



Sheboygan County Interfaith Organization
2017 Summer Farmers Markets Rules and Regulations
<http://www.sheboygancountyinterfaith.org/farmers-market.html>
920-457-7272 ext 111
fm@sheboygancountyinterfaith.org

The SCIO Farmer's Market makes available fresh native products directly from farmers to residents. Working to help local farmers remain vibrant, educate the community on healthy eating, and provides a social experience that helps build community.

2017 Dates and Location

Sheboygan: Fountain Park June 3rd-October 28th

- Wednesdays 9am-3pm
- Saturdays 8am-2pm

Plymouth: Fairfield Plaza June 15th-October 12th

- Thursdays 12pm-5:30pm

Vendor Types:

Season Vendors are vendors that pay a space fee for the full season. They are assigned a particular space for the season.

Daily Vendors are scheduled for stall spaces depending on space availability, product mix and market management discretion. Daily vendors are not guaranteed the same stall space each market, but market staff will be as consistent as possible.

Product Types:

Farm Product refers to fresh foods that the farmers plant, grow or care for, and harvest (e.g. fruits, vegetables, nuts, eggs, meats, milk, etc) This food is not processed or minimally processed.

Valued-Added Product refers to products with one or both of the following two characteristics: (1) The vendor makes the foods from raw ingredients and primarily, from ingredients that they plant, grow or care for, and harvest AND/OR (2) they process the foods through baking, cooking, canning, drying, fermenting, preserving, or spinning techniques (e.g., baked goods, cheese, jams, dried fruit, viticulture, pickles, wool yarn, etc.)

Ready-to-Eat Food refers to products that agriculture or non-agriculture businesses make from ingredients that they primarily purchase. The food at the market is made for immediate consumption.

Plants and Flowers refers to bedding or house plants and cut flowers

Crafts refers to products that are made by the vendor themselves. Direct sale and items for resale are not accepted.

Vendor Spaces:

1. Vendor spaces will be assigned upon receipt of completed application, full payment and copies of all licenses or permits.
2. Permits are granted for one growing season to bonafide growers or producers of the products sold. Returning vendors will have the first right of refusal of prior years' market space.
3. Vendors are *required* to have a sign with their name and location (city or town). Season vendors must display their vendor space card; growers must also list prices. Signs must be prominently displayed each week.
4. Sheboygan vendor spaces are 10' by 16' and will be clearly marked at the beginning of the market season on the ground.
5. Plymouth vendor spaces are appx 10' 25'. Vehicles may remain onsite during the market.
6. If you will not be present on a market date please notify the SCIO Market Manager via email fm@sheboygancountyinterfaith.org or phone (920) 457-7272 ext 111. The Market Managers cell phone will be given out at the beginning of the market season.
7. Vendors are responsible for his/her own setup and take down. Vendors must remain onsite for the duration of the market.
8. Tents must be properly weighted for safety purposes.
9. Trash, including produce debris and food items must be swept up and disposed of after each market. Vendors are responsible for cleaning their own area before leaving. Trash must be packed out; public trash containers are for customer use only. Grease and other hazardous materials cannot be poured down the city sewer system.
 - a. In order to prevent damage to the Park or Parking Lot additional mats or other equipment may be required based on the recommendation of the City of Sheboygan or owner of Fairfield Plaza.
10. Vendors who accept Senior Farmers Market Nutrition Program-SFMNP, WIC, Fresh Produce Vouchers and FoodShare wooden tokens need to display the appropriate signage.

Vending Policies:

1. Vendors must complete the application process before being allowed at the Market
2. Persons selling must be family members, paid employees, or authorized volunteers and shall be in attendance of his/her space at all times and be knowledgeable about the conditions in which the produce/product was grown.
3. The Market is held in all weather conditions. In the rare event that due to safety the market would need to be canceled due to severe weather warnings, notification will be made via email, Facebook, and on WHBL. No refunds are given in the event of a cancellation; however, weekly vendors may request an alternative weekend to attend
4. No items offered for sale may be commercially made. All products must be the original work or produce of the vendor.
 - a. No Pickle Law or Cookie Law items are allowed
5. Vendors must own or rent the land on which their vegetables, fruits or products are grown or raised. No Wholesale produce may be sold at the SCIO Farmers Market.

