



An established lively market and entertainment destination in the Historic Millwork District in downtown Dubuque, IA, that engages the community with local farmers and businesses through food, drinks, arts, and music.

**Goals of the Millwork Night Market:**

- ❖ Drive more residents and visitors to downtown Dubuque and the Historic Millwork District by establishing a vibrant monthly night market
- ❖ 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
- ❖ Introduce patrons to the businesses located in the Historic Millwork District
- ❖ Provide nightlife and entertainment for residents in the surrounding neighborhoods

**Location:** on Jackson Street, between 7th & 9th Streets in downtown, Dubuque, IA

**Schedule:** Second Thursday every month, May - October, 5:00 - 8:00 pm. See exact dates below!

**May 8**

**June 12**

**July 10**

**August 14**

**September 11**

**October 9**

## **Staff Contact Information**

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## **Rule Policy**

**Failure to adhere to all aspects of this document will be enforced as follows:**

First violation: Verbal warning

Second violation: Written warning

Third violation: Removal

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

## Items that can be sold at the Millwork Night Market include (but are not limited to):

- ❖ Fresh Fruits & Vegetables
- ❖ Meats
- ❖ Eggs & Dairy
- ❖ Honey
- ❖ Maple Syrup
- ❖ Plants/Flowers
- ❖ Hops
- ❖ Jams & Jellies
- ❖ Baked Goods
- ❖ Prepared Foods (Salsas, Pickles, etc)
- ❖ Soaps & Lotions
- ❖ General Body Care Products
- ❖ Art
- ❖ Crafts
- ❖ Handmade Jewelry
- ❖ Clothing
- ❖ Hot or Cold Food
- ❖ Wine & Beer

### The Basics

- ❖ Alcohol **cannot** be sold by vendors for onsite consumption. The market partners exclusively with the Dubuque Jaycees for beer & wine sales during market hours.
- ❖ 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 the 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 in which they sell. The market provides trash receptacles for shoppers only.
- ❖ No music at vendor stalls. The Millwork night market supports local musicians, and hires 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 these regulations could be grounds for removal. This includes, but is not 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 4:00 pm.** After 4:00 pm, the market manager will fill in empty stall spaces with another vendor.

Any vendor that will be arriving late must contact the market manager prior to 2:45 pm on market day. Vendors arriving late to market (after 4pm) will be relocated based on the discretion of the market manager.

Tardiness will be enforced in accordance with the rule violation policy.

Vendors are allowed **ONE excused** absence.

**Excused Absence:** the vendor notifies the market manager at least 7 days prior to the market day they are unable to attend. They must receive confirmation from the market manager.

**Unexcused Absence:** the vendor fails to notify the market manager about their absence and/or notifies the market manager less than 7 days prior to the market day they will be absent.

Due to the small scale of our market, an unexcused absence will result in the vendor paying a \$30 administrative fee upon return to their next market date. Vendors will be invoiced for this fee.

**In the case of an emergency:** market staff will determine the vendor's absence on a case by case basis. When in doubt, contact the market manager as soon as possible.

## **Setup/Teardown**

Setup begins at 2:45 pm and must be completed by 4:45 pm.

**Please do not arrive early.** Market staff and volunteers must complete a variety of setup tasks to prepare the site for the market *before* vendors arrive. For everyone's safety, **vehicles need to stay outside of the barricades until 2:45 pm.** If 2 hours is not enough time to set up your stall, contact the market manager directly to request an exception.

Vendors may unload their vehicles at their assigned stalls, 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, unless authorized.

Tear down begins at 8:00 pm and must be completed by 9:00 pm. Vendors may move their vehicles into their assigned stall for tear down at 8:05 pm. Exceptions will be determined by the market manager.

### Vendor Entrance/Exit Driving Directions



- Moveable barricade (put barricades back in place after driving through)
- Porta-Potty
- DO NOT ENTER

## **Vehicles & Parking**

Vehicles are not allowed in market boundaries except during 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 is the grass parking lot at the corner of 7th & Jackson St. Vendors must park here in order to maximize the available space around the market boundaries for patrons. Use your best judgment when parking so someone may fit next to you and so that your neighbor is able to exit the parking area.

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

## **Inclement Weather Policy**

The Millwork Night Market is a rain or shine event except in the case of severe weather. In this case, the market will be postponed as a rain date for the following Thursday. If the 'rain date' is canceled, the market will be canceled until next month's event.

Phones, radios, weather applications, and local news sources will be used to track inclement weather. In the case of severe weather, the market staff may choose to cancel or close the market. **This decision will be made by 1pm on** the day of market, or at any time necessary during market hours.

Should the market be canceled prior to market date, an email will be sent out notifying vendors of cancellation as well as a social media post to our customers. 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 located across from the 9th Street market entrance will be used as our emergency weather shelter.

