



SCIO Winter Farmers Market 2025-2026 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-\$15 per day or \$150 for the season.
Craft vendors-\$20 per day (includes city required permit fee).

November	1	15	February	7	21
December	6	20	March	7	21
January	3	17	April	4	18

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 Friday prior to the market via email, upon receipt of completed application, full payment, and copies of all licenses and/or permits.
 - Payment can be made by check, money order, cash or electronically.
- 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 8:00am to 8:50am; all vendors must be set up by 8:50am for a 9:00am start.
- Please notify the SCIO Market Coordinator (Jason) or Market Assistant (Debbie) if you will not be present at the market via text message: 720.217.7003 or 303.859.6780 or email fm@sheboygancountyinterfaith.org as soon as possible.
- Vendors are expected to remain onsite for the duration of the market. Please do not take down before 12pm.
- All vendors are to be packed up and out of the Church by 1:00 pm
- Vendors are responsible for cleaning their own area before leaving (including but not limited to wiping down their table. 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 2025-2026 Winter Farmers Market Rules and Regulations

The SCIO Farmers Market makes available fresh locally grown and hand-made products directly from farmers/vendors 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.

- 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:
 - WI Dept. of Agriculture Retail License-Egg Endorsement Form
 - WI Dept. of Agriculture Official Meat Establishment License
 - WI Dept. of Agriculture Dairy License
 - WI Temporary Restaurant license for on-site processing.
- Vendors displaying the term organic need to be certified organic.
- 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.
- All items must be kept safe from spoilage.
- Questions regarding state permits can be directed to 608-224-4923.
- 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.

- 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.
- EBT/FoodShare participants will receive \$1 wooden tokens. EBT/FoodShare can only be used for *non-prepared food* items.
- Fresh Produce Vouchers are \$1 paper vouchers. They will have the SCIO logo and printed on red paper and can only be used for fresh fruits, vegetables, and herbs.
- Voucher Reimbursement forms are available onsite from the Market Coordinator. All reimbursements are disbursed by check. Processing time is 1 - 2 weeks.

The image shows two forms from the SCIO Farmers Market. The top form is a 'Vendor Sales Slip' with a date field and a note about confidentiality. It has two columns: 'Payment methods (\$)' and 'Product categories (\$)'. The bottom form is a 'Vendor Reconciliation' form with a header for 'SCIO Farmers Market' and a table for recording sales. The table has columns for 'Item', 'Unit/Package', 'Quantity', 'Amount', and 'Total'. There are also checkboxes for 'EBT/FoodShare', 'Gift Certificates', and 'Fresh Produce Vouchers'.

Sales Reports

- 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 Policies

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 4:00 pm** prior to market day to allow you to best prepare and adjust appropriately.
2. All vendors will be notified by email and/or vendor only facebook group as soon as possible after the decision is made.
3. Cancellation information to the community 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 fm@sheboygancountyinterfaith.org
4. If you have further questions or concerns, please contact Jason Bump, the Farmers Market Coordinator, office line 920.457.7272 ext 111.