6. Vendor gardens must be within a 60 mile radius of the Market, in an area no smaller than 30' by 100'
 - a. Only orchard vendors may sell Michigan Blueberries and Michigan Peaches- with written consent from SCIO.
 - b. Products that are grown in WI, and are not available within 60 miles of the Market may be allowed with written consent from SCIO.
7. Market Management reserves the right to conduct on-site inspections of farms, kitchens or other workshops or spaces.
8. No smoking in vendor stalls
9. Non-produce vendors are responsible for collecting, reporting and paying sales tax.
10. Rude or aggressive behavior toward Market staff, other Vendors or customers by Vendors will not be tolerated.

Sheboygan Vending: The Market Manager will arrive onsite an hour before the market begins. Vendors are allowed to drive onsite before 7:45am on Saturday and 8:45am Wednesday. Please enter the park using the north and south sidewalks to unload and then exit onto Ontario Ave. Remove your car within 15 mins of arrival in the park. Due to Park regulations there will be no driving or parking on the grass. Vendors must arrive onsite at least 30 mins before the start of the market.

- There should be no live animals within Fountain Park, unless in a gated area as a part of a special event. Due to city regulations dogs and other animals are allowed on the sidewalk on Erie and 8th St.
- No vehicles will be allowed in the market during market hours. There will be no exceptions to this.
- Parking: We encourage you to park away from the market allowing customers prime parking.
 - Paid parking is available on a first come first serve basis at Fountain Park Methodist Church, and can be secured at the church office between 9am-noon m-f.
 - Vendors must park in Municipal public lots. You may also park on Ontario Ave between 9th and 10th St. Vendors may not park on Ontario between 8th and 9th St.

Plymouth Vending: The Market Manager will arrive onsite an hour before the market begins. The market is set up on the north side of Fairfield plaza, directly east of McDonalds. Vendors will remain in a similar location each market, ensuring there is not ability to drive through during market hours for the safety of customers is important. Vendors may be asked to move to enclose the market space. Vendors must arrive onsite at least 30mins before the start of the market.

- No vendors will be accepted who would directly compete with other leases of Fairfield Plaza, (e.g. Chinese Food)

Licensing, Food Safety and Displays: All vendor product must comply with all applicable federal, state, county and local laws, regulations and permits that govern the products in which they sell. The notes and guidelines included in this document are included as a courtesy but do not precedence over government policy.

1. If products are sold by weights and measures vendors are responsible for having their scales certified for compliance and obtaining a license through the city; 920-459-4064 ext 6 or traci.hermann@sheboyganwi.gov
2. Vendors are responsible for obtaining all licenses or permits required for the sale of the product to the public. Copies of such licenses/permits shall be submitted to SCIO annually.
 - a. This includes; WI Dept. of Agriculture Retail License-Egg Endorsement Form, WI Dept. of Agriculture Official Meat Establishment License, WI Dept. of Agriculture Dairy License, and a WI Temporary Restaurant license for on-site processing.
 - b. Questions regarding state permit can be directed to 608-224-4720
 - c. Questions regarding county permits including temporary restaurant license for prepared food or sampling can be directed to Shelly Krause (920) 226-9615
 - d. Vendors displaying the term organic need to be certified organic.
3. All items must be kept safe from spoilage
4. All Vendors processing food onsite such as egg rolls, and those providing food samples must display food in a way that prevents contamination by dust, dirt, flies, wasps and other insects.
 - a. Gloves must be worn by anyone handling food being processed on site for consumption by customers
 - b. A hand washing station must be present onsite
 - c. The Health Dept. completes random checks to ensure vendors are in compliance to state regulations.

