

# Waunakee Area Farmers' Market Vendor Rules

Waunakee Area Farmers' Market goals include promoting a healthy lifestyle by providing a wide variety of fresh, quality produce and farm products to the community, providing an outlet for locally grown produce and to preserve Wisconsin's unique agriculture heritage and the historical role of the farmers' market.

The Waunakee Area Farmers' Market Manager may add additional rules or modify these as needed at any time.

- Vendor must be pre-registered and notified of acceptance prior to attending the Waunakee Area Farmers' Market. We reserve the right to select or refuse any vendor.
- All products must be approved by the Market Manager. Foods must be fresh and not from a wholesaler. If not grown by the vendor, a sign must indicate where it was grown. Specialized foods not indigenous to the area may be allowed on a case-by-case basis.
- Owner or seller designee is expected to be at the booth at all times. Seller designee must be at least 18 years old and needs to be knowledgeable about the product and/or processing regardless of whether the product was produced by the vendor or from another source (see above).
- When vendors are approved to sell at the market they are approved for specific products. If the product selection expands, the vendor will need market manager approval of additional items in advance of selling them.
- Vendor is responsible for following all State of Wisconsin and Federal rules and regulations to sell; including but not limited to scale certification, proper food handling, etc. You are responsible to get all required licenses, certificates, permits, vehicle and liability insurance. Inspection failure repercussions are the sole responsibility of the vendor.
- Vendors can sign up in advance for the entire season (\$75), monthly (\$25) or weekly (\$10). Fees paid in advance are non-refundable. Returning vendors will be given a preference for market participation if registered by the deadline (see application).
- Vendors are expected to make all efforts of notifying the Market Manager at least one week in advance of an absence. If a vendor fails to notify the Market Manager of an absence more than 2 times, the Market Manager reserves the right to remove them from the market. When the Market Manager is notified of an absence in advance, the manager will then be able to call the next vendor on the waiting list with like products.
- The Market Manager will keep a waiting list of vendors who are interested in participating or substituting in the market, should a regular vendor not be able to participate in a market for which they have registered.
- The Market Manager will attempt to keep a variety of products at the market, and to balance the types of products being sold. This may result in someone lower on the waiting list being invited to the market to ensure product variability.
- Vendor space is approximately the width of one parking stall. Stalls are limited to one vendor; no sharing of stalls is allowed. Stalls are assigned by the Market Manager. The Market Manager reserves the right to make minor adjustments to vendor spaces.

- Vendor booths are to be well maintained. Tents must be secured down, damage caused by a loose tent is the vendors responsibility. Each vendor is responsible for cleaning up his or her own booth area and disposing of all garbage.
- Approved vendors will prominently display the Vendor I.D. Tag issued by the Chamber of Commerce at your stall. This tag must be visible to the public in order to sell merchandise.
- Vendors and their helpers are expected to conduct themselves in a professional courteous manner to all customers, fellow vendors and the Market Manager. This includes reasonable pricing, ethical sales practices and noise management.
- Market hours are 3:30-6:30pm only. Set up is from 2:30-3:30pm. Take down is from 6:30-7:00pm unless otherwise stated by the manager. Sales are permitted during set up and take down. No early set up; including popping tents, setting up tables or parking vehicles in the parking lot before 2:30pm. Vendors are expected to stay for the duration unless they are completely sold out or have made prior arrangements with the manager.
- No live animal sales.
- Electricity is not available or provided by the Waunakee Farmers' Market site.
- Musical performances will be live, unamplified and contain no offensive lyrics. CD sales permitted, tip collection allowed. Set up location assigned by the Market Manager.
- All authorized vendors participating in the Waunakee Area Farmers' Market shall be individually and severally responsible to the Waunakee Area Chamber of Commerce or the parking lot owner for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees, and all vendors hereby agree to indemnify and save the Waunakee Area Chamber of Commerce and the parking lot owner harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by the Waunakee Area Chamber of Commerce or parking lot owner by reasons of the vendors' negligence or that of its servants, agents and employees. The Chamber of Commerce does not carry liability insurance coverage for individual vendors. Sellers are responsible for their own personal and business liability insurance.
- Failure to meet any of these rules may result in your being asked to leave and not permitted back for the season. All fees will be surrendered.

I have read and understand these rules, regulations and policies described for the Waunakee Area Farmers' Market and hereby agree to abide by them. I acknowledge full responsibility for the actions of myself and those assisting me throughout the term of this season's permit. I acknowledge the authority of the Market Manager to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations. I agree to allow inspection of my records on the premises if requested. These inspections could be carried out by the State of Wisconsin at any time during market hours. I understand the Waunakee Area Farmers' Market does not carry any insurance policies to cover vendors and I assume responsibility for carrying such insurance.

Sign: \_\_\_\_\_ date \_\_\_\_\_