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

## **Stall Spaces**

The Market Manager will communicate to the vendors regarding their stall space the week of market. Each stall is roughly 10 ft x 20 ft. Exceptions can be made, but must be requested and then approved by the market manager. Food trucks and trailers that are longer than 20 feet must have their dimensions listed in the application. We will do our best to accommodate space requirements.

Vendors will be assigned a stall number. **Take note and please read the market map e-mail each month** even if you are a returning vendor. The market manager reserves the right to relocate any vendor's stall location for the benefit of market efficiency.

Vendors are to keep their equipment, products, tables, tents, etc within their designated space, and should keep supplies, spare stock, packing materials, etc. stored in an orderly fashion.

### **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, business name, and address or phone number of the vendor.

All products must be properly packaged and sealed. Re-using packaging for new, fresh products is not allowed nor safe. Boxes, trays, clamshell containers, plastic wrap, and ziplock bags are allowed for packing products.

**Please contact Tim Link (Dubuque Health Department) at 563-589-4181 for further questions.**

### **Sustainability & Waste Management**

The Millwork Night Market is striving to provide a clean, sustainable, and reduced waste environment. **We need help from our vendors to make this happen!**

- ❖ Market **does not allow the sale of plastic bottled water or soda**. Vendors are welcome to sell canned or cardboard-boxed juice, soda, or water. If possible, choose products that do not come with straws or individually-wrapped plastic or foil pieces.
- ❖ The use of plastic bags IS NOT encouraged and vendors should consider alternatives (paper or canvas bags, boxes, etc). **Please encourage customers to use canvas or reusable bags for shopping.**
- ❖ No styrofoam allowed.
- ❖ All serving ware must be recyclable or compostable.
- ❖ No glass allowed. The exception is for non-prepared food vendors selling products in glass jars or bottles. (Ie: jams, honey, soaps/lotions, salsas/pickles, flowers, etc.)
- ❖ Plastic containers must have Resin Identification Codes #1 - 5. **The use of compostable products is highly encouraged.**
- ❖ Only provide utensils, napkins, or bags upon request in order to reduce our waste
- ❖ Consider providing condiments in bottles or containers. The use of individual wrapped condiments such as: ketchup, mustard, barbeque sauce, soy sauce, etc. IS NOT encouraged. Please explore alternatives!

Any vendor not in compliance with the above requirements will be asked to do so immediately on market day. Please reach out to the market manager with questions or concerns.

## Safety

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

If at any time a vendor witnesses something that could potentially compromise the safety of market attendees, alert market staff immediately.

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, barricades 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!

## 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](http://www.state.ia.us/tax) or by calling the Iowa Department of Revenue at 1-515-802-7002.



## **Insurance & Licensing**

Insurance is NOT provided to participating vendors by the Millwork Night Market. All vendors are urged to carry commercial liability insurance with a 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 at 563-589-4181 for further information.



The Millwork Night Market is continuing its Farm to Street program. It first launched in 2019, thanks to a grant provided by the Dubuque Food Policy Council.

**Farm to Street** is an incentive-based program for prepared food vendors and area growers/producers. The goal of the program is to educate the public and our prepared food vendors on the importance of prioritizing locally sourced products. **There is no cost to participate** and all prepared food vendors are strongly encouraged to do so.

Food vendors will be **reimbursed up to \$100 per market** for incorporating local goods as ingredients in their prepared food menus.

Our market defines local as **100 miles** from market.

### **How it works:**

- Refer to the list of Night Market growers and producers, or prepared hot food vendors (provided by market staff each season)
- Purchase local goods for your menu or product line
- Provide invoices or receipts to market staff each market month
- Receive a reimbursement check!

**Vendors will be reimbursed a percentage of their local purchasing costs based on the below criteria:**

- 50% reimbursement when purchasing from Millwork Night Market producers
- 35% reimbursement when purchasing from other local producers

Reimbursements are **capped at \$100** per vendor per market month.

**All Invoices or receipts must include the following information:**

- Date
- Invoice Number
- Seller Name
- Buyer Name
- Items purchased
- Amount Due/Total Bill

**All invoices are subject to verification:** The Millwork Night Market Team may request further information if necessary prior to program reimbursement.

The market will send reimbursement checks to vendors on a quarterly basis. Invoices are due by the end of each market month.

Scan/e-mail invoices or receipts to [millworknightmarket@gmail.com](mailto:millworknightmarket@gmail.com), or mail hard-copies to Danielle Stowell / Wicked River, LLC / 900 Jackson Street STE LL3-2 / Dubuque IA 5200.

**Participating vendor requirements:**

- Display Farm to Street Sign visibly at your market booth, provided by Night Market (carved by our own vendor Wild Cherry Spoon Co!).
- Display Menu/Sign listing featured local producers (example: producer's name, location, miles to market, what items you purchased from them, etc.).
  - Menu may be on a chalkboard, white board, or even typed on paper.
- Spread the word about Farm to Street to your shoppers!