



SCIO is now accepting applications for the 2024 Summer Market Season!

03/20/2024

Dear Farmers and SCIO Farmers Market Vendors,

Thank you for your past participation in the SCIO Farmers Market. We are excited to celebrate our 35th season together! The SCIO Farmers Market provides a vibrant venue for vendors to offer their locally-grown and hand-made products to the Sheboygan community, and provides a space for the whole community to come together.

**Please be sure to read through all the information provided and keep a copy for your records.*

- ✓ **Fill out the application completely.** Incomplete applications will not be processed.

Applications can be mailed to:

SCIO
Attn: Farmers Market
P.O. Box 73
Sheboygan, WI 53082

Or delivered in person to:

SCIO Farmers Market Office
please call ahead – 262.993.5646
1251 Geele Avenue
Sheboygan, WI 53083

- ✓ **In addition**, please submit the following documents:
 - Copies of relevant licenses/permits and liability insurance
 - Garden information/location
 - Detailed product listing
 - Payment: check/money order payable to SCIO
- ✓ **We will continue** to accept applications throughout the season.
- ✓ **Attendance** at the annual meeting is **expected**

2024 Annual Meeting

Thursday April 25, 2024

from 10am – 12pm

@ First United Lutheran Church
2401 Kohler Memorial Drive
Sheboygan

Please remember SCIO is a non-profit organization and your vendor fees help support a portion of the cost of running the Market. Your participation and promotion of SCIO and its funding efforts will ensure the continued growth and success of the Market. We highly encourage you to like Sheboygan County Interfaith Organization on Facebook and help cross-promote market activities on your personal or business Facebook pages: <https://www.facebook.com/SCIOsheboygan>.

If you need help filling out the application or need additional information, please call the SCIO Farmers Market Office and leave a message: 920.457.7272 x.111 or email: fm@sheboygancountyinterfaith.org

Thank you for all you do to make the Market great!

Maria Camara, SCIO Farmers Market Coordinator



Sheboygan County Interfaith Organization 2024 Summer Farmers Markets Rules and Regulations

The SCIO Farmers Market makes available fresh local 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 and bolster the local economy.

2024 Dates and Location:

June 1st – October 30th

Wednesdays & Saturdays

from 8am – 1pm

Fountain Park

1000 N 8th Street

Sheboygan

Contact Information:

Office: 920.457.7272 x.111

fm@sheboygancountyinterfaith.org

<http://www.sheboygancountyinterfaith.org/farmers-market.html>

Vendor: the producer of goods sold. Includes spouse, siblings, children, parents, and employees of the applicant who assist in the cultivation of the same property or assist in the production of items available for sale.

Vendor Types:

Season Vendor: pay a space fee for the full season. Spaces are assigned for the entire season. Wednesday-only & Saturday-only vendors will share the space on the day they are not present. The Market Coordinator reserves the right to fill any vacant spots on any given market day.

Daily Vendor: pay a daily space fee. Assigned a space for the day, depending on availability, product mix, and Coordinator discretion. Daily vendors are not guaranteed the same space at each market.

Community Organization / Non-Profit Vendor: consider a donation to the SCIO Farmers Market. Spaces are assigned for the day, depending on availability and Coordinator discretion.

Product Types:

FARM: Fruits and Vegetables + Meat & Seafood + Dairy & Eggs + Nuts & Legumes + Plants & Flowers

VALUE-ADDED: refers to products with two characteristics

- (1) The farmers make the foods from raw ingredients and, primarily, from ingredients that they plant, grow or care for, and harvest.
- (2) They process the foods through baking, cooking, canning, drying, fermenting, preserving, or spinning techniques (honey, maple syrup, baked goods, jam, dried fruit, viticulture, pickles, wool yarn, etc.)

PREPARED FOOD: products that agriculture or non-agriculture businesses make from ingredients primarily purchased. The food is made for immediate consumption (e.g. sandwiches, salads, brewed coffee, etc.)

