



Vendor Operations Manual 3rd Annual Asian Night Market

Saturday, July 19, 2025
Agricenter Outdoor Area
7777 Walnut Grove Rd
Memphis, TN 38120

Welcome to the Asian Night Market hosted by the Vietnamese American Community (VAC) in West TN. Thank you for your interest in being involved in our 3rd annual event.

This document outlines the shared responsibilities and expectations between our team and participating vendors to help ensure a smooth, successful, and enjoyable experience for everyone involved.

Please remember that vendors must take care of their own insurance and tents!

PRICING TRANSPARENCY:

All food prices must be clearly posted and visible to customers.

ALCOHOL SALES:

NO vendor is permitted to sell alcohol at the Asian Night Market (ANM) event. The host has the exclusive right to sell alcohol. No personal alcohol consumption. If a vendor is found selling adult beverages, ANM organizers will contact local authorities and eject the vendor from the event. There will be no refund or exchange for transfer of booking fee.

SETUP AND TEARDOWN:

Timely setup is essential for a seamless event start. **Failure to meet the designated load-in schedule will result in the loss of your space and forfeiture of your fee.** Any vendor that is late, unless due to a true emergency, will be asked to leave and will not be allowed to participate in the event.

Set up time: Vendors will be allowed to **set up starting at 8:30 AM on July 19, 2025.** There will be a designated entrance and parking lot for vendors. **Vendors must enter through the Smythe Farm Rd and Hy Crop Row intersection.** Vendors who enter through the wrong entrance will be asked to turn around and go to the correct entrance. **All cars MUST be removed from the event area by 1:30 PM.** Vendors must be set up and ready to sell no later than 3 PM. **EVERYONE who enters the event (that includes vendor**

workers/volunteers) MUST have a wristband on. Anyone without a wristband will be asked to purchase one at the ticket booth.

Food trucks will each have an assigned arrival time for set up on the day of the event.

Please arrive at the assigned time frame to ensure smooth set up of your food truck! The assigned arrival times will be sent out individually closer to the day of the event!

Teardown: Vendors can begin to teardown once they are sold out. **ALL vendors are required to be packed and cleaned up by 12 AM Sunday July 20th.** Vendor cars will be allowed to enter the event space at 10:45 PM to start packing up.

HYGIENE AND CLEANLINESS:

Vendor spaces must remain clean throughout the event.

CLEAN UP AND WASTE MANAGEMENT:

Vendors are expected to leave their area in the same condition as found upon arrival. This includes disposing of all trash and food waste in designated dumpsters. Cardboard should be broken down and placed in the designated dumpsters.

FOOD PREPARATION AND WASTE MANAGEMENT:

Vendors preparing food on-site are strongly encouraged to provide an additional 10x10 tent, tables, and chairs for patrons. They are also responsible for their own waste receptacles and must dispose of all food waste or vendor waste in designated dumpsters.

EQUIPMENT:

All food trucks must use a silent generator with a noise level of 70 db or below. Vendors must also use straight leg canopy tents. No staking in the ground but can use weights. We will provide electricity and water at each vendor space.

Vendors are encouraged to bring: a 10x10 or 10x20 tent, 50 ft. extension cord, string lights or any type of lighting for when it gets dark, decorations and banners for their booth, water buckets and trash cans, tables and chairs, and cooking equipment (we strongly encourage the use of propane, gas, or charcoal, as provided electricity is minimal and intended primarily for lighting).

INDEMNIFICATION:

Vendors agree to indemnify and hold harmless to the Vietnamese American Community Organization, the Asian Night Market, and its directors, officers, employees, volunteers, and agents from any claims, damages, losses, liability, or expenses, including attorney's fees, arising out of or in connection with the vendor's participation in the festival. VAC members,

ANM organizers, or our sponsors, staff, associates, or vendors are not responsible for stolen items.

FOOD HEALTH COMPLIANCE:

All food vendors must comply with Shelby County Health Department's Food Establishment Compliance Standards:

<https://www.shelbytnhealth.com/626/Food-Establishment-Compliance-Standards>

COMPLIANCE AND TERMINATION:

Any vendor that violates these agreements will be asked to leave immediately and will be barred from all future ANM events. No refunds will be issued.

OTHER CONDITIONS:

Agricenter is a Coca-Cola campus, which means only Coca-Cola beverages are permitted. All vendors must use Coca-Cola soft drinks, including only selling Dasani brand water.

Applications will be reviewed and we will contact you to collect payment once approved.

PHOTOGRAPHY, VIDEOGRAPHY, AND INTELLECTUAL PROPERTY USE:

By participating in the Asian Night Market, the vendor grants VAC and its representatives permission to photograph, video record, or otherwise capture images of the Vendor's booth, property, and activities during the event. The Vendor further agrees that VAC has the right to use such images, videos, or recordings, as well as any logos, trademarks, or other intellectual property provided by the Vendor, for purposes including, but not limited to, advertising, promotion, and marketing of VAC events, on any platform or medium, including social media, websites, print materials, and other forms of media. The Vendor will not be entitled to compensation for the use of images, videos, or intellectual property.

Point of Contact for Day of Event:

Operations Specialist: Julia Le - (901) 922-9965