You're invited to the Downtown Waupun Farmers Market!

The Waupun Farmers Market is back in its new location for the second year… downtown. Please join our team of vendors as we create a Saturday morning experience for our community. Information regarding the Farmers Market is listed below. **The Policies & Guidelines are included, as well as a market contract/application form that must be completed and returned by all vendors prior to selling any goods.**

Downtown Waupun Farmers Market
Location: O'Connor, Wells & Vander Werff LLC Parking Lot, 111 E. Main Street, Waupun, WI 53963
Dates & Times: Saturdays from 8 a.m. to 12 noon
Season: June 1, 2019 – September 28, 2019 (18 Weeks)
Rates:

- Full Season Single Stall: $35
- Full Season Double Stall: $50
- Weekly Pass: $5 per Saturday

Extra stalls are available on a first-come, first-serve basis for non-season or non-weekly reserved vendors.
The vendors stalls will create an outline (box) surrounding the perimeter of the O'Connor, Wells & Vander Werff LLC parking lot, with a limited number of vendors will be allowed to be in the center of the box. There are additional stalls available on S. Forest St. Market market manager (Casey) will be available each Saturday to provide stall / vendor assistance.

Please email waupunfarmersmarket@gmail.com if you have any questions. Completed contracts and payments can be submitted to the Waupun Area Chamber of Commerce Office at 201 E. Main St., Waupun, WI 53963 or by e-mail to waupunfarmersmarket@gmail.com.

Thank you,
The Downtown Waupun Farmers Market

DOWNTOWN WAUPUN FARMERS MARKET
Policies and Guidelines
2019 Season: June 1 – September 28

The **Downtown Waupun Farmers Market** (Market) is organized through the **Waupun Area Chamber of Commerce** (Chamber). Throughout the season the operation of the Farmers Market is assisted by the market manager (Casey) from an informal group known as the **Waupun Downtown Promotions Committee** (DPC). The intent of the Market is to bring fresh products and associated crafts to the people in the area via small producers, backyard gardeners, hobby farmers, local garden and nature artisans as well as crafters who sell their products through a home-based business. The policies and guidelines contained within this document are designed to meet state and local regulations for direct-market sales, and to assure buyers the highest quality of local produce and other products. Contact Casey at 920-948-4384 for more information on types of items that qualify to be sold at the market.

MARKET ORGANIZATION

The Market Manager and Committee is responsible for the operation of the Downtown Waupun Farmers Market, and reserves the right to refuse the sale of any item not in compliance with the State of Wisconsin or Market Policies and Guidelines as set forth by the Market Committee.

SELLERS: Sellers are approved to participate by the Market Committee through an application procedure.

MARKET COMMITTEE: The Market Manager and Committee oversee the routine operation of the Market and has the authority to enforce all Policies and Guidelines.

MARKET HOURS

The Market will be held every Saturday from June 1 through September 28, from 8 a.m. to 12 noon. Vendors should arrive and be set up and ready to sell by 8 a.m.

Markets will be held rain or shine unless whether is severe (lightning, strong winds), or there is a Tornado Warning or Tornado Watch in effect. In the event of rain or severe weather, fees will not be reimbursed to season or weekly pass vendors. In the event of rain or severe weather, the Market Manager will contact all vendors by 7 a.m. to determine if the market is on or off.

GENERAL POLICIES

The Market is designed as an outlet for fruits, vegetables, eggs, pre-packaged honey and maple syrup and related items, jams and jellies, baked goods, cheese products, meat, fish, pork, bison, poultry and emu. Also included are flowers, plants, herbs, seeds, and garden and nature related crafts and other items. In addition, crafts, jewelry, soaps and other items may also be permitted based upon review by the Market Committee.

All vendors will carry appropriate licensing and vendors will prominently display a copy of their license at the Market. *If you have questions on licensing and requirements, contact Fond du Lac County Health Inspector at* 1-800-547-3640.