ARTS & CRAFTS: products hand-made by the vendor. Direct sale and resale items are not accepted. Only a limited number of daily vendor spaces and dates are available; no season option for crafters.

Please note: ALL vendor applications require vendors to provide a **detailed product listing** to help the Market determine the best placement of vendors.

Payments, Billing and Fees:

1. Daily Vendors must submit their payment to the onsite Market Coordinator prior to the start of the Market.
2. Returned checks: vendors will be charged a \$35 administrative fee for a returned check and must make full payment in cash.
3. NO refunds will be given.

Vendor Spaces:

1. Vendor spaces will be appointed upon receipt of completed application, full payment, and copies of all licenses and/or permits.
2. Sheboygan vendor spaces are generally 10' by 16', but will vary in size, based on location. No guarantees on location.
3. SCIO reserves the right to assign spaces according to the needs of the Market as a whole. Vendors are not to move, switch, or change spaces without the approval of the Market Coordinator.
4. If you will not be present on a Market date, please notify the SCIO Market Coordinator via

email: fm@sheboygancountyinterfaith.org

OR

cell phone: 262.993.5646.

5. Vendors are responsible for their own setup and take down.
6. Tents must be properly weighted for safety purposes.
7. Vendors are responsible for cleaning their own area before leaving; trash must be packed out.
8. Grease and other hazardous materials **cannot** be poured down the city sewer system.
9. **No smoking** in vendor stalls.
10. Vendors must clearly display signs **each** Market Day:
 - a. Identifying their name/business name and space number.
 - b. Listing product prices.
 - c. WIC and Wisconsin FMNP certification
11. Vendors must remain onsite for the duration of the Market.

Vending Policies:

1. Vendors must complete the application process before being allowed at the Market.
2. No items offered for sale may be commercially made or wholesale. All products must be the original work or produce of the vendor.
3. Vendors must own or rent the land on which their vegetables, fruits, flowers or products are grown or raised.
4. Produce vendor gardens must be within a 50-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 consent from SCIO, and a \$50 special allowance fee.
 - b. Products that are not available within 50 miles of the Market may be allowed, with consent from SCIO, and a \$50 special allowance fee.
5. SCIO reserves the right to conduct on-site inspections of farms, kitchens, workshops, or other spaces.
6. Non-produce vendors are responsible for collecting, reporting and paying sales tax.
7. The Market is held in all weather conditions. In the rare event the Market would need to be canceled due to severe weather warnings and safety concerns, notification will be made via email, Facebook, and WHBL. No refunds are given in the event of a cancellation; however, paid-in-full daily vendors may request an alternative day to attend.
8. The Market is a place of business and public gathering; polite, professional behavior, as well as fair and honest business practices, are expected.
9. Any form of discrimination based on age, race, sex, sexual orientation, gender identity, religion, national or ethnic origin, political beliefs, veteran status, disability or any other category protected by state or federal law is contrary to the principles and policies of SCIO.

Sheboygan Vending Policies

- Please enter Fountain Park using the **north** sidewalk and then exit **south** onto Ontario Avenue.
- **DRIVE SLOWLY!**
- **In order to ensure the safety of our customers:** vehicles will **not** be allowed onsite after 7:45am, or before 1:00pm.
- Vendors are expected to unload and move their vehicles in a timely manner, to keep the flow of traffic moving. Please be mindful of the time it takes to unload and set up.
- Due to **City regulations**, there will be **no driving** or **parking** on the grass.
- **Parking:** We encourage you to park at least one block away from the Market, allowing customers prime parking.
 - Paid parking is available on a first-come first-serve basis at Fountain Park Methodist Church.
 - Vendors must park in municipal public lots or utilize street parking.
 - Parking is public domain and not controlled by SCIO.
- Due to **City regulations**, dogs and other animals are only allowed on the outside perimeter sidewalks of Fountain Park.

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 which they sell.