Payments, Billing and Fees

1. Please see the Vendor Application for a complete breakdown of pricing
2. Daily Vendors who have not pre-paid, must bring their payment to the onsite Market Manager prior to the start of the Market.
3. Returned checks; First Occurrence the vendor will be charged an additional \$35 fee and must pay the entire amount in cash. Second occurrence, the fee will increase to \$50 and the vendor must pay in cash for the rest of the season.

Senior Farmers Market Nutrition Program-SFMNP and WIC Vouchers: All vendors who are interested in accepting SFMNP and WIC vouchers should contact the WIC office at 920-459-3417.

EBT/FoodShare, Gift Certificate and Fresh Produce Voucher: The SCIO Farmers Market works with a variety of partners to encourage individuals of all income levels to utilize the Market. Over \$20,000 worth of vouchers are used at the SCIO Farmers Markets each year. This number continues to increase as we gain more partnerships and market use of EBT/FoodShare. We highly encourage you to accept SFMNP, WIC, EBT/FoodShare and Fresh Produce Vouchers.

1. All SCIO Farmers Market vendors are required to accept SCIO Farmers Market Gift Certificates. There are no restrictions on how customers can utilize the Farmers Market Gift Certificates.
2. Vendors who accept vouchers, must accept all vouchers. Applications are available from the onsite Market Manager. Upon return of the application vendors will receive a sign to display letting customers know they can use their vouchers at your booth.
3. EBT/FoodShare participants will receive \$1 wooden tokens. EBT/FoodShare can only be used for non-prepared food items.

4. Fresh Produce Vouchers are \$1 paper vouchers. They will have the SCIO logo and a verification code and can only be used for locally grown fresh fruits, vegetables and herbs

EBT/FoodShare, Gift Certificate and Fresh Produce Voucher Reimbursements

1. Voucher Reimbursement forms are available at the onsite Managers info tent. All reimbursements are dispersed by check.
2. Reimbursements are submitted for processing by the Market Manager on Mondays. Checks will be returned to the Market Manager by the following Monday to be given to the vendor at the next market. If other accommodations are needed please let the Market Manager know.
3. In order to assist with cost of administering checks we ask that you submit reimbursements monthly or bi-monthly. All summer reimbursements need to be submitted prior to Oct. 31st.

Enforcement of Market Polices

Violation of any of the Market Rules and Regulations or policies laid out in this or future notices will be handled as follows:

1. First violation will result in a verbal warning, which may be issued by any member of the SCIO staff.
2. Second violation will result in a written warning issued by the SCIO Market Manager.
3. Third violation will result in expulsion from the Market without refund for that day.
4. Fourth violation will result in expulsion without refund for the remainder of the Market season.

Violations resulting in a police report or protection order being filed against a vendor may result in said vendor's immediate and permanent expulsion from the Market without refund of vendor fees.

Vendors, customers and SCIO partners who believe a vendor is in violation of this agreement should submit a signed written complaint to the Market Manager. If vendors have a concern about any of the SCIO onsite staff please inform the SCIO Executive Director at scio.heidi@gmail.com.



SCIO Summer Farmers Market
2017 Summer Market Application



Contact Information

Contact Name: _____

Business Name: _____ Website: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Email: _____ Cell Phone: _____

Emergency Contact Name & Phone: _____

I will participate in: Sheb. (Wednesdays) _____ Sheb. (Saturdays) _____
 Plymouth (Thursdays) _____

Space Number: I would like my same space number _____yes _____ no

Product Types:

_____ Farm Product _____ Valued-Added Product _____
 _____ Plants/Flowers
 _____ Ready to Eat Food

Fees: Sheboygan Farmers Market:

2 days-Wed & Sat = \$255
 1 day-Wed or Sat = \$200
 3 month vendor = \$200
 Ready to Eat Vendor = \$225
 Daily Fee = \$25

Plymouth Farmers Market:

18 Weeks Thursday only = \$150
 Daily Fee = \$20

**** Special Rate: Both Markets only \$290 for
 2017 Season**

Please place an X on any dates that you **WILL NOT** be at the Market.