Pets are discouraged unless needed for vision impairment or other disability. Animal waste must be removed from the site.

Occupants of vendor areas/stalls must keep their sales area clean and will be responsible for cleaning up their area after each day's sale. Trash containers on the Market grounds are intended primarily for use by customers, and should not be used for waste from vendor areas/stalls. Leaving vendor areas with litter, trash or unsold product will be evidence of abuse of Market privileges and may result in the individual being fined or barred from further use of the Market.

No loud generators will be allowed on site. There are a limited number of electrical outlets available for use.

Non-profit or charitable organizations may be allowed to conduct fundraising events with prior permission of the Market Committee. Groups wishing to sell brats, hamburgers, etc. more than two times per season will need to obtain the proper permits from Fond du Lac County Health Department. The appropriate form can be downloaded from their website.

VENDOR GUIDELINES

For a fee of $35 per season, vendors will be able to rent a 10' x 10' stall. For an additional $15 ($50 total per season) vendors may utilize a 10' x 20' stall. If the market closes for the day or any part thereof due to inclement weather, no refunds will be issued.

All vendor possessions must be kept within the rented confines. Vendors must furnish their own tables and chairs, or use the back of their vehicles.

Assignment of stalls will be on a first-come, first-serve basis each week. The only exception will be vendors requiring power, who will receive stalls closest to the power source.

MARKET CONDUCT

Treat everyone in a respectful and courteous manner. Refrain from using profanity. Appropriate dress is also expected of vendors.

ENFORCEMENT

The Market Manager or Committee reserves the right to require the removal of any customer, vendor, animal, signage or product that it deems dangerous, disruptive or considered offensive.

The Market Manager or Committee reserves the right to sanction any participants that violate or ignore Market rules not otherwise stated.

Any participant that is warned of a violation or sanctioned may have 30 days to appeal to the entire board for reconsideration. Any appeal will not necessarily postpone said sanction.

The Market Committee will handle any problems related to the administration of these rules. The Board of Directors of the Waupun Area Chamber of Commerce, whose decision shall be binding on all parties, will make final decisions.

POTENTIALLY HAZARDOUS FOODS

The Market allows the following items as long as the vendor is able to provide the necessary license(s) to the Market Committee. For information on the pertinent State regulations, contact the Wisconsin Department of Agriculture, Trade and Consumer Protection. Our rules for licensing concur with State regulations. These rules are subject to change whenever the state regulations change.

1. **Eggs and meat** may be sold if the vendor has the required 'Retailers License' from the State of Wisconsin. All meat must be butchered and inspected at a State licensed facility. All other Market criteria apply.
2. **Dairy products** must be processed at a licensed dairy and the vendor must have a 'Retailer's License'. All other Market criteria apply.
3. **Jams, jellies, pickles, preserves and canned or other potentially hazardous foods** must abide by State labeling regulations. The named ingredient in the title must be grown by or collected by the vendor. Vendor can apply to the Market Committee for an exception to this rule. All other Market criteria apply.
4. **Baked goods** must be a product of the vendor. The baked goods must be pre-portioned and pre-packaged or displayed under a rigid hinged plastic cover (cellophane or plastic wrap is not acceptable) and dispensed according to Health Department standards. All baked goods must be labeled with the name of the product, its weight and the name and address of the baker.
5. **Licensing** Any vendor selling baked or canned goods must follow the state's current regulations regarding the Pickle Bill and Cookie Bill.
6. **Produce** All produce MUST be grown in the state of WISCONSIN.
7. **Other products** not discussed above must be approved by the Market Committee.

