

Wisconsin Rapids Downtown Farmers Market Rules & Regulations 2019

REGISTRATION & LICENSING

- a. **All vendors must be registered** in order to vend at the market. Registration includes a signed contract and rules and regulations document as well as seasonal payment of \$30 per space for the Thursday and/or Saturday market. All documents including, licenses if applicable, must be on file with market management.
- b. **A \$5.00 day pass will be available** to vendors if space is available. A signed copy of the completed contract, payment, and applicable licensing must be provided to the market management before the end of the market day by day pass vendor.
- c. **No refunds** will be given after registration and payment for the market. No exceptions.
- d. **Vendor License** – Any vendor selling foods such as eggs, meat, processed items (egg rolls & other items not defined as Wisconsin grown fruits & vegetables) must have a license to sell those items. The market manager must have a copy of the license on file for the entire season. Information is available at the Wood County Health Department. 715-421-8911.

TYPE OF PRODUCT ALLOWED

Only Wisconsin-grown or made products may be sold or displayed at the Wisconsin Rapids Downtown Farmers' Market. While we prefer that it come from Wood, Portage or Marathon counties, all Wisconsin-produced items are welcome to be sold at the Wisconsin Rapids Downtown Farmers Market. No imported items allowed. Market Management reserves the right to have any items that do not meet these requirements removed at any time during the market hours. Products approved for sale include:

- a. **Produce:** fruit, vegetables, maple syrup and/or honey products
- b. **Plants:** flowers, seedlings, veggie starts, etc.
- c. **Small Craft Items:** All items must be handcrafted by the vendor. No Flea Market items are allowed in the Farmers Market for sale by vendors.
- d. **Meat Products:** The product must be comprised 100% of product from animals raised by the vendor. Vendor must follow all State of Wisconsin Health Department guidelines for maintaining freshness.
- e. **Miscellaneous:** Bakery, eggs, and lightly-processed items (jams, maple syrup, honey, etc.)

Ready-to-Eat Food Vendors, those preparing hot or cold ready-to-eat foods, must make a best effort to include ingredients sourced and purchased from the Wisconsin Rapids Downtown Farmers Market vendors. Food vendors are responsible for appropriate licensing and inspection.

Food safety is a priority. All foods, including fresh fruits and produce, shall be stored in a way that protects it from contamination, such as in clean baskets, a cleaned bed of a truck. Utensils, scales and any other equipment used to store or display food shall be in good condition and kept clean. Meats, poultry, cheese, milk, eggs and any other potentially hazardous foods are always refrigerated or stored on ice. Product, hot or cold, must be kept at appropriate temperatures. Vendors selling potentially hazardous foods are subject to Wood County Health Department inspection at any time and without notice.

VEHICLES AND DROP-OFF TIMES

Vehicles may NOT be parked within the market area. Vendors may bring vehicles into the market area to drop off materials prior to market start; vehicles must be removed by 7:30 AM. Vendor vehicles may not enter the market until 30 minutes after the end of the market – 2:30 PM. Wagons will be available from market management for vendors to move items between 7:30 AM – 2:30 PM. This will increase the visibility and aesthetics of the market and most importantly visitor, vendor and pedestrian safety. Use of vehicles in the market space between 7:30 AM and 2:30 PM is forbidden and may lead to permanent dismissal from the market.

