



ELLSWORTH FARMERS MARKET

RULES AND REGULATIONS – 2019

MISSION AND PURPOSE:

To create a market with a focus on building community and educating, by way of service from the body of the church and surrounding community members, where all can be served.

PRODUCTS SOLD:

1. All products must be approved. Market Manager has the discretion to decide if the products fit into the local market theme.
2. Ellsworth Farmers Market is a producers-only market. All products sold must be made by the vendor. Craft items sold must be hand-crafted by the vendor. NO Direct/Third Party sales.

APPLICANTS, FARM/BUSINESS VISITS AND PICTURES:

3. All vendors must submit completed Vendor Form.
4. Businesses are to be pre-approved.
5. Vendors give Ellsworth Farmers Market permission to use pictures of their finished work taken by Ellsworth Farmers Market staff and to also use public pictures of their business retrieved electronically from businesses' Facebook page or website/etsy to promote the market.
6. Vendors will choose stalls on the market day. If you decide to add more days than specified, then you must inform the Market Manger in advance.

STATE LICENSES AND PERMITS:

7. It is the responsibility of every vendor to know