1. Vendors are responsible for obtaining all licenses or permits required for the sale of their 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@sheboygan.wi.gov. Copies of this license must be submitted with your application.
4. All items must be kept safe from spoilage.
5. The Health Department conducts random checks to ensure vendors are in compliance with state regulations.
6. Questions regarding state permit can be directed to **608.224.4923**.
7. Questions regarding county permits including temporary restaurant license for prepared food or sampling can be directed to Sheboygan Health and Human Services, Environmental Health: **920.459.3207**; email: public.health@sheboygancounty.com.
8. Vendors are also encouraged to create their own identity at the Market through signage, business cards, promotional materials, and social media.

Baked Goods Sales Permitted under the Cookie Law

- Vendors must not make more than \$5,000 in net sales per year and must have liability insurance.
- Signs and Labels Required:
 - Sign at the point of sale stating, “These baked goods are homemade and not subject to state inspection.”
 - Product labels must include: name and address of the person who did the baking, date of baking, statement- “This product was made in a private home, not subject to state licensing or inspection”.
 - Product label must also include: all ingredients in descending order of prominence, including the common name for any ingredient that originates from milk, eggs, fish, shellfish, tree nuts, peanuts, wheat or soybeans. These are ingredients that can cause severe allergic reactions in some people who must be able to recognize when they are present.

EBT, Market Programs & Gift Certificates:

The Sheboygan County Interfaith Organization (SCIO) Farmers Market uses the EBT/SNAP Benefits Program:

What are EBT/SNAP Benefits? Electronic Balance Transfer (EBT) is nutritional assistance benefits available to low-income individuals and families through SNAP, the Supplemental Nutrition Assistance Program, formerly known as Food Stamps. In Wisconsin, SNAP benefits are accessed via a Quest Card. Quest cards work the same as a credit/debit card.

How The Program Works for Customers:

Customers can stop at the SCIO Information Tent to swipe their SNAP benefits card for any whole dollar amount and receive wooden tokens in return.

How the Program Works for Vendors:

Vendors accept wooden tokens and fresh produce vouchers for accepted food items. Please see list of accepted products below. Customers use the \$1 wooden tokens they exchanged at the SCIO Information Tent as cash at your booth. Customers may not receive cash in return for tokens. Please check that the \$1 wooden tokens say SCIO Farmers Market.

1. **EBT and Fresh Produce Vouchers:** All vendors are required to accept **EBT** wooden tokens and **Fresh Produce Vouchers** (if applicable), which are reimbursed through the Market Coordinator.
 - a. Wooden tokens (EBT/FoodShare) can be used to buy foods such as:
 - Fruits and vegetables.
 - Seeds and plants to grow food for your family to eat.
 - Meats, fish, and poultry.
 - Dairy products.
 - Breads and cereals.

- b. Fresh Produce Vouchers (\$1 paper vouchers) can **ONLY** be used for locally grown fresh fruits, vegetables and herbs.



2. **Gift Certificates:** 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. Gift certificates are reimbursed through the Market Coordinator



3. **Wisconsin Farmers Market Nutrition Program:** produce vendors are required to complete training to accept checks from the Wisconsin Farmers Market Nutrition Program: i.e. Senior Farmers Market Nutrition Program and WIC.

training and certification will be provided

WIC Office Contact: Jennifer Hoppe, 920.459.0394

- a. Farmers **may not** accept FMNP checks until all certification requirements are met.
- b. When all requirements are met, the farmer will receive approval from the state WIC office, including the following items:
- A letter stating that the farmer is certified.
 - A copy of the signed agreement.
 - An FMNP sign to post at the Market stall.
 - An FMNP stamp to validate checks from participants.
 - A letter to take to the bank explaining the FMNP checks.
 - A list of approved farmers markets.

- c. FMNP checks are **NOT** reimbursed through the Market Coordinator.
- d. Vendors are required to display the appropriate signage regarding the Wisconsin Farmer's Market Nutrition Program.




