



SCIO Winter Farmers Market 2019-2020 Winter Market Application



Contact Information

Contact Name: _____

Business Name: _____ Website: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Email: _____ Types of Product: _____

Fees: Farmers, Orchard, Food Vendors-\$12 per day or \$120 for the season.
 Craft vendors-\$17 per day or \$180 for the season (includes city required permit fee).
 Approximate space: 10' x 8'

November	2	16	February	1	15
December	7	21	March	7	21
January	4	18	April	4	18

Set Up

- Upon arrival, please check in at the SCIO Farmers Market table. Vendor spaces will be filled the day of the market, per spaces available upon receipt of your completed form and full payment by check, money order or cash. All prepaid vendors are filled first.
- 7:30am to 9am. All vendors must be set up by 9am. Market runs 9am to 1pm. Please do not take down before 1pm.
- All vendors must take all their garbage with them at the end of the day and **clean up their space**. Not complying with this rule will result in a fine of \$40 each occurrence or asked to not return to the market.

Waiver

The undersigned agrees to become a participating vendor at the Sheboygan Farmers Market at First Congregational Church, Sheboygan, WI 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 First Congregational Church 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.
- Vendors are responsible for their own tables and chairs. SCIO will not be responsible for any lost, stolen, or broken merchandise.
- I the vendor acknowledge that I have read and agree to follow the Winter Farmers Market Rules and Regulations.
- I the vendor understand that any violation of these rules can lead to me being asked to leave and forfeit any use of this space for the rest of the season.

Signature: _____ Date: _____

Please mail to: SCIO Farmers Market, PO Box 73, Sheboygan, WI 53082 or email fm@sheboygancountyinterfaith.org



Sheboygan County Interfaith Organization 2019 - 2020 Winter Farmers Markets Rules and Regulations

920-457-7272 ext. 111

fm@sheboygancountyinterfaith.org

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

2019 - 2020 Dates and Location

Sheboygan: First Congregational Church, November 2nd – April 18th

- Every 1st and 3rd Saturday of the month, 9am – 1pm

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. 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.
3. Winter Market vendor spaces are 8' by 10'
4. If you will not be present on a market date please notify the SCIO Market Coordinator via email maria@sheboygancountyinterfaith.org or cell phone 262.993.5646.
5. Vendors are responsible for his/her own setup and take down. Vendors must remain onsite for the duration of the market.

6. Background music will occasionally be provided. Amplified music is not allowed within the market area.
7. 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.
8. Vendors who accept Fresh Produce Vouchers and FoodShare wooden tokens need to display the appropriate signage.
9. Vendors should park in the West parking lot.

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. No items offered for sale may be commercially made. All products must be the original work or produce of the vendor.
 - a. Pickle Law and/or Cookie Law items are allowed with proof of liability insurance.
4. 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.
5. Vendor gardens must be within a 60 mile radius of the Market, in an area no smaller than 30' by 100'
 - a. Products that are grown in WI, and are not available within 60 miles of the Market may be allowed with written consent from SCIO.
6. Market Management reserves the right to conduct on-site inspections of farms, kitchens or other workshops or spaces.
7. Non-produce vendors are responsible for collecting, reporting and paying sales tax.
8. The market is a place of business and a public forum. Polite professional behavior as well as fair and honest business practices are expected. Rude or aggressive behavior toward Market staff, other Vendors or customers by Vendors will not be tolerated.

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 have 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 Gary Van Auken.
 - 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. After the start of the market season no refunds will be given. If a vendor needs to pull out of the market prior to the start of the season, a refund will be given minus a \$25 administration charge.
4. 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.

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 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 disbursed 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.

Sales Reports

1. Winter Market vendors are required to submit sales information after every market.
2. This information can be anonymous, should you prefer.
3. SCIO will provide the sales sheets, which vendors are responsible for filling out and returning by the next market date.

Winter Farmers Market Cancellation Protocol for Vendors

1. If the weather forecast for market day is deemed unsafe for traveling, a decision to cancel the market will be made **no later than 5:00 pm** prior to market day to allow you to best prepare and adjust appropriately.
2. All vendors will be notified email as soon as possible after the decision is made.
3. A sign of cancellation will be placed at First Congregational Church's north door entrance to notify customers. In addition, cancellation information will be posted on all S.C.I.O. Farmers Market social media pages. As a vendor, we encourage you to share this information. Because of the possible inconvenience, we welcome any contact or alternative pick-up information related to selling your products for us to post on S.C.I.O. Farmers Market social media. Should you decide that you need to share information regarding your products during the event of a cancellation, please email maria@sheboygancountyinterfaith.org

4. If you have further questions or concerns, please contact Maria Camara, the Farmers Market Coordinator on her cell phone 262.993.5646.

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 Coordinator.
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 Coordinator. If vendors have a concern about any of the SCIO onsite staff, please inform the SCIO Executive Director at lisa@sheboygancountyinterfaith.org.