LIABILITY

All vendors and customers are responsible for their own personal and product liability. The WAUPUN AREA CHAMBER OF COMMERCE, the WAUPUN DOWNTOWN PROMOTIONS COMMITTEE, the DOWNTOWN WAUPUN FARMERS MARKET, MARKET COMMITTEE, MARKET MANAGER, the CITY OF WAUPUN, MARKET VOLUNTEER HELPERS and O'CONNOR, WELLS & VANDER WERFF, LLC assume no liability for injuries resulting from the use of the Market or the products sold there. Vendors will maintain their stalls in a safe condition and will indemnify and hold harmless the WAUPUN AREA CHAMBER OF COMMERCE, the WAUPUN DOWNTOWN PROMOTIONS COMMITTEE, the DOWNTOWN WAUPUN FARMERS MARKET, the MARKET COMMITTEE, MARKET MANAGER, the CITY OF WAUPUN, MARKET VOLUNTEER HELPERS and O'CONNOR, WELLS & VANDER WERFF, LLC, from injuries or damages, or claims of injuries or damages, sustained by any person in the vendor stall.

All vendors are encouraged to carry a Certificate of Insurance, evidencing Comprehensive General Liability coverage, including Products and Completed Operations coverage with limits not less than $300,000 each occurrence and $300,000 aggregate; naming the Waupun Area Chamber of Commerce, the Waupun Downtown Promotions Committee, the Downtown Waupun Farmers Market, the Market Committee, the City of Waupun and Volunteer Helpers as additional insureds with respect to the vendor's participation in the Downtown Waupun Farmers Market. Contact the Chamber office if you have questions regarding insurance requirements.

The Market Committee reserves the rights to amend, change, delete or add to these Policies and Guidelines as required. Any changes to these Policies will be forwarded to Vendors in a timely manner.

For additional information contact: **Downtown Waupun Farmers Market: waupunfarmersmarket@gmail.com**
OR Casey Market Manager at 920-948-4384

Downtown Waupun Farmers Market
2019 Contract Agreement & Application: June 1, 2019 – September 28, 2019

Vendor Name_____

Address_____City_____ Zip _____

Phone_____ Email_____

BOOTH NEEDS:

☐ I would like a season pass for one stall all 18 weeks: $35.00

☐ I would like a season pass for two stalls all 18 weeks: $50.00

☐ I would like a weekly pass ($5 per week) SINGLE STALL ONLY on the following Saturdays for a total of $_____:

Please list weekly pass dates: _____

ABOUT MY BOOTH:

I require to sell out of my vehicle: YES / NO
I require electricity: YES / NO
I am certified organic: YES / NO
I accept WIC vouchers: YES / NO
I accept Wisconsin's Farmers Market Nutrition Program (FMNP): YES / NO

Products I will offer for sale:

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_____

A copy of your State of Wisconsin Food Processing License must be submitted with this contract if selling baked or canned goods. The license must also be displayed in a prominent location during the market.

All vendors are encouraged to carry Comprehensive General Liability coverage, including Products and Completed Operations coverage with limits not less than $300,000 each occurrence and $300,000 aggregate insurance. The Waupun Area Chamber of Commerce, the Waupun Downtown Promotions Committee, the Downtown Waupun Farmers Market, the Market Committee, the Market Manager, the City of Waupun and Volunteer Helpers, and O'Connor, Wells & Vander Werff LLC are not responsible for any vendor actions, products, damages, damages to customers from products or claims of such.

I have read the rules, regulations & policies as described for the Downtown Waupun Farmers Market and hereby agree to abide by them. I acknowledge full responsibility for all my activities at the Market (and for those assisting me) throughout the term of this season's agreement. I acknowledge the authority of the Market Manager/Managers to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations. I understand that the Waupun Area Chamber of Commerce and Waupun Downtown Promotions Committee and O'Connor, Wells & Vander Werff LLC do not carry any insurance policies to cover individual participants or their products and that I assume responsibility for carrying such insurance.

I agree to the terms of the Downtown Waupun Farmers Market Policies and Guidelines.

Name: _____ Signature: _____ Date: _____

This signed form and payment must be returned to the Waupun Area Chamber of Commerce:
waupunfarmersmarket@gmail.com
201 E. Main St., Waupun, WI 53963