

# Heights Night Market Vendor FAQ

## **WHEN WILL I BE NOTIFIED IF MY APPLICATION HAS BEEN ACCEPTED?**

Accepted vendors will be notified via email roughly one month to three weeks prior to the market they have been selected for.

## **WHERE CAN I UNLOAD?**

Accepted vendors will be notified with detailed load in instructions at least one week prior to the event.

## **IS THERE A PROTOCOL TO MARKET MY BUSINESS AT HEIGHTS NIGHT MARKET?**

Upon vendor confirmation you will receive a 2018/ 2019 brand guide as well as social media guidelines to market your business.

## **DO I NEED TO BE LOCAL TO BECOME A VENDOR?**

Local and regional vendors will be considered for the market.

## **DO I NEED MY OWN LICENSING AND INSURANCE TO BE A VENDOR?**

Yes, all vendors are expected to have proper licensing and insurance to participate in the event.

## **IS THE APPLICATION FEE REFUNDABLE?**

No, the \$25 application fee is non-fundable. Should you be chosen as a vendor the application fee will be credited towards your rental fee. This is a one-time fee. Should you apply and be chosen as a vendor for a later date the application fee will still be credited towards your rental fee.

## **IS ELECTRICITY AVAILABLE?**

Electricity will be available to some but not all vendors. Vendors must specify while completing the vendor application form whether or not they need electricity.

## **HOW MANY VENDORS WILL YOU ACCEPT INTO HEIGHTS NIGHT MARKET?**

Space is limited and roughly 50 vendors will be accepted for the Heights Night Market.

## **AM I GUARANTEED A SPOT IF I COMPLETE THE VENDOR APPLICATION?**

No, space is limited at Heights Night Market. Completing a vendor application and submitting the payment does not guarantee you will be selected.

## **HOW ARE VENDOR SPACES ASSIGNED?**

Spaces are assigned at the direction of Armature Works Events team. At least one week prior to the event vendors will be emailed space location and load in instructions. Unfortunately, we do not accept requests for booth locations.

### **WHAT HAPPENS IF IT RAINS? IS THERE A RAIN BACKUP?**

The Heights Night Market is rain or shine. If event cancellation occurs due to severe weather including lightning, thunderstorms, severe wind or downpours; vendors will be given the option to choose a future market date.

### **WHAT IF I DON'T ARRIVE BY THE DESIGNATED TIME?**

All vendors are expected to arrive 1 -2 hours prior to the event for set up and to be fully operational by the time the event starts. For extreme cases or emergencies vendors will need to notify the events team at least one hour prior to the event or risk their spot being forfeited.

### **WHAT IF I NEED TO CANCEL LAST MINUTE?**

Vendors needing to cancel last minute will not be issued a refund. We will do our best to assign the vendor to a new market date, however, this is not a guarantee.

### **WHEN IS THE BOOTH PAYMENT DUE?**

Vendor payments will be due within-48-hours of receiving vendor application confirmation. Vendors who have not paid within 48 hours of receiving their confirmation email may risk having their spot forfeited.

### **IS WIFI AVAILABLE?**

Yes.

## **Heights Night Market Guest FAQ**

### **WHERE CAN I PARK?**

Armature Works has parking on both the West and North sides of the building. Parking is free Monday – Thursday.

### **CAN I BRING MY PET TO HEIGHTS NIGHT MARKET?**

Pets are allowed on the outdoor perimeter of the property including the Heights Night Market, but not within the Armature Works building/ Heights Public Market – unless they are a service animal.

### **WHO DO I CONTACT ABOUT PLAYING MUSIC AT HEIGHTS NIGHT MARKET?**

Unfortunately, at this time we will not be accepting more musicians to the Heights Night Market roster.

### **IS THERE A FEE TO ATTEND?**

No, Height's Night Market is free to attend.

### **DO YOU TAKE CREDIT CARDS?**

Credit cards are accepted both at the Heights Night Market and in Heights Public Market.

### **ARE OUTSIDE FOOD AND BEVERAGES ALLOWED?**

No outside food or beverage is permitted at Armature Works.