



SCIO Winter Farmers Market 2020 Vendor Application



Contact Information

Business Name: _____

Contact Name: _____

Phone: _____

Email: _____

Address: _____

City: _____ Zip: _____

Website: _____

Waiver

The undersigned agrees to become a participating vendor at the SCIO Winter Farmers Market at First Congregational Church UCC, 310 Bluff Avenue (north parking lot), Sheboygan, WI, for the term of specified day/s. By signing this contract I agree to the following terms and conditions:

1. 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.
2. I, the vendor, acknowledge that I have read and agree to follow the Winter Farmers Market Rules and Regulations.
3. I, the vendor, will not sell or hand out any items that are against the Farmers Market objectives or rules.
4. 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.
5. I, the vendor, grant SCIO all rights, title and interest in any and all photographic images and video and/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 to: SCIO Farmers Market, PO Box 73, Sheboygan, WI 53082 or email

fm@sheboygancountyinterfaith.org

920-457-7272 ext. 111



Sheboygan County Interfaith Organization 2020 Winter Farmers Markets Rules and Regulations

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 provide a social experience that helps build community.

Set Up

1. Winter Market vendor spaces are every other parking space in the church's north parking lot, assigned per arrival.
2. Please arrive between 9:10-9:20 and check in with the Farmers Market Coordinator; vendor spaces will be filled the day of the market, as they are available.
3. All vendors must be set up by 9:30am. Pop-up market runs from 9:30am to 11:30am.
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. Vendors who accept WIC 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. 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.
9. During this time of Covid-19, vendors will be required to wear masks while in attendance at the market, and particularly during customer transactions. If you are unable or unwilling to wear a mask, you will not be allowed to vend at the Market.

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. 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. This includes:
 - a. WI Dept. of Agriculture Retail License-Egg Endorsement Form
 - b. WI Dept. of Agriculture Official Meat Establishment License
 - c. WI Dept. of Agriculture Dairy License
 - d. WI Temporary Restaurant license for on-site processing.
2. Vendors displaying the term organic need to be certified organic.
3. 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 or gary.vanauken@sheboyganwi.gov.
4. All items must be kept safe from spoilage.
5. Questions regarding state permit can be directed to 608-224-4923.
6. Questions regarding county permits can be directed to Sheboygan Health and Human Services, Environmental Health 920.459.3207.
7. A hand washing station must be present onsite.

Payments, Billing and Fees

1. Daily Vendors will pay a daily fee of \$10 by end of market day to the Market Coordinator.

EBT/FoodShare, Gift Certificate and Fresh Produce Vouchers: The SCIO Farmers Market works with a variety of partners to encourage individuals of all income levels to utilize the Market.

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. EBT/FoodShare participants will receive \$1 wooden tokens. EBT/FoodShare can only be used for *non-prepared* food items.
3. Fresh Produce Vouchers are \$1 paper vouchers. They will have the SCIO logo and a verification code and can only be used for fresh fruits, vegetables and herbs.

EBT/FoodShare, Gift Certificate and Fresh Produce Voucher Reimbursements

1. Voucher Reimbursement forms are available onsite from the Market Coordinator. All reimbursements are disbursed by check.

Sales Reports

1. Winter Market vendors are required to submit sales information after every market.
2. This information is anonymous.
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. Given the spontaneous nature of a pop-up market, the decision to hold the market will be decided on the morning of the market. Therefore, vendors and staff must remain in contact with each other for last-minute updates. SCIO will make the market venue available to the best of its ability under reasonable conditions that ensure the safety of all customers, vendors and staff.
2. 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 SCIO 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 SCIO 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
3. If you have further questions or concerns, please contact Maria Camara, the Farmers Market Coordinator: c. 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.