

Vendor Proposal & Agreement

Town Commons Night Market — September 7, 2025

Time: 4:00 PM – 8:00 PM

Location: Town Commons, Winchester, MA

Event Overview

The Night Market is a community fundraising event inspired by Asian night markets and growing West Coast trends. 70% of all proceeds will benefit Boston's homeless youth. Specifically, 30% of the proceeds will be donated as devices for underprivileged youth and 40% of the proceeds will be donated as cash. The remaining 30% of all proceeds will go towards developing new projects of Success Insiders LLC (e.g., fun competitions for youth, tutoring programs for homeless youth, etc.).

This family-friendly event will feature food and drink vendors, small goods and crafts, a talent show, arts & crafts booths, cultural games, and more.

Vendor Information

Standard Vendor Fee: \$100 per space

Hot Food Vendor Fee or Larger Space Requested Fee: \$150 per space

***note:** Vendor fees **do NOT include** booth or table setup.

Space Dimensions:

- **Standard Food Vendors: 5ft wide x 10ft deep**
- **Hot Food or Larger Space Vendors: 10ft wide x 10ft deep**

Vendor Type Selection:

Please check the category that applies to you:

- ☐ **Standard Vendor – I am not selling hot or cooked foods.**
 - **Fee: \$100 (bring your own setup)**
 - **Optional additional fee tent: \$30 | Tables: \$15 each.**

- ☐ **Hot Food Vendor – I will be cooking or serving hot foods onsite.**
 - **Fee: \$150 (bring your own setup)**
 - **Optional additional fee tent: \$50 | Tables: \$15 each.**
 - Vendors must remain within their designated space and not interfere with neighboring vendors or activities.
 - Items sold may include food, drinks, merchandise, or services.
 - While there is an emphasis on Asian street food, vendors of **all cuisines and cultures are welcome to apply.**
 - Vendors may cancel up to two weeks before the event without penalty.
 - Cancellations made within 10 days of the event will incur a fee starting at \$40.
 - If a cancellation occurs within 5 days of the event, the fee increases to \$80.
 - Cancellations made less than 48 hours before the event will result in a \$110 cancellation fee.
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What's Included

- Reserved 5'x10' vendor space or 10'x10' for hot food vendors
 - Event promotion through flyers, social media, and community bulletins
 - Access to foot traffic from families, youth, and event attendees
 - Option to be featured on social media if applying early (first come, first served)
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Vendor Responsibilities

- Bring own table (if you have one), tent (if you have one), signage, lighting, and setup materials
- Be fully set up by 3:30 PM and remain open through the event's end
- Clean up and vacate space no later than 9:00 PM
- Ensure product pricing remains fair and affordable

- **No alcohol may be sold or distributed, or brought on premises**
 - Provide proof of insurance (COI — Certificate of Insurance)
 - Sign Terms of Agreement (attached below)
 - Apply for town permits (applicable if you are a vendor from outside of Winchester)
 - Reach out to the Winchester Fire Department regarding cooking/using propane tanks
 - Obtain a propane permit if you are planning to cook
 - Abide to the [Temporary Event Must Haves](#)
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Application Process

1. Complete the **Vendor Application Form**: <https://forms.gle/bf2y9PAc15pbRw159> and submit proof of insurance and signed terms of agreement.
 2. Pay the \$110 vendor fee via the forms of payment given once you are accepted as a vendor.
 3. Await confirmation from the organizing team.
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Terms of Agreement

By signing below, you agree to the following:

- You will follow all safety, health, and sanitation guidelines.
- You understand the event is rain or shine, with a reschedule only in case of hazardous weather.
- You will not sell or distribute alcohol or prohibited substances.
- You will maintain respectful conduct and not interfere with other vendors or event staff.
- You are responsible for the safety of your booth, equipment, and goods.

- You will comply with requests from event organizers, safety personnel, and local authorities.

Vendor Signature

Business/Organization Name: _____

Contact Name: _____

Phone: _____ **Email:** _____

Product Type (food, craft, service, etc.): _____

Do you have insurance? ☐ Yes ☐ No (must provide proof before event)

Signature: _____ **Date:** _____
