship with a Downtown business and we want to give you the first chance to reserve a space!

Here are the main details:

- Butterfly Stroll on May 22<sup>nd</sup> (4<sup>th</sup> Saturday) – Market will run from 10am to 4pm
- 2<sup>nd</sup> Saturdays Downtown Markets – 10am to 1pm (Note that from July to October there will be a small Farmer's Market in the same parking lot.
- The cost to participate is \$20 per day.
- You will have an assigned spot that is roughly the size of 2 parking spaces. You must provide your own table, etc. You can have a canopy/tent but it must be securely held down with weights and it cannot be attached into the parking lot. Please read the other safety regulations on the attached application.
- We will be limiting the number of vendors at each day. We will also make an effort to avoid duplicate types of products on any given date.
- All products for sale must be locally made. No resale of items is allowed.

Other things that will be happening Downtown on the 2<sup>nd</sup> Saturdays:

- WORK\_SPACE Galleries will be open with live art demonstrations.
- Pop-Up Shops at Local Businesses
- Live Music on Main Street by Imagine Main Street artists
- Story Walks
- More!

Please complete your application and return it to me as soon as possible. I will process applications in the order that they are received. Please feel free to contact me at 860-645-2101 or [dmssd@manchesterct.gov](mailto:dmssd@manchesterct.gov) with any questions. Completed applications should be scanned and sent via email. They may also be dropped off at The Firestone during their normal business hours. *Please do not submit payment until your date(s) have been approved.*

Joy Press

Downtown Manager, Downtown Manchester Special Services District



Downtown Manchester Special Services District

983 Main Street, Suite 10, Manchester, CT 06040

860-645-2101; [dmssd@manchesterct.gov](mailto:dmssd@manchesterct.gov)

**Downtown Manchester  
2<sup>nd</sup> Saturdays Downtown Markets**

Registration Due by May 1<sup>st</sup>, 2021

Space is limited and applications will be processed in order of receipt.

May 22<sup>nd</sup>, 10am to 4pm

2<sup>nd</sup> Saturday of the Month (June – October), 10am to 1pm

Applicant Name	
Physical Address	
Phone	
Email	

*By supplying email you are agreeing to receive email communication from the District including our newsletters.*

Vendor Type	<input type="checkbox"/> Farmer <input type="checkbox"/> Specialty Food <input type="checkbox"/> Artist/Artisan <input type="checkbox"/> Service <input type="checkbox"/> Info Table
Name of Farm/Business (if applicable)	
Business Social Media (if applicable)	
Business Website (if applicable)	
List ALL products you plan to sell:*	

*\*The District Market Days are designed to be family-friendly and to promote locally made/grown products. We reserve the right to disallow the selling of products that we deem not in keeping with this mission.*

**Vendor Fees:** (Select One) District Business:\_\_\_ (\$10 / day) Other: \_\_\_\_\_ (\$20/day)

*Please do not submit payment until your reservation is confirmed. Space is limited to no more than 3 District Businesses and no more than 5 outside vendors per day. Dates will be assigned as applications are processed, we will attempt to avoid duplicate products on the same date.*

**How many total days would you prefer to attend?** (6 possible) \_\_\_\_\_

Please order these dates in order of preference, 1 being your first choice and 6 being your last choice. If a date is impossible, please mark it with an X.

Date	May 22 (10am-4pm)	June 12	July 10	August 14	September 11	October 9
Order 1-6						



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**Downtown Manchester Market Days  
Regulations 2021**

Market Day regulations are listed below. By signing this document you agree that you have read and understand these statements. Please direct any questions to the Downtown Manager at [dmssd@manchesterct.gov](mailto:dmssd@manchesterct.gov) or 860-645-2101.

1. **Space:** You will be assigned space roughly the size of 2 parking spaces. No furniture or equipment will be supplied. There will be no access to water or electricity. There is to be no cooking on-site and no use of generators of any type. Tents that fit in that space may be used but must be securely held with weights and may not be attached into the asphalt.
2. **Set-Up & Tear Down:** The Market Days will run from 10am to 1pm, with the exception of May 22<sup>nd</sup> which will run from 10am to 4pm. You must be set up at least 15 minutes before the start of the market and tear down must be complete within 45 minutes of the market closing.
3. **Severe Weather:** Market Days will run rain or shine. However, in the event of severe weather, cancellation information will be posted on Facebook & Instagram @downtownmanchesterct.
4. **Non-Transferrable:** Market reservations are NOT transferable to others.
5. **No Reselling:** All products must be grown/made by the vendor in Connecticut.
6. **Food Items:** All vendors are responsible for obtaining necessary local & state licenses. All prepared foods must be made in a licensed kitchen. All food must be made or grown by the vendor.
7. **Permits, licenses & certificates:** Each individual vendor is responsible for obtaining all permits, licenses, and certificates required by local and state ordinance.
8. **Safety Regulations:**
  - a. Vendors should come prepared with a bottle of sanitizing spray with a 1:9 ratio of water to bleach to disinfect tables during the market.
  - b. All vendors must wear gloves and face masks at all times when interacting with customers and/or handling product.
  - c. No samples of any kind are to be provided.
  - d. Bulk food items such as produce, baked goods and granolas/mixes are not to be set up for self-service by customers and should, when possible, be pre-packaged for sale.
  - e. Those vendors who do not accept credit cards should consider using Venmo/Paypal as a form of payment to limit the amount of physical exchange.
  - f. If attending the market with multiple staff, designate one staff person to handle product and one to handle money/tokens/coupons.

**I agree to follow all market rules and all applicable state and town regulations. The Downtown Manchester Special Services District reserves the right to deny market privileges to any vendor who fails to comply with market rules.**

Vendor signature: \_\_\_\_\_ Date: \_\_\_\_\_



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