

# 2020 Waukesha Farmers' Market Special Guidelines

Waukesha Downtown Business Association (WDBA)  
231 W. Main Street Waukesha, WI 53186 (262) 547-2354

## LOCAL WAUKESHA

### Service Organizations, Community Partners and Non-Profit Guidelines

The Waukesha Farmers' Market has designed a space and an environment to best fit the community that the market serves. To make and keep that environment matching the design, the market management, without prejudice, will choose to accept vendors, service organizations, community partners and non-profit organizations to support their function. These organizations must follow the guidelines as shown below.

- Non-profit participants must provide their non-profit EIN number and official non-profit corporation name for verification purposes. The Waukesha Farmers' Market reserves the right to verify your non-profit status
- All organization must have an application on file with Waukesha's Farmers' Market before attending the market
- Each organization may only participate, during the duration of the 2020 market, four times, providing that their requested dates are approved
- Each organization may participate at the market no more than once each month, providing dates approvals
- Participants from the organization may not wander around the market distributing materials, nor should they approach customers beyond six feet of their assigned booth space
- Participants may not sell or give away any food or drink at the market
- Any sale of products must be approved by the market management and may not compete with market vendors
- Organizations should distribute the Farmers' Market flyers, along with any of their own materials
- The location for setup will be chosen by the market management
- Organizations must supply their own table and chairs. Set-up participants must be at the market by 7:15 a.m. on Saturdays
- **In Lieu of a fee or donation to the market we ask you to promote the Waukesha Farmers' Market on your website and marketing materials**
- Please provide market management with a certificate of insurance along with your application **Listing Waukesha Downtown Business Association & Waukesha State Bank as Additionally Insured with limits of \$100,000/ \$300,00 Aggregate.**

We appreciate your assistance in creating the proper market environment. The market management recognizes that each and every organization plays a vital part in showing the cooperation and collaboration that makes the Waukesha Farmers Market a true and deserving destination for our wide-ranging community. Please remember that the market management retains the rights to modify booth selection and conditions at any time.

If you have any further questions, please feel free to call 262-547-2354.