



2018 Application Form & Vendor Rules

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

June 12, 2018 through September 25, 2018 (*14 weeks)

** No market July 3 or Sept. 4*

Located: Howard Village Center
 Behind the YMCA

Vendor Contact: Kimberly Bergemann
 HowardFarmersMarket@gmail.com
 (920) 606-0142

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: _____

Contact 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 2018

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

_____ One space for the full 2018 market season (14 weeks) is \$120.00 (non-transferable and non-refundable)

_____ Two spaces for the full 2018 market season (14 weeks) is \$195.00 (non-transferable and non-refundable)

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

Daily / Monthly Rates:

_____ One space is \$11.00/daily. Please circle the dates you plan to attend: June 12, June 19, June 26, July 10, July 17, July 24, July 31, Aug. 7, Aug. 14, Aug. 21, Aug. 28, Sept. 11, Sept. 18, Sept. 25

* Please note: There is NO market on July 3 or Sept. 4. All rates are non-transferable and non-refundable.

YOUR SPACE NEEDS:

Our spaces may vary in size and are available on a first-come first-serve daily basis with required pre-registration. Please identify any space needs you may have. (car, van, equipment, etc.) _____

PAYMENT:

Send check or money order made payable to – Village of Howard, c/o Farmer's Market coordinator, 2456 Glendale Ave., Howard, WI 54313 * All vendor fees are non-transferable and non-refundable. *

VENDOR TYPE

Check one (or more) type that best fits.

- Fresh produce Processed/preserved food Community/Nonprofit
- Food to be consumed on site Hand-made craft/art Jewelry (as your main item)
- Fresh cut flowers/bouquets Live plants Other (please explain in space below)

PARTICIPATION

Month / Week Dates:

As a *full season* vendor, you are expected to attend all the dates if possible. If there are dates, up to four, that you know you cannot attend during the entire season, please mark them off so we can fill in your space that day.

	Full-season vendors: Please mark dates you are <i>unable</i> to attend				
June	12	19	26		
July	10	17	24	31	
August	7	14	21	28	
September	11	18	25		

Date Notes: _____

Contract between you and the Village of Howard Farmer's Market 2018

*Have you been approved? ***

Vendors will receive a letter/email/or call of acceptance confirming or declining your membership for the season. This application alone does not mean that you are approved.

I understand that if necessary, I will obtain all proper permits from the village, county and/or state as required to participate in the Howard Farmers market. ***Vendors are encouraged to carry liability insurance coverage protecting them in their participation at our market.***

I understand that this document serves as a contract between my business (above farm name/business name) and the Village of Howard. I have read, understand, and agree to conform to the conditions stated in this application and vendor rules and have provided truthful and comprehensive information on this form.

If I do not comply with the market guidelines, I may be asked to leave and forfeit all remaining vendor fees.

I agree that the Village of Howard and respective officers, employees, agents and consultants are not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the Village of Howard Farmers Market; whether such injury, theft, or damage occurred prior, during, or after the Howard Farmers Market 2018 season.

My Business/Farm further agrees to indemnify, defend and hold harmless the Village of Howard and respective officers, employees, agents, and consultants for and against any claims for such injury, theft, or damage.

Signed _____ Dated _____

Any violation of our guideline(s) may result in immediate expulsion from the Village of Howard Farmers Market. Please respect our efforts to make this a fun, healthy and enjoyable experience for all.

Please make a copy of this form for your records and return the original (page 1-4) to us.

OFFICE USE:

Accept: _____ W/Exceptions: _____ Decline: _____

Exceptions/Change: _____

Confirmed: _____ Date: _____ Sign: _____ Note: _____

PRODUCT INFORMATION FOR SPECIFIC VENDORS:

All Howard Farmers Market vendors –

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

- 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 seller 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 where they are located.
- 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 are allowed.)
- All vendors must have signs displaying their name and the town they are located.

GENERAL MARKET INFORMATION

Logistics:

- The market will open at 4:00 p.m. for customer sales and end at 7:00 p.m. or dusk later in the season. Set up can begin at 2:00 p.m.
- There will be no moving vehicles allowed after 3:30 p.m. inside the market area.
- NEW - Due to a negative look of empty spaces, we are assigning space on a first-come, first-serve basis each day of the market.
- As space allows, vendors can 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.
- Access to electricity is limited. Please indicate on your application if you require electricity.
- 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 with proper weights 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.
- 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. We are unable to return any of your prepaid vendor fees.
- If you are unable to attend a certain day that you had included in your application, please contact us by 3 p.m. Monday of the market week or as soon as possible. No refund will be made for that day.
- The Market may be canceled due to severe inclement weather. Every effort will be made to prevent canceling. Please check our Facebook page at Village of Howard Farmers Market for weather-related closings or announcements. No refunds will be made for weather-related cancellations.

Special Services and Features at the Howard Farmers Market:

- Howard and Suamico businesses, non-profit agencies, or other local causes are welcome to complete an application. All fees and market policies will apply, and participation is contingent on approval.
- *Extra produce?* This year, we are partnering with **The Giving Tree**, which is located one block east of our market and provides food and other resources to families within the Howard-Suamico School District.
- Portable rest room will be available.
- Signage and other methods of advertising will be done to promote attendance.
- Facebook, the Village of Howard 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 HowardFarmersMarket@gmail.com or call Market Coordinator Kimberly Bergemann at (920) 606-0142.

**** All 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 the Village of Howard Farmers Market.