

## Strauss & Troy Market on the Square

For 21 weeks this year, Fountain Square will feature vendors in a mini-market during lunch.

The market will consist of 3 types of vendors:

Approximately one third of the vendors will sell non-food or pre-packaged items (e.g., flowers, drinks, candy, etc.). One third of the vendors will sell basic food items (e.g., breads, meats, cheeses, produce, etc.). One

third of the vendors will sell ready-to-eat items (e.g., snacks, sandwiches, etc.). A good mix will ensure the market has appeal throughout the spring, summer and fall months on the Square.



Please note: This document is a brief overview of the market and does not contain all the rules, guidelines, and forms.

### **Dates & Times**

Every Tuesday beginning May 4, 2010 (excluding June 1) up to and including September 28, 2010, from 11 a.m. until 2 p.m. Load-in begins at 9 a.m., and load-out must be completed by 4 p.m. There are three sessions\* so vendors do not have to participate the entire 26 weeks.

- Session 1: May 4-25
- Session 2: June 8-August 31
- Session 3: September 7-28

\* If there is not enough interest in a session, the session will be cancelled and fees refunded.

### **Application**

In order to be considered for the market, please provide the following information via email ([sschindler@3cdc.org](mailto:sschindler@3cdc.org)) or fax (513.621.5900) by Friday, April 2, 2010.

1. Contact Name
2. Contact Phone and/or Email
3. Business Name and Address
4. List of Proposed Products for Sale and Prices
5. Preparation of Products
6. Equipment Used (to determine if there are electrical needs)
7. Number of booths required
8. Sessions of Interest

### **Selection Process/Criteria**

Fountain Square is committed to creating a diverse marketplace with the highest-quality locally-produced products available. Fountain Square reserves unconditional discretion to accept or refuse any vendor. The market considers many factors when evaluating vendor applications:

1. Priority is given to vendors that participated last year, local vendors, and vendors that wish to participate in all three sessions.



2. Vendors who use environmentally-responsible growing, breeding, raising, and harvesting methods will also have priority.
3. Consistently high product quality: fresh, flavorful, and ripe.
4. Clean and attractive booth and displays.
5. Courteous, strong customer service and knowledgeable staff.
6. Products that are unique or unusual. (Duplicate products MAY be denied entry.)
7. Adheres to the highest standards in safe food production and handling.

### ***Selection Announcement***

Vendors will be announced by Friday, April 16, 2010.

### ***Vendor Contract and Fees***

The selected vendors will then complete, sign and return the Vendor Agreement and a check made payable to Fountain Square Management Group LLC. The fee (see fee schedule below) is a one-time, all-inclusive fee. The agreement and payment (check or credit card) must be received by Friday, April 23, 2010, or another vendor will be selected.

- Session 1: \$100
- Session 2: \$400
- Session 3: \$100
- All sessions: \$550

### ***Insurance***

Each vendor will be required to carry Commercial Liability Insurance provided by a Primary Commercial Liability or in combination with a Commercial Umbrella Liability policy in the minimum amount of \$500,000 for Bodily Injury or Property Damage Liability Combined.

The City of Cincinnati, 3CDC, Fountain Square LLC, Fountain Square Management Group LLC and Strauss & Troy must be named as additional insureds under all the above liability policies (excluding Workers' Compensation). All insurance policies must include a "Waiver of Subrogation" endorsement in favor of all additional insureds listed above.

### ***Health Permit***

Food vendors that wish to prepare foods on the Square will be required to get a mobile vendors license from the Health Department. If selected, we will work with you to properly diagram your health license application, since the setup will leverage an existing tent with appliances.

Grease fryers or cooking with grease will not be permitted. We will work with vendors that require an open flame permit for grilling.

### ***Load-in/Load-out***

All vendors can load-in and out along Vine Street. Load-in on the plaza will be determined on a case-by-case basis. If bringing a vehicle on the plaza, a drip pan must be used at all times. NO EXCEPTIONS. Failure to use a drip pan (or comparable item such as rolled roofing) will result in a \$25.00 fine per incident. Load-in must be complete by 10:30 a.m. Bringing vehicles on the plaza for load-out cannot commence until 2:30 p.m.



### ***Parking***

Each vendor will receive one parking pass for the Fountain Square North Garage (FSNG) that will be good on Tuesdays from 9 a.m. until 4 p.m. The clearance for the garage is 6'8". If your vehicle does not fit in the FSNG we CANNOT pay for parking elsewhere. Vendors can use the Fountain Square loading zone to restock during the event.

### ***Storage***

There is limited storage in the garage; however, it can only be used during market hours. Anything left after 4 p.m. will be removed.

### ***Booth Equipment***

A 10'x10' pop-up tent with table and two chairs will be provided for each vendor. All booths will be set up and ready for operation by 9 a.m. on Tuesday morning. Vendors that require a larger footprint may request a second or third tent; however, there is an additional 50% fee – based on the session fee – for the second tent and 25% fee for the third tent.

### ***Signage***

A sign will be provided incorporating the Strauss & Troy Market logo as well as the vendor logo assuming it is provided in a vector-based format (e.g., AI, PDF, EPS) by April, 23, 2010.

### ***Electric***

Electric will be made available at no additional charge. 20-amp service is limited.

### ***Water***

There will be a three-bowl sink and hand sink with hot and cold water available in the food tent. Three food vendors will have access to these. Other food vendors will have to use a "festival" solution to meet Health Department requirements.

### ***Garbage***

Vendors will be responsible for keeping their booth clean and putting all garbage in the provided receptacles. The Ambassadors will take care of emptying full receptacles.

### ***Restrooms***

There are restrooms on Fountain Square.

### ***Phone/Internet***

There is no phone service and only free Wi-Fi on the Square. Unfortunately, we cannot provide a system for credit card transactions at this time. There are several ATMs on and around the Square for customers that need cash.

### ***Refrigeration***

There will be one refrigerator on the plaza available for vendors to keep items cold.

### ***Warmers***

Warmers will not be made available.