



SCIO Winter Farmers Market **2022-2023 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, 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

**S.C.I.O. Winter Farmers Market @ First Congregational Church UCC, 310 Bluff Avenue, Sheboygan
1st & 3rd Saturdays, November thru April *MARKET HOURS: 9AM – 12PM***

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).

November	5	19	February	4	18
December	3	17	March	4	18
January	7	21	April	1	15

Set Up Procedures

- Upon arrival, please check in at the SCIO Farmers Market table.
 - Season vendor spaces will be assigned upon receipt of completed application, full payment, and copies of all licenses and/or permits.
 - Daily vendor spaces will be assigned the morning of the market, upon receipt of completed application, full payment, and copies of all licenses and/or permits.
 - Payment can be made by check, money order or cash.
- Winter Market vendor spaces are 8’ by 10’. Tables and chairs are provided, and will be set up, by church staff.
- Vendor setup is from 7:30am to 9am; all vendors must be set up by 9am.
- Please notify the SCIO Market Coordinator if you will not be present at the market via email maria@sheboygancountyinterfaith.org or cell phone 262.993.5646.
- Vendors are expected to remain onsite for the duration of the market. Please do not take down before 12pm.
- Vendors are responsible for cleaning their own area before leaving. Non-compliance will result in a \$40 fine for each occurrence.
- Background music will be provided by SCIO.
- Vendors should park in the West parking lot.



Sheboygan County Interfaith Organization 2022-2023 Winter Farmers Market 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.

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 product 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 Wisconsin 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 products 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 permits 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.

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.
4. 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 reports after every market.
2. Sales report information is anonymous.
3. SCIO will provide the sales reports, which vendors are responsible for filling out and returning by the next market date.

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.

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 by 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.



Diversity, Equity & Inclusion Statement

Since our inception, Sheboygan County Interfaith Organization has been committed to serving members of the community who are often marginalized, disadvantaged, underserved, and underrepresented. This includes but is not limited to race, color, ethnicity, nationality, religion, socioeconomic status, veteran status, education, marital status, language, age, gender, gender expression, gender identity, sexual orientation, mental or physical ability, body size, genetic information, and learning styles. We strongly believe that diversity of individuals, backgrounds, and experiences strengthens our work. SCIO staff and Board members are deeply committed to equity in all our interactions, including serving clients, hiring practices, and membership. SCIO authentically includes individuals and/or groups into processes, activities, and decision/policy making in a way that shares power and ensures equal access to opportunities and resources.

This commitment and this work is never complete, and we recognize that we will make missteps. In that spirit, we are open to feedback and are committed to a process of listening, learning, acting, and listening more.

Equal Employment Opportunity

It is the policy of SCIO to pledge its full support to equal employment opportunity for all persons, regardless of race, religion, color, national origin, ancestry, age, sex, handicap, arrest and conviction record, marital status, sexual orientation, status as a disabled veteran or veteran with respect to recruitment, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified to perform the work available. All employees are expected to comply with this policy. Further, it is the policy of SCIO to comply with the concepts and practices of affirmative action. The Executive Director of SCIO has been appointed to manage the equal employment opportunity and affirmative action policies and programs, including all employment opportunity activities, as required by federal, state, and local agencies. If any employee or applicant for employment believes this policy has been violated, he/she must contact the Executive Director of SCIO.

Vendor Signature: _____

Date: _____