



GUIDELINES

Mission Statement

The purpose of this event is to celebrate and promote our local business community by offering local businesses an opportunity to showcase and display the services they offer. This event is done in partnership with Tangled Up In Hue's Artist Market. DECI is grateful for the opportunity to share this space with their well established event. As they are hosts of the Artists Market, we follow their lead and accept that they have final say on placement and function of the event.

The DECI Downtown Summer Market opposes the perpetration and instigation of hate, bias, violence and discrimination and instead offers a space where all people should feel safe and welcome. Although vendors have the right to their personal beliefs and politics, vendors operating under the DECI Summer Market are expected to be respectful of all people and represent the above sentiments.

DECI and Tangled Up In Hue have the right to deny any person the opportunity to participate as a vendor if their general conduct does not reflect this mission.

Event Location:

Phoenix Park in downtown Eau Claire, WI

Event Hours:

7:30 am - 1 pm

- Set up begins at 6 am and must be completed by 7:30 am (vendors arriving after 7:30 am will be denied set up). The DECI Summer Market is scheduled to run concurrently with the downtown Farmer's Market.
- Tear down begins at 1 pm and must be completed no later than 2 pm.
- Event Operators reserve the right to allow or deny set-up to vendors.

1. Unloading / Parking

- Vendors should use Riverfront Terrace to unload product but must move vehicles immediately following unloading (these spaces are reserved for event patrons).
- You are not able to pull right up to your space, so please bring a cart to help you transport your items to your booth.
- Parking is available in the parking ramp on Wisconsin Street.
- No vendors are allowed to use the Phoenix Park Pavilion to unload product.
- Vendors should be mindful of other artists when loading and unloading product.

2. Requirements

- Number of businesses/organizations selected will be limited to space available—approximately 4 spaces.
- All applications will be reviewed by event operators who reserve the right to make all final decisions regarding allowable products.

3. Logos + Business Assets

- Each 'new' artist application must be accompanied by logo/branding assets.
- If accepted to the DECI Summer Market, any photos submitted may be used for promotional purposes.
- Returning artists must submit digital images for promotion.

4. Booth Rental

- Vendor spaces are 10' x 10' in size.
- Vendors are assigned a specific booth location for each market date. An email will go out to all vendors participating in each weekend's market by 2 pm on the Friday before the event. This email will include a map and spreadsheet listing your specific booth assignment. Keep in mind, your booth assignment might be different from week to week. DECI will not accept requests for booth assignments on a weekly basis. More details regarding this can be found in section 5: Payment / Fee Structure.
- No electricity is available to vendors.
 - Vendors must provide their own set-up including tent, tables, displays, weights etc. DECI does not lease or rent tent equipment.
- Tents are encouraged but not required. Please keep in mind that we can get high winds. We encourage that you have a sturdy tent to protect yourself and your product. A white top is best, it makes your space brighter and more inviting.

- Tent stakes are forbidden by the City of Eau Claire Parks Department. No vendors are allowed to stake down their tent.
- Tent weights are required as this location experiences strong wind gusts. Come prepared. Please note that you are responsible to use your own discretion in these conditions to remove product/displays.
- Vendors are responsible to remove any garbage from their vending area before leaving the park.
- Smoking is not allowed by vendors in the vending area during the scheduled event hours.
- Pets are allowed at the market but must be kept on a leash at all times.
- All vendors are required to collect 5.5% sales tax on all items sold. Contact local government agencies for questions regarding tax reporting and collection.
- Neither the City of Eau Claire nor DECI is responsible for loss or damage to product or display material.

5. Payment / Fee Structure

- Vendor fee is \$50 per event date. No refunds will be given for cancellations.
- Full Payment for all registered dates is due at the time of registration.
- If payment is not received at this time, you are not yet registered and your space will not be reserved.

6. Cancellations / Transfers / No-Shows

- No refunds will be given to vendors choosing to cancel a scheduled event date.
- If you wish to cancel one of your dates, it may be transferred to another date for a \$10 fee, however notification of cancellation must be submitted to us 24 hours before the date you wish to cancel.
- Transfer Requests can be submitted only at the time of cancellation. Please email: hello@downtowneauclaire.org with your cancellation date and desired transfer date.
- Transfers will only be allowed if space is still available on the new date.
- If a vendor fails to notify event operators of a cancellation and does not appear at a scheduled event date, it will be considered a 'No-Show' and the vendor will forfeit their payment for that event date.
- Any vendors who have 2 or more 'No-Shows' in one season may be denied acceptance into future DECI Summer Markets.

7. Weather

- This event is rain or shine. Please prepare for any and all weather conditions.
- Vendors may delay set-up or decide to tear down early in any inclement weather per their discretion. Please be courteous of other vendors and patrons if choosing to do this.
- We will only cancel the DECI Summer Market for weather conditions if wind speed is predicted to be 20 mph or higher. You will be alerted by email regarding cancellations due to weather.
- The onsite vending coordinator will alert vendors of any inclement or severe weather conditions that may impact that day's market.
- No refunds will be given for cancellations due to weather.