



2017 Application Form & Vendor Rules

Market Time: Tuesdays – 4:00 p.m. to 7:00 p.m. or dusk

June 13, 2017 through September 26, 2017 (15 weeks)

Located: Howard Village Center
 Behind the YMCA

Vendor Contact: Leigh Ann Wagner Kroening
 lwagnerkroening@villageofhoward.com
 (920) 434-4640
 Howard Village Hall, 2456 Glendale Ave.

YOUR INFORMATION:

Business/Farm Legal Name: _____

Business Location: (for produce vendor – where is the produce grown, others list where product is manufactured.)

Contact Person: _____ Best Phone for This Person: _____

Contacts Mailing Address: _____ Street, City, State, Zip

Business Phone: _____ Other Business Phone: _____

Email: _____ Website: _____

We will use some of this information for advertising you and other participating vendors at our market.

RATES for 2017

Full Season Rate: *most spaces are 12'x12'*

_____ One space for the full 2017 summer market season (15 weeks) is \$120.00. (non-transferable)

_____ Two spaces for the full 2017 summer market season (15 weeks) is \$195.00. (non-transferable)

_____ I need a special arrangement. Please call to discuss. Space is limited.

PRODUCT INFORMATION FOR SPECIFIC

VENDORS: All Howard Farmers Market vendors –

** Items marked with a * are required to be submitted with your applications.*

- The flavor of our market is *Local, Hand-crafted, and Homemade*. Please help us form a positive and unique environment.
- *Specialty and unique items are especially welcomed and encouraged!*
- All vendors must have a sellers permit from the State of Wisconsin if required.
- Our market is kid friendly.

Fresh Produce Vendors – Fresh picked and uncut vegetables, fruits, apples, melons, etc. Also seasonal decorations, living plants, fresh cut flowers etc.

- Must be locally grown within 100 miles of Green Bay.
- All vendors must have signs displaying their name or farm name and the town they are located.
- Must be personally cultivated by you or the business you own and address listed on the application.
- Must be listed on the Product Description Form.
- Samples may be cut if proper food safe conditions are followed.
- Certified Organic vendors must include proof of certification* in order to promote “organic.”
- Practice all safe food handling procedures and obtain any license or permits required for your product.
- If you are selling products by weight, a class III scale is required by the City of Green Bay, for more information contact the City Of Green Bay’s Weights & Measures Inspection Division at 920.448.3300.

Processed/Preserved Food Vendors - Prepackaged foods such as pickles, salsas, honey, smoked, etc.

- All food must be processed by you or the business you own.
- All vendors must have signs displaying their name or farm name and the town they are located in.
- Processed food items should be sold with valid processing license and comply with Wisconsin labeling law requirements. Proof of license is required*.
- Practice all safe food handling procedures and guidelines for your product.
- If you are selling products by weight, a class III scale is required by the City of Green Bay, for more information contact the City Of Green Bay’s Weights & Measures Inspection Division at 920.448.3300.

Food Consumed on Site Vendor - Foods prepared on-site for immediate consumption.

- A temporary or mobile food establishment permit* from the Brown County Health Department is required. Please contact the Brown County Health Department at 920.448.6400.
- If you are selling products by weight, a class III scale is required by the City of Green Bay, for more information contact the City Of Green Bay’s Weights & Measures Inspection Division at 920.448.3300.
- Only the food listed on your application may be sold by the vendor preparing the food.

Handmade Craft/Art or Décor Vendor - Hand-crafted and home-made products and art.

- Items sold must be of your original design or creation.
- Person displaying the items must be the creator. (sorry, no sales reps)
- All vendors must have signs displaying their name and the town they are located.

GENERAL MARKET INFORMATION

Logistics:

- The market will open at 3:00 PM for customer sales and end at 7:00 PM or dusk later in the season. Set up can begin at 1:30 PM.
- There will be no moving vehicles allowed after 2:30 PM inside the market area.
- NEW - Due to a negative look of empty spaces, we are assigning space on a first-come, first-serve basis.
- As space allows, vendors are allowed to sell out of their vehicle but must also have a table and canopy to display their items.
- If you have a large enough space, vendors must park their vehicle (only one) in the assigned spot.
- Give our customers the best parking spots! Plenty of parking is available near the market.
- The market managers have the authority to move and reassign stall space to enhance or facilitate the market operations.
- All vendors are responsible for their own garbage removal. No use of the general customer trash receptacles, please.
- Electricity is not available on the market grounds.
- Smoking is prohibited within the market grounds.

Vendor Transactions:

- Price, terms of sale, etc. are between buyer and seller only. All vendors agree to abide by fair business practices.
- Any required sales tax collections and remittances are the sole responsibility of you, the sellers.
- Prices should be clearly posted for customers.

Equipment and Appearance:

- Canopy tents are required by all vendors. Wind conditions may warrant a tent free day.
- Vendors are required to provide their own tables, chairs, canopy tent, canopy weights, and any other items needed for their safe display in their respective assigned stall space.
- All items must be contained within the space assigned and may not infringe on adjacent vendors.
- The general cleanliness of the market area is everyone's responsibility. All vendors must keep their area neat while selling and make certain that the area is clean before leaving.
- Removal of your garbage is required. Market receptacles cannot be used.
- All market vendors should represent themselves in an appropriate manner, dress, and state of cleanliness.
- Shirts and shoes should be worn at all times.

Needing to cancel: contract, days attending or weather related problems

- If you need to cancel your contract with us, please give us a two week notice or contact us as soon as possible. A prorated amount may be returned to you with your proper notice. Director@militaryave.org or 920.544.9503.
- If you are unable to attend a certain day that you had included in your application, please contact us by Tuesday of the market week or as soon as possible. No refund will be made for that day. Director @militaryave.org or 920.544.9503
- The Market may be cancelled due to severe inclement weather. Every effort will be made to prevent canceling. Please check our Facebook page at Military Avenue Business Association for weather related closings or announcements.
- For last minute communication, call the market coordinator's cell phone Leah 612.810.0474

Special Services and Features at Market on Military:

- The Military Avenue information booth will accept and coordinate vouchers for EBT and WIC/Senior payment. Signs will be available if you are willing to accept this form of payment. Training will also be available for qualified products and procedures. We strongly encourage taking advantage of this program as it increases your sales. We offer a cash reimbursement at the end of the market day.
- There will be a "Community Booth" for businesses, community members, other non-profit agencies, or causes approved by the committee.
- *Extra produce?* This year, we are partnering with **House of Hope**. They are located one block north west of our district and provide shelter for young mothers and their children under the age of 5.
- Portable rest room will be available.
- Signage and other methods of advertising will be done to promote attendance.
- Facebook, MilitaryAve.org website and other social media will be used for advertising and a source for updates and news.
- Possible music, demonstrations, themes, or other entertainment will be scheduled when possible. Please host your own specials also.

If you have any questions related to your application, please send an email to Director@MilitaryAve.org or call 920.544.9503.

***** IF you are accepted, Vendors will receive a letter/email/call of acceptance confirming their membership for the season. You will also receive information if your product(s) are not accepted.*****

Thanks for your interest in Market on Military!