

**Dipåtmenton I Kaohao Guinahan Chamorro**  
**Department of Chamorro Affairs**  
**I Sengsong Chamorro**  
**The Chamorro Village**  
**GOVERNMENT OF GUAM**  
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**STANDARD OPERATING PROCEDURES**  
**FOR THE CHAMORRO VILLAGE**  
**WEDNESDAY NIGHT MARKET**  
Last Updated: 8-1-2015

As per Public Law No. 14-154, one of the purposes of the Chamorro Village is to provide support facilities for fairs and special activities for the local community. Every participant must comply with applicable regulations and requirements of the Government of Guam. Should a participant require compliance with government statutes, rules or regulations (i.e. Public Health certificates and permits), the participant will be responsible for obtaining such necessary documents or complying with such provisions.

Requirements for all participants:

1. Chamorro Village Office Staff & Manager will be responsible to assign available spaces during the Wednesday Night Market.
2. Chamorro Village Wednesday Night Market Operational Hours from 6:00p.m. to 9:30p.m.

*All Chamorro Village Wednesday Night Market Vendors are only allowed to sell during the above Wednesday Night Market Operational Hours.*

3. All vendors are required to have a business license and/or certification to operate during the Wednesday Night Market. See below on the type of license and/or certification that is required for your business:
  - a. **Retail & Nursery Vendors** – Peddling Business License
  - b. **Food Vendors** –Business License (*Please note that the license must state for the Wednesday Night Market.*)
  - c. **Produce Vendors:**
    - Local farmer is selling own produce in its natural state then a Department of Agriculture Bona-Fide Farmer Certification is only required.
    - Local farmer is selling produce from another farmer or changes the natural state of the produce such as picked mango or papaya a Peddling Business License is required. Farmer must also comply with Public Health Requirements.

*All vendors **MUST** have their business license in possession at all times during the operation of the Wednesday Night Market.*

4. All vendors selling food, package goods, shave ice, ice cream or any type of goods that requires a sanitary permit & health certificate issued by Public Health and Social Service must provide our office a copy of these documents along with your business license before operating during the night market.
5. All Food vendors must adhere to the following Department of Public Health & Social Service guidelines while operating during the night market as follows:
  - a. All workers must be wearing shoes. No Slippers Allowed.
  - b. All workers must be wearing shirt. No sleeveless shirts.
  - c. All workers must either wear a hat or hairnet. No Visors.
  - d. Marinated meat prepared in the morning should be properly frozen to maintain proper temperature at barbecue time during the night market.
  - e. Chicken Kelaguen, Potato Salad and other chilled items must be chilled in ice at all times.
  - f. If your food warmers requires two- (2) sterno's both must be lit.
  - g. All food warmers are required to have water pans.
  - h. No Smoking while working behind your food table.

*These are just a few guidelines that are required by Public Health, please feel free to visit or contact there office for the full requirements and regulations for food vendors.*

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6. Vendors must bring their own table and chairs. Only one table per space is allowed. Spaces vary in sizes, this may allow for more than one table only as approved by the Chamorro Village Management.
7. Barbecues are allowed in designated areas only set forth by the Chamorro Village Management.
8. Canopies and Umbrella's Regulations:
  1. Food Vendors are allowed to setup one no less than a 10' x 20' canopy within their assigned space.
  2. Retail, Nursery and Produce Vendors are allowed to setup no less than a 10' x 10' fold-up canopy or umbrella within their assigned space.
  3. All Vendors setting a canopy and/or umbrella will be responsible to ensure that their canopy/umbrella is properly secured to prevent injuries to themselves and others.
  4. Canopy/Umbrella Setup Time: 8:00a.m. to 5:30p.m.

*Please note that night market assigned spaces varies in different sizes which may not be large enough to fit your canopy or umbrella.*

9. All vendors must pay the following weekly scheduled fee per space.
  - a. **Food Vendors** - \$ 100.00
  - b. **Retail Vendors** - \$ 35.00
  - c. **Produce & Nursery Vendors** - \$ 5.00

10. All Wednesday Night Market vendors must make their payment no later than **4:00p.m.** **Every Tuesday**, otherwise the vendor will lose his or her assigned space. Please make payment at the Chamorro Village Office during our regular business hours from:

MONDAY - FRIDAY  
8:00am. – 4:00pm  
(Open during lunch)

Closed on Weekends and Government Holidays

*In the event that a HOLIDAY falls on a Tuesday, than payments must be received no later than 10:00a.m. Every Wednesday in order to retain your assigned space.*

