



Thank you for your interest in the Greater Menomonee Falls Foundation Farmers Market. I am very excited about the changes we are making for the 2020 season.

All the vendor information that you need is on the following pages. Please read through our vendor packet as there have been changes since the 2019 season. If you have any questions or concerns, please do not hesitate to contact me.

I look forward to working with you at our market.

*Ann Wanke*

Ann Wanke, Market Manager

## 2020 General Information and Rules & Regulations

### Purpose of the Greater Menomonee Falls Foundation Farmers Market

Our purpose is to provide fresh, local, wholesome goods and services directly from our Vendors to Menomonee Falls and the surrounding communities.

- Wednesdays, June 3 through October 27, 2020 (22 weeks)
- Open from 2:00 pm – 6:00 pm
- Located in Village Park tennis court parking lot on Garfield Drive (just west of Appleton Avenue across the street from North Middle School)

### Vendor Spaces

- Vendor spaces are assigned on a first come, first served basis.
- Vendor spaces will be one vertical parking space (approx. 10' wide x 25' deep).
- Horizontal vendor spaces (approx. 10' wide x 12' deep) are limited.
- Vendor Space Rates

Spring	June 3 – June 17	3 weeks	\$35/space
Summer	June 24 – September 9	12 weeks	\$100/space
Fall	September 16 – October 28	7 weeks	\$50/space
Every-other-Week	June 2 – October 28	11 weeks	\$75/space
All 3 Seasons	June 3 – October 28	22 weeks	\$150/space
Daily (2 week min.)	If available		\$35/space

### Vendor Space Assignments

- Vendor spaces are assigned by the market manager and vendors are not guaranteed the same location as assigned in prior years.
- Assigned vendor spaces will not normally be changed during the market season. However, the Manager reserves the right to make changes if necessary.
- Vendor space rental is non-transferrable. Vendor spaces that are unoccupied at 1:30 pm may be rented on a daily basis by the market manager.

**Vendor Space Usage**

- Vendors must furnish their own tables, chairs, and tents.
- Tents and Vendor's set up must not extend past the Vendor space allotted (stall lines).
- Tents must be secured at each corner of tent with weights, at all times.

**Vendor Parking**

- Vendor's vehicle can remain in Vendor space if it fits within allotted space. If the vehicle does not fit, it must be moved.

**Restrooms**

- Located east of the tennis courts.

**Vendor Licenses, Permits, Insurance**

All Vendors are responsible for obtaining all licenses or permits required for the sale of his/her product to the public. Copies of such licenses or permits must be submitted with Vendor application. When applicable, the Vendor shall submit copies of licenses or permit renewals.

- Non-Food Items: Vendors must include a copy of their Wisconsin Seller's Permit. Contact the Wisconsin Department of Revenue at (608) 266-2776 for more information about Seller's Permits.
- Baked or Canned Goods: A valid Wisconsin Food Processing License may be required for Vendors selling baked or canned goods. Questions regarding local and state permits can be directed to Raymond Stigler, State Food and Safety inspector (262) 939-2861.
- Eggs: Vendors selling eggs must have a valid Wisconsin Department of Agriculture Retail License (Egg Endorsement Form).
- Meats: Vendors selling meats must have a valid Wisconsin Department of Agriculture Official Meat Establishment License.
- Dairy: Vendors selling dairy must have a valid Wisconsin Department of Agriculture Dairy License.
- Vendors selling food items processed on site such as egg rolls and/or cutting samples such as cheese, fruits and vegetable on site must have Wisconsin Temporary Restaurant license for on-site processing. Questions regarding State permits can be directed to Raymond Stigler, State Food Inspector, 262-939-2861.
- All products must be sold by legal weight and measures. Vendors are responsible for having their scales certified for compliance.
- A current valid copy of any/all required licenses must be on file with the GMFF Farmers Market prior to selling at the market. NO EXCEPTIONS, this is a State requirement.
- Vendors are responsible for their own insurance.
- Vendors are required to comply with all Federal, State and/or local laws and regulations.

**Prohibited Items for Sale**

- There will be no rummage, second-hand, or flea-market-type items sold at market.
- There will be no reselling of wholesale purchased items allowed unless authorized.
- No Vendor shall engage in solicitation, collection drives, political or religious activities at the market.
- The GMFF Farmers Market reserves the right to deny the sale of any item on a Vendor's products list to maintain the integrity of items found at the market and to avoid product saturation at the market.

**Food Safety**

- Items must be kept safe from spoilage which would include putting perishable items on ice.
- Gloves must be worn by anyone handling food processed on site for consumption.
- All produce, dairy, meats, bakery and poultry sold at the market must be displayed and sold in a manner which prevents contamination. These items are not to be exposed to the open air without proper protections.

