

**Market on Main  
Fall & Winter: Picker, Craft & Small-Business Event  
October 13/14 & November 10/11**

**Vendor Rules & Regulations**

**1. Merchandise:**

The following items may not be displayed or sold: guns or offensive products.

The Board reserves the right to remove questionable merchandise or displays. All Lincoln County Health codes apply to the Event. It is recommended to send pictures of items. If pictures are sent, the applicant agrees to let the Board use them in promotions and advertising of the event.

**2. Displays:**

Although not required, each crafter or picker will be responsible for providing their own personal chairs, tables, lighting, fans, etc. that they would like to use during the event.

**Craft vendor tents and canopies must be no larger than 10' x 10' (unless multiple vendor booth spaces purchased). All canopies must be safely secured by the vendor with 40lb weights for each leg of the canopy. No Exceptions.** Vendors must maintain a clean and healthful condition within their assigned area, clearly display name of business and prices for items being sold, and leave the area free of any debris at the conclusion of the Market. All products should be displayed in an attractive manner, tables must be covered, and displays must be clean, freshly painted and/or stained.

Vendors will be located outside on the gravel lot along Hwy. 79 (currently used for the farmers & artisans market on Saturdays). The Board reserves the right to put overflow in designated areas adjacent to the market. All efforts will be made to keep vendors within the Market on Main area.

**3. Vendor Fees:**

In order to reserve a spot, payment must be made in full prior to October 13, 2018 / November 10, 2018. Each booth space is a non-refundable \$25.00. Event will be held rain or shine. No refunds will be given for cancellations.

**Late applications postmarked after October 1, 2018 and November 1, 2018 must include an additional \$5.00 non-refundable late fee.**

Only one vendor booth for each home-business is allowed (e.g. one Pampered Chef vendor, one Scentsy vendor, etc.). Non-approved applications and payment will be returned. Spots are first come, first serve with payment. If a home-business cancellation occurs, the next applicant for the same home-business will be contacted and the Board reserves the right to waive late fees due to last-minute cancellations.

**Checks must be made payable to CITY OF WINFIELD.**

#### 4. Electricity:

Electricity is available for vendors, however, space is limited. Indicate on application if electricity is needed. Vendors are responsible for bringing their own extension cords. It is recommended to have at least a 50' extension cord. Once spot has been assigned, the Board will reconfirm electric needs with the vendor.

#### 5. Setup and Tear Down:

All vendors must be setup by 7:45 am and ready to sell by 8:00 am. Vendors must remain setup throughout event due to vehicle-pedestrian safety, unless approved by the Board. It is recommended that sales do not begin until 8 am for consistency within event.

#### 6. Amenities:

Bathrooms are available at the Winfield Fairgrounds or across the street at the Antique Mall.

Security – Weather permitting, you may leave your tents and merchandise up overnight. We will have Police doing extra patrol as well as Market Board Members stationed overnight. We will make every effort as possible to ensure the safety of your items, however, the City of Winfield nor the Market on Main take any responsibility of items left overnight and/or unsecured.

#### 7. Parking:

Loading and unloading from vehicles is allowed until 7:30 am. At that time, all vehicles must be parked in one of the following locations: Behind Veteran's Memorial Park, along E. Main Street, City Shed lot along E. Walnut Street, or along any other public street. Keep in mind the more accessible parking for the customers, the better experience they will have.

**Vendors are NOT allowed to park in the gravel lot adjacent to the market area. This is reserved for customer-only parking.**

#### 8. Sales Tax:

Vendors are responsible for the collection and paying of Missouri sales tax.

#### 9. Notification of Approved Vendors:

The Board will attempt to notify each vendor upon acceptance. **All applicants will be mailed an acceptance or denial email or letter on or before October 1, 2018 and/or November 1, 2018.**

#### Time Schedule

Setup: 6:00 am – 7:45 am

Note: It is recommended that vendors located within the middle of the market arrive early to allow for easier setup.

Vendor vehicles removed from area by 7:30 am

Selling begins at 8:00 am and lasts until 4pm.