**\*\* PLEASE NOTE THAT OUR BUSINESS OPERATIONAL HOURS MAY CHANGE AT ANYTIME \*\***

11. PARTIAL PAYMENT WILL NOT BE ACCEPTED. All checks return will be assess a \$25.00 fee. Any vendor with a return check will be required to pay cash only.
12. There will be no reservations for opened spaces. OPENED SPACES SHALL BE FILLED ON A FIRST COME FIRST SERVE BASIS DURING OUR REGULAR BUSINESS HOURS.
13. The President of Chamorro Affairs and/or Chamorro Village Manager may grant the sale of beer and alcoholic beverages on certain occasions if all requirements are met and the organization is a bonafide non-profit organization.
14. Signs or Banners that will be displayed shall require prior approval by the Chamorro Village Manager. The sign/banner must be of professional appearance, dimensions must be 10 inches wide and 40 inches long (signs only). Signs/banners shall not be attached to any structures, trees or poles within the Village. In addition, all signs/banners must be within the participant's assigned location. Every sign/banner must be removed immediately following the completion of the function/event.
15. All Vendors are required to clean their assigned space and remove all debris after the night market. Vendors are responsible in the removal and disposal of their trash in large dumpsters located in the Tenants Parking Lot. Vendors must remove all items brought to the Village i.e. (wood, charcoal, waste oil, barbecue pits, stands and cardboard's). The Chamorro Village Management is not responsible for any item(s) vendors leave behind after the night market.
16. Existing trees, lawn, shrubs and other improvements must not be damaged in anyway. There shall be no attachment to any trees or buildings.

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17. There shall be **No Parking** on Chamorro Village grounds and walkways. Please adhere to No Parking Zone (painted yellow) and Emergency Zone (painted red) along curbs around the Village. There shall be no obstruction of any emergency or disability locations. Persons with disability must have required parking permits, which must be visible at all times in their vehicle. **FAILURE TO FOLLOW THE ABOVE REGULATION WILL RESULT IN YOUR VEHICLE BEING TOWED AT OWNER'S EXPENSE.**
18. If you are planning to leave the island or would not be able sell on a particular night please review the following:
  - a) To retain your space you must make your payment in full for the duration that you will be away.
  - b) A Letter of Authorization must be submitted to the Chamorro Village Office in order to allow another vendor to setup on your space, however, keep in mind that the vendor must meet our requirements and furnish a copy of their business license to our office.
  - c) A Letter of Authorization must be submitted to the Chamorro Village Office to authorize us to sell your space while you are away. In the event that a vendor occupies your space a credit will be given on the next unpaid night market date.
19. Power Usage/Connection. Prior approval must be made with the Chamorro Village Manager to connect power to any of the Buildings, Pavilions or Light Fixtures. Connection must be made to a GFI Outlet for protection. Please note that your rental payment is for your space and does not include power due to limited power outlets.
20. The Chamorro Village Wednesday Night Market operation will continue during the rainy season. There is no refund for payment. Please take extra protection in securing your items as mentioned on Item 7. **Except for weather conditions such as Tropical Storms and Typhoons.** The Chamorro Village Management during these conditions will notify the Night Market Vendors via telephone or radio about the cancellation of the market. The Chamorro Village Management will credit all paid Wednesday Night Market vendors for the following night market.
21. No Vendors are allowed to sell counterfeit, pirated or any illegal merchandise during the Wednesday Night Market. Any vendor caught selling these items will be terminated from participating during the night market. Vendors will be reported to the proper authorities for further action.
22. All Vendors must clean up their area before leaving the night market and must adhere to the following Waste Disposal Policy:

All trash waste will need to be properly bagged and tightly secured to help prevent odor and trash from being spilled when disposed into container. If your trash bag has a tear or leak it must be re-bagged and secured before disposal. There shall be no direct dumping of loose waste (*charcoal, food, cans etc.*) into the waste container or grounds. All loose waste must be place into a trash bag before disposal. No Grease, Cooking Oil, Metals, Green Waste, Aluminum and Cardboard/Boxes should be dumped into the waste container. All cardboard/boxes must be broken down and disposed in corrugated cardboard container behind Unit 159. **No food or specialty retail vendors are allowed to clean their pots, pans, containers and/or utensils during and after the night market at the Chamorro Village.**
23. Warning notices will be issued to any vendor that violates the Wednesday Night Market Rules and Regulations. Vendors with more than three (3) Warning Notices within a six (6) months period will be subject to suspension or termination from the night market. Chamorro Village Management reserves the right to subject immediate suspension or termination depending on the severity of the violation.

Failure to comply with any of these conditions may result in cancellation of your privilege to partake during the Chamorro Village Night Market.

**RULES AND REGULATIONS IS SUBJECT TO CHANGE AT ANYTIME.**

Your assistance and cooperation regarding these rules is appreciated and will benefit everyone concerned.

Dangkolo na Si Yu'os Ma'ase'.

**Chamorro Village Management**