**Vendor Attendance**

- Vendors may start arriving for set up at 11:30 am. Vendors must be in place by 1:30 pm.
- Vendor space perimeter must be respected. Vendors may not block patron's view of neighboring Vendors or encroach upon areas assigned to other Vendors.
- Vendors will not use "hawking" practices to lure patrons to their stall.

- Vendors agree to sell for the entire market day and are required to stay to represent their business, even if sold out.
- All vendors will be neat, clean, and suitable dressed. Vendors are required to professionally represent their product and treat the public and fellow Vendors in a courteous and appropriate manner.
- Vendors are to leave their site clean when leaving the market, which includes removing containers, waste and trimmings. **Garbage receptacles at the market are for customer use only.**
- Except for severe weather conditions, **Vendors are expected to be present on all market days, barring any personal emergencies, in order to receive an application for 2021.**

**NOTE: Notification of an absence must be reported to the Market Manager by email [amwanke@wi.cc.com](mailto:amwanke@wi.cc.com) or phone (262) 251-9356 by 9:00 am the day of the market.**

### **Hold Harmless Agreement**

By signing application form, the vendor shall waive and relinquish any and all claims of the Vendor that might result in any manner against the Greater Menomonee Falls Foundation Farmers Market (a project of the Greater Menomonee Falls Foundation, its agents, officers, directors, employees and authorized volunteers (“released parties”), except for claims arising from acts caused by misconduct of released party acting within the scope of that party’s employment. Further, the vendor agrees to indemnify and hold the released parties harmless from and against any and all legal actions, claims, damages, losses or expenses, including but not limited to claims for personal injury, disease or death, injury to or destruction of property and attorney fees and court costs incurred or to be incurred in defending actions brought against the released parties, associated with the acts or omissions of the vendor and any of its employees, agents or volunteers occurring in connection with the GMFF Farmers Market, or for claims brought by any of the vendor’s employees, agents or volunteers against the released parties, except with respect to claims for acts caused by the willful misconduct of a released party acting within the scope of that released party’s employment or authority.

### **Procedural Violations**

- The Market Manager will give verbal warning and/or written notification of any violation of the above rules to the Vendor upon the first violation. If written notification is given, the vendor shall be requested to sign a copy of the letter to indicate his/her understanding of the regulations and willingness to correct them. If the vendor returns the signed copy as required and thereafter complies with the Farmers Market Rules and Regulations, no further action will be taken.
- For an immediately correctable violation, such as exceeding rented stall width, violators will be given verbal warning for the offense and requesting compliance with Farmers Market rules. The Market Manager shall record the issuance of each warning. If the problem is not corrected in a reasonable time, the Market Manager will issue a written warning.
- Vendors are responsible for the actions of its employees and/or shared renter. It is your responsibility to share these rules with anyone else that will be in your rented space.

## Farmers Market Booth Rental Application and Rules & Regulations Acceptance

*I have read and agree to the attached Rules & Regulations (applications not signed will not be considered).*

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**APPLICATION**

\_\_\_\_\_  
Name of Business Contact Person

( \_\_\_\_\_ ) \_\_\_\_\_  
Phone Email

\_\_\_\_\_  
Street Address City State Zip

Do you accept: **EBT Cards** [ ] Yes [ ] No **Credit Cards** [ ] Yes [ ] No

\_\_\_\_\_  
Business website Business Facebook page

\_\_\_\_\_  
Emergency contact name and phone

Please list ALL items you will sell at the market (Produce and Non-produce):


**Vendor Space Rental**

Season	Date	Cost per Space	# of Spaces	Total \$
Spring	June 3 – June 17	\$35/space		
Summer	June 24 – Sept 9	\$100/space		
Fall	Sept 16 – Oct 28	\$50/space		
Every-other-Week	June 2 – Oct 28	\$85/space		
All 3 Seasons	June 3 – Oct 28	\$150/space		
Daily (2 week min.)	If available	\$35/space		
<i>Total Enclosed</i>				\$

*Make checks payable to GMFF Farmers Market  
and mail to Ann Wanke, W165N9516 Lexington Drive, Menomonee Falls, WI 53051*

**Please return the following items by April 15, 2020 to Ann Wanke, Market Manager**

- ✓ Completed and Signed Farmers Market Booth Rental Application
- ✓ Check for Vendor Space rental fee
- ✓ Copy of all Licenses and Permits as outlined in 2020 Rules & Regulations
- ✓ Photocopy of Liability Insurance