VENDOR BOOTH SPACE(S) & ATTENDANCE

- a. **All vendors are assigned designated space(s)** at the market. Vendors must utilize only the space assigned throughout the entire season unless otherwise directed by the Market Manager. The spaces are arranged to allow adequate foot traffic, ability of vendors and to move to and from their spaces, space for emergency responders in the case of an emergency. Vendor placement is at the discretion of the Market Manager and is directly impacted by historical attendance records.
- b. **The standard vendor space is approximately 12'X12'**. Vendors are not to go over their booth space boundaries into the space next to them unless space has been purchased by vendor.
- c. **Vendor must clean their space** before leaving the market. Trash must be placed in proper garbage cans or taken home with the vendor.
- d. **Vendor stalls cannot be subleased.** This includes sharing a stall with a non-registered vendor or selling items for a non-registered vendor. Only one household is allowed to use a single vendor space. Each family must register for their own space.
- e. **Nonprofit and for-profit shared space.** The market supports local organizations and providing them the opportunity to connect with community members to promote their organization. Booth spaces are available for organizations. Organizations must contact market management to confirm "shared space" booth availability prior to arrival at the market.
- f. **Vendor attendance** is taken by market management at the start of each market day. Attendance is important to ensure a viable and visible market presence. **Market management reserves the right to move vendors to a different appointed booth space after three consecutive "no-show" days without notice.** It is a priority of the market to maintain a visual presence.
- g. **All vendors must sign-in** at the market management booth at the beginning of each market day. Failure to sign-in counts as a "no-show" on the attendance record.
- h. Vendors are expected to notify the market manager when they will be unable to attend a market day. A phone call or e-mail to market management notifying them of absence must be done a minimum of 24 hours before the opening of the market day you would usually vend.

GENERAL REGULATIONS

- a. **No solicitation of any kind** is allowed at the Wisconsin Rapids Downtown Farmers' Market. This includes religious, military or any other type. Vendors may not promote product, programs, or services by directly approaching customers in the street way physically or verbally. Give-a-ways and samples are allowed.
- b. **No animals are allowed** in the Wisconsin Rapids Downtown Farmers' Market booth spaces, unless they are registered Service Animals. All vendor pets must be left at home. Visitors may bring animals. Market management reserves the right to ask visitors and vendors to remove animals from the market.
- c. **Vendors are expected to treat their fellow vendors with respect and courtesy** at all times. This includes anything relating to parking, set-up, pricing of their items, or any activity they may engage in while at the Wisconsin Rapids Downtown Farmers' Market.
- d. **Smoking** is discouraged in the vendor / customer area. Please limit tobacco use to outside of the market perimeter or market parking lot.
- e. **No live animals** are permitted to be sold or given away at the Farmers Market.

- f. **Plastic bags.** In spirit of environmentalism and sustainability the market and management are taking steps to move away from plastic bags. Market management will provide local business sponsored farmer market bags to visitors. We encourage vendors and visitors to use and promote the use of cloth bags given away by market management.

Violation of any of these rules will result in a vendor receiving one verbal warning. A second violation of the same rule and the vendor will receive a second verbal warning. Any further violations by the same vendor will result in the vendor's permission to vend at the market for the entire season being revoked without reimbursement; they will be removed from the mailing list and no longer permitted to sell at the Wisconsin Rapids Downtown Farmers' Market.

ADDITIONAL INFORMATION

- a. Market days will run 8:00 AM – 2:00 PM Thursday and Saturday, June – October.
- b. An accessible Port-a-Potty will be available on site for vendors and visitors. This is a contracted service and will be cleaned on a weekly basis.
- c. Severe weather will result in the cancellation of the Wisconsin Rapids Downtown Farmers Market and is at the discretion of market management. In the event of severe weather developing during market hours, information will be provided to the vendors in a timely manner. This includes severe weather watches & warnings. Severe weather shelters are located in the following locations.
Thursday: TBD
Saturday: TBD
- d. A bike rack is available at the market for use by visitors and vendors.
- e. Picnic tables will be provided for use of seating at the market.
- f. The Wisconsin Rapids Downtown Farmers Market participates in the UW-Madison MIFI assessment. This assessment requires vendors to anonymously disclose their profit at the end of each market day. Vendors at the Wisconsin Rapids Downtown Farmers Market will be required to submit anonymous sales slips at the end of each market day. This information is NOT shared with IRS, will NOT count against your taxes or personal finances and will NOT determine vendor spaces – this information is used only to show the benefit and impact of the market on the community.
- g. Market management will be on site, at a minimum, at the start and end of each market day.
- h. Questions regarding vending at the market can be directed to: Mai Thao, mthao@co.wood.wi.us or 715-421-8942.
- i. Questions regarding activities and general logistics of the market can be directed to Sarah Salewski at ssalewski@co.wood.wi.us or 715-421-8926