Reimbursements and Sales Reports

1. **Vendor Reimbursements:** forms are available at the onsite Coordinator's information tent.
 - a. Fill out form **completely**: include full name, address, including zip code, date, and space number.
 - b. Processing time is 1-2 weeks; checks are disbursed at the Market.
 - c. In order to assist with the cost of administering checks, we ask that you submit reimbursements monthly or bi-monthly.
 - d. All summer reimbursements must be submitted by **end-of-business day on Oct. 31st**, and will be mailed out within two weeks of the close of the Market.
2. **Sales Reports:** Market Coordinator will be collecting anonymous sales reports, from each vendor for each Market.
 - a. At the start of each market, a market staff member or volunteer will hand out a blank sales report and will collect the completed sales reports from the previous market.

Vendor Sales Slip Date: _____

Please fold & return this slip to the Market Coordinator. Individual sales information is confidential. Thank you!

Payment methods (\$)	Product categories (\$)
Daily total for each category:	Daily total for each category:
Cash _____	Produce _____
Card _____	Meat _____
Wooden Tokens _____	Dairy _____
Fresh Produce Vouchers _____	Eggs _____
WIC _____	Cut Flowers _____
Senior Vouchers _____	Plants /Herbs _____
Gift Certificate _____	Value-added _____
	Prepared food _____
	Craft _____



SCIO Farmers Market
Vendor Reconciliation

Name: _____ Vendor #: _____ Date: _____
Address: _____

Item	# of Vouchers	Amount	Total
\$1 Produce Voucher	X	\$1.00 =	
EBT Wooden Coins	X	\$1.00 =	
Gift Certificate	X	\$5.00 =	
	X	=	
	X	=	
		Total:	

Please make sure to include all vouchers and wooden tokens with this form for reimbursement. We will issue a check within 30 days.

Received by: _____



SCIO Farmers Market



2024 Summer Market Application

Contact Information

Last Name: _____ First Name: _____

Business Name: _____

Address: _____

City: _____ Zip: _____

Cell/Phone: _____ Email: _____

Website: _____

Facebook: _____

Vehicle Make/Model: _____ License Plate #: _____

(check one)

___ **New Vendor**

___ **Returning Vendor:**

Space #: _____

Application Check List:

- ___ Completed Application
- ___ Wisconsin Form S-240 vendor information
- ___ Copies of relevant licenses/permits and/or liability insurance
- ___ Garden Information & Product Listing
- ___ Payment

Check all Product Types:

- | | | | |
|-----------------|-------------------|------------------|-----------|
| ___ Produce | ___ Meat/Fish | ___ Dairy/Cheese | ___ Craft |
| ___ Eggs | ___ Bakery/Bread | ___ Plants/Herbs | |
| ___ Value-Added | ___ Prepared Food | ___ Cut Flowers | |

Check any licenses & permits you hold, indicate license number, and submit copies with your application.

- | | |
|---------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Wisconsin Sellers Permit: _____ | <input type="checkbox"/> Commercial Feed License: _____ |
| <input type="checkbox"/> Temporary Food Stand License: _____ | <input type="checkbox"/> Mobile Retail Food Establishment License: _____ |
| <input type="checkbox"/> Food processing plant License: _____ | _____ |
| <input type="checkbox"/> Meat Plant License: _____ | <input type="checkbox"/> Other, Please list: _____ |

Do you have vendor liability insurance? ___ Yes ___ No

Do you use a scale to sell your products? ___ Yes ___ No

Waiver

The undersigned agrees to become a participating vendor at the Sheboygan Farmers Market at Fountain Park on 8th Street, Sheboygan, WI for the term of specified days. By signing this contract I agree to the following terms and conditions:

- I, the Vendor, agree to indemnify and hold harmless Sheboygan County Interfaith Organization, its employees, volunteers and sponsors, from any and all causes of action which may arise from the operation of this Farmers Market, not caused by negligence of Sheboygan County Interfaith Organization, its employees, volunteers, and sponsors.
- I, the Vendor, release SCIO and the City of Sheboygan from any liability whatsoever for theft, damage, injury, litigation, prosecution, illegal sales, practices or loss of any kind associated with the Farmers Market.
- I, the Vendor, will not sell or hand out any items that are against the Farmers Market objectives or rules.
- 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.
- I, the Vendor, grant SCIO all rights, title and interest in any and all photographic images and/or video and/or audio recordings made by SCIO during the Farmers Market for any purpose whatsoever, commercial or otherwise, without compensation to me.
- I the vendor grant SCIO permission to use any photos, videotape, etc. taken of me in any and all publicity and advertising promoting SCIO or the Market.
- By submitting this application, I acknowledge that the Rules & Regulations have been read and understood, and I will abide by the terms as presented.