June	3	7	10	14	15	17	21	22	24	28	29			
July	1	5	6	8	12	13	15	19	20	22	26	27	29	
August	2	3	5	9	10	12	16	17	19	23	24	26	30	31
September	2	6	7	9	13	14	16	20	21	23	27	28	30	
October	4	5	7	11	12	14	18	21	25	28				

Waiver

The undersigned agrees to become a participating vendor at the Sheboygan Farmers Market at Fountain Park, Sheboygan and/or Fairfield Plaza, Plymouth for the term of specified days. By signing this contract I agree to the following terms and conditions:

- I the vendor will release SCIO and the City of Sheboygan and the owners of Fairfield Plaza from any liability whatsoever for theft, damage, injury, litigation, prosecution, illegal sales, practices or loss of any kind associated with the Farmers Market. SCIO is not responsible for any lost, stolen or broken merchandise.
- I the vendor have read the rules governing the SCIO Farmers Market and I understand and agree to abide by these rules. This signed contract will be kept on file at SCIO. For any violation of these rules I the vendor will be asked to leave and forfeit the rest of the selling season and to refund will be given.
- I the vendor agree to allow SCIO Farmers Market Manager and/or staff to inspect my gardens, farms and work areas.
- I the vendor grant SCIO all rights, title and interest in any and all photographic images and video or audio recordings made by SCIO during the Farmers Market for any purpose whatsoever, commercial or otherwise, without compensation to me.

Signature: _____ Date: _____

Please mail (& make checks payable) to: SCIO, PO Box 73, Sheboygan, WI 53082

Additional paperwork required to process this application:

_____ Copies of licenses/permits and liability insurance

_____ Garden Information & Product Listing

For office use only: Space # _____ Receipt # _____ Staff Initials: _____



SCIO Summer Farmers Market
Garden Information and Product Listing
Summer Market 2017



Contact Information

Vendor Name: _____

Business Name: _____

Please note: If this is not filled out, your application will not be considered for the 2017 season. Attach additional pages if necessary.

Property #1

Address: _____

City: _____ State: _____ Zip: _____

Total acres at this address: _____

Is this garden certified organic?

Yes, I am submitting a copy of my organic certificate No In Process

Property #2

Address: _____

City: _____ State: _____ Zip: _____

Total acres at this address: _____

Is this garden certified organic?

Yes, I am submitting a copy of my organic certificate No In Process

Property #3

Address: _____

City: _____ State: _____ Zip: _____

Total acres at this address: _____

Is this garden certified organic?

Yes, I am submitting a copy of my organic certificate No In Process

With the exception of blueberries and peaches, produce vendors may sell only the produce that they or their business grows locally on land that they or their business owns or leases. Buying and/or re-selling of produce is NOT allowed. Produce vendors must agree to a crop/farm/production inspection by SCIO's Farmers Market Manager and/or staff.

Please circle any products you grow at your garden locations and you plan to bring to the market:

Fruits

- Apples
- Apricots
- Apriums
- Asian Pears
- Blackberries
- Blueberries
- Boysenberries
- Canary Melons
- Cantaloupes
- Cherimoyas
- Cherries
- Currants
- Dates
- Feijoas
- Figs
- Grapefruit
- Grapes
- Honeydew Melons
- Jujubes
- Mulberries
- PawPaws
- Peaches
- Pears
- Plums
- Quince
- Raspberries
- Strawberries
- Tayberries
- Watermelon
- Wineberries

