



## 2018 Waukesha Farmers' Market Guidelines



- Every vendor participating in the 2018 Waukesha Farmers' Market **MUST HAVE** a Certificate of Liability Insurance, 100,000/300,000 aggregate, listing the Waukesha Farmers' Market and the Waukesha State Bank on the certificate. Your insurance provider can provide you with this certificate. Vendors will not be allowed to participate in the market without the Certificate of Liability Insurance which must be provided to the WDBA before the market begins on May 5, 2018.
- The Waukesha Farmers' Market hours are 8:00 a.m. – 12:00 p.m. on Saturdays from May 5 through October 27, 2018.
- Any on-site concerns should be directed to the Farmers' Market Manager, who is at the Market Information Booth.
- The Farmers' Market site will be located along the Fox River in downtown Waukesha. Approved vendors will receive their stall assignments and vendor maps at the Vendor Meeting on April 19, 2018. Notices will be mailed through USPS by request only. Produce vendors may request a maximum of two (2) stalls and exceptions must be approved by the market management. All other vendors are limited to one stall. Each regular stall will accommodate a **10'x10' tent**. The spaces are numbered on the pavement. Do not go past the markings at the front of your space. The marks are there to provide an adequate amount of space in the event an emergency vehicle needs to get through. Every effort will be made to create an appropriate marketing environment.
- The Market Manager will be on-site by 6:30 a.m. each Saturday. **All vendors must be parked by 7:15 a.m.** and will remain until 12:25 p.m. on Saturday. Vendors may not leave early, even if products are sold out. Seasonal vendors who are not in place by 7:15 a.m. may not have access to their regular stall. Stalls will be filled with Daily Vendors at 7:15 a.m. as necessary. Vendors not coming to the market must notify the WDBA Office at (262) 547-2354 by 12:00 p.m. the Friday before the market date. After 12:00 p.m. on Friday and on Saturday by 7:00 a.m., call the Market Manager if you are not coming. You will be given the contact information before May 1<sup>st</sup>. If you are not at the Farmers' Market and we have not been contacted by you by 7:15 a.m. your stall may be given to a daily vendor. For the safety of other vendors/pedestrians, if you arrive after 7:15 a.m. you will not be allowed to drive into your space, and all of your product will have to be hand carried. See market management about safe entry into the market. Vendors who do not abide by this guideline may lose their stall assignment preference in 2019. Please clean-up immediately following event. All vendors must be cleaned and packed up by 1:00p.m.
- Only locally grown, in-season produce and flowers may be sold at the Farmers' Market. No wholesale loads of produce may be marketed. No brokers, agents or commissioned sellers. Selling products not locally grown and/or crafted in Wisconsin will result in expulsion from the Farmers' Market. By signing your application, you agree to participate in random location inspection.

- Baked goods, canned goods, and on-site prepared foods must follow all Health Department rules. Necessary permits must be included with your application. **If your booth generates waste, you must provide a larger trash receptacle.** For further assistance, please contact Environmental Health Sanitarian, at (262) 896-8326 and ask for Charlie Bloom. Inspections are performed by the Waukesha County Division of Environmental Health.
- Locally made arts and/or crafts may also be sold at the Farmers' Market. All products must be handmade. Craft items will be reviewed and will be rejected if found not to be handmade. All craft vendors must provide photos of you creating and assembling your handmade items before your application will be approved. No flea market-type items are allowed. Non produce vendors are limited to one stall during peak season. Priority will be given to food and garden related vendors seeking Full Season and Peak Season stalls.
- Vendors are required to abide by all laws and regulations regarding the sale of their goods. Copies of all required licenses and/or permits must be with you while attending the Farmers' Market.
- No livestock may be sold.
- When items are being sold by weight, an accurate scale must be used. Scales are subject to inspection by the Wisconsin Department of Agriculture.
- If serving food, which may leave grease drippings on ground, please place cardboard on ground to collect drippings and **provide necessary large trash containers to accommodate waste.**
- A fee of \$40.00 will be charged per day for those selling on a daily basis; provided there is space available and prior permission has been obtained.
- Smoking by vendors is not permitted on the grounds of the Farmers' Market.
- **Vendors may not bring pets and/or animals to the Farmers' Market.**
- No alcoholic beverages are allowed in the Farmer's Market.
- Please do not leave children unattended.
- Vendors are required to park in assigned vendor parking by green space, east of Waukesha State Bank.
- We will again offer gift certificates for the farmers' market and you agree to accept them by being a Farmers' Market vendor.
- **Garbage & Recycling:** We require that each vendor supplies a container or bag taped to the front of the booth. The information booth will supply garbage signs. All vendors are expected to clean up & sweep their stall area after each market and take their garbage and recyclables with them. Failure to do so will result in a service fee of at least \$25.00 per infringement. Please do not use the city garbage cans, these are not an option for vendors.
- Vendors found placing produce in the trashcans will be subject to a \$50.00 fine from the Farmers' Market. If a vendor is found placing produce in the trashcans a second time they will be expelled from the Farmers' Market for the remainder of the 2018 season.
- **GENERATORS:** Vendors who intend to use a generator must indicate that on the application form. Generator use at the Market will be limited. You must have prior written or emailed permission from the WDBA to run your generator. Generators will be inspected by the Market Manager or Market staff for noise level, fumes, disturbance to neighboring vendors, and safety.

Inspections may be made throughout the season. If your generator does not meet approval, you will need to make arrangements for an alternative power source the following week. If your generator is deemed an immediate safety problem, you will be asked to stop the generator immediately. On a space-available basis in following weeks, your stall assignment may be reassigned to a more appropriate location to run a generator.

- Vendors must cooperate with the Farmers' Market Management and obey all guidelines. If a problem is reported or observed, a vendor will be notified verbally, and then in writing, stating the problem. Failure to respond to the problem will result in termination of the vendor at the Waukesha Farmers' Market without any refund of any fees.
- A vendor identification sign will be assigned to you. This sign is the property of the Waukesha Downtown Business Association and its purpose is customer navigation and vendor identification. All vendors are required to display this sign in a prominent place in your booth while open in the market. You will be charged \$10.00 for a replacement sign should the sign assigned to you become lost or destroyed. Repeated failure to display the sign in your booth will result in warnings and possible market termination for the season.
- The Waukesha Downtown Business Association has established these guidelines. Any concern should be addressed to the WDBA at: WDBA Farmers Market, 231 W Main St, Waukesha, WI 53186; Phone: (262) 547-2354 or via E-Mail on the [website contact form](#).

**Thank you for participating in the 2018 Waukesha Farmers' Market**