Signature: _____ Date: _____

Printed Name: _____

Please mail & make checks payable to: SCIO, PO Box 73, Sheboygan, WI 53082
email: fm@sheboygancountyinterfaith.org with questions
 Applications will continue to be accepted all season

2024 VENDOR FEES:

SEASON / WEDNESDAY & SATURDAY:	\$275
SEASON / WEDNESDAY or SATURDAY:	\$225
SPECIAL ALLOWANCE FEE / FARM	\$ 50
DAILY / FARM	\$ 25
DAILY / CRAFT	\$ 30

I will participate in: (please circle)

1. Season / Wed & Sat
2. Season / Wednesdays **ONLY**
3. Season / Saturdays **ONLY**
4. Daily / Farm, Wellness, Comm Org
5. Daily / Craft

For office use only

Date paid:

Method of payment:

Receipt #:

Previous vendor #:

New vendor #:

Vendor Classification:



SCIO Farmers Market
Garden Information and Product Listing
Summer Market 2024



Contact Information

Vendor Name: _____

Business Name: _____

Please note: If this is not filled out, your application will not be considered for the 2024 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

*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 Coordinator and/or staff. SCIO reserves the right to conduct on-site inspections of farms, kitchens, workshops, or other spaces. Please designate times of availability for inspections in the chart below.*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning 9:00am-12:00p m							
Afternoon 12:00pm-3:00p m							
Evening 3:00pm-6:00p m							

Form S-240

Vendor Information

Temporary event operators (Farmers Market Coordinator) must complete and submit Form S-240 with information about each event vendor to the Department of Revenue (DOR) within 10 business days after the close of the event.

Temporary event (Farmers Market) **vendors** must have a Wisconsin seller's permit unless their sales are exempt from sales and use tax. (see exemptions below)

- **Wisconsin Seller's Permit Number:** A Wisconsin seller's permit number has 15 digits and begins with 456 (456-xxxxxxxx-xx). Sellers may apply for a Wisconsin seller's permit at tap.revenue.wi.gov/btr.
- **SSN and FEIN:** The last 4 digits of the SSN are required. If the vendor has a FEIN, enter both numbers.
- **Exemption Code:** If the vendor claims an exemption from collecting and remitting sales tax, enter the exemption code number. Exemptions are limited to the following four reasons:
 1. **Exempt sales only or display only:** Exempt sales refers to nontaxable sales (food and produce)
Display only refers to a vendor advertising goods and services but not selling merchandise.
 2. **Multi-level marketing (MLM) company pays sales tax:** Multi-level marketing companies are those companies that sell their products through distributors. The department regards the multi-level marketing company as a retailer required to remit sales tax on sales to its distributors. Distributors for such companies may use this exemption code if the distributor only sells products for which the multi-level marketing company has already collected and remitted Wisconsin sales tax on the retail sales price of the products. (not typically in attendance at the market)
 3. **Nonprofit occasional sales exemption:** Sales by nonprofit organizations may qualify for exemption from Wisconsin sales and use tax. Refer to [Fact Sheet 2106](#) or Publication 206, Sales Tax Exemption for Nonprofit Organizations, for more information.
 4. **Occasional sales exemptions:** A person is not required to hold a Wisconsin seller's permit if the person's taxable sales are less than \$2,000 in a calendar year. Refer to Publication 228, Temporary Events, for more information.

Last Name: _____ First Name: _____

Business Name: _____

WI Seller's Permit # 456 - _____ - _____

SSN: _____

FEIN: _____

Exemption Code: ____