Vegetables

- Artichokes
- Arugula
- Asparagus
- Beans, Green
- Beans, Dry
- Beets
- Beet Greens
- Bitter Melon
- Bok Choy
- Broccoli
- Broccoli Rabe
- Brussels sprouts
- Cabbage
- Cardoons
- Carrots
- Cauliflower
- Celeriac
- Celery
- Chard
- Chicory
- Chipilin
- Collards
- Corn, Sweet
- Cress
- Cucumbers
- Dandelion Greens
- Eggplant
- Fava Beans
- Fennel
- Garlic Bulb
- Garlic Scapes
- Herbs, Fresh
- Hierbamora
- Horseradish
- Jicama
- Kale
- Kohlrabi
- Lambs Quarters
- Leeks
- Lettuce
- Lima Beans
- Mushrooms
- Mustard Greens
- Okra
- Onions
- Parsnips
- Peas
- Peppers, Hot
- Peppers, (sweet)
- Potatoes
- Pumpkins
- Purslane
- Radishes
- Rhubarb
- Rutabagas
- Salsify
- Scallions
- Shallots
- Spinach
- Sprouts
- Squash, Summer
- Squash, Winter
- Sunchokes
- Sweet Potatoes
- Sweet Potato Greens
- Tomatillos
- Tomatoes
- Turnips
- Turnip Greens
- Yacon

Other Products:

2017 Vendor Agreement for EBT/Food Share (SNAP) & Fresh Produce Vouchers

The Sheboygan County Interfaith Organization (SCIO) Farmers Market uses the EBT program. The market's goal is to provide a value-added revenue source for the vendors and to offer fresh fruits and vegetables to low-income families who use a Food Share Card or receive Fresh Produce Vouchers from the Market or other partner agencies.

The EBT/Food Share process:

- The customers can use their SNAP Benefits card at the SCIO Farmers Market Info Tent/Table in any amount of their choosing in exchange for \$1 wooden tokens to be used at vendor tents.
- Customers are not able to receive cash refunds by SCIO or the vendors, however, the customer can return tokens back to the market staff and receive credit to their EBT account or save tokens to be spent at a later date.
- St. Nicholas Hospital will be again sponsoring double the buck dates at the Sheboygan Market. This will allow EBT recipients to double their benefits up to \$10. They will receive \$10 of purchased wooden tokens and 10 \$1 Fresh Produce Vouchers. In 2016 \$1,500 dollars of EBT purchases were doubled. Over \$4,000 EBT tokens were redeemed by vendors.
- Vendors who accept EBT will receive a "We accept EBT" laminated sign and pouch to collect tokens.

Vendor instructions on accepting EBT:

- Vendors must complete the application and visibly post EBT sign provided by the market identifying vendor's stall as an authorized EBT vendor. (You may not accept tokens without this sign)
- \$1 tokens will be worth the same as a \$1 bill – products will be priced the same for EBT customers.
- **NO CHANGE** can be given for wooden tokens, please add/subtract product in order to create an even dollar amount if the customer doesn't have exact change.
- It is **ILLEGAL** to exchange cash for EBT benefits.
- Vendors are required to return paperwork and tokens and will be issued a receipt for their value. Vendors will be given a check from SCIO for the total amount of the EBT tokens monthly.

EBT/Food Share can buy the following items:

- Fruits, vegetables, herbs*
- Breads and cereals
- Eggs, meats, fish, poultry, dairy products
- Seeds and plants intended for growing food
- Food Products, such as honey, maple syrup, preserves etc

EBT Food Share CANNOT buy the following items:

- Non-food items
- Ready to eat foods or hot foods
- Pet food
- Non-food producing plants
- Vitamins and supplements

***Fresh Produce Vouchers are only eligible for local fruits vegetables and herbs**

EBT & Fresh Produce Voucher Agreement:

I am willing to accept \$1 wooden tokens & Fresh Produce Vouchers

I understand my expectations in accepting EBT and Fresh Produce Vouchers

I understand that if the market staff observe or receive evidence of my failure to abide by this agreement, I will not be reimbursed for tokens collected incorrectly, the market will immediately suspend or terminate my approval to accept tokens, and the offense may result in my ability to participate in the market.

I understand that it is my responsibility to inform my family and employees of these rules before they sell at the market on my behalf for my farm or business.

Vendor Signature

Date

Vendor Name Printed

Vendor Address

SCIO Farmer Market

Signature

Date

SCIO Farmers Market
PO Box 73
Sheboygan, WI 53082
920-457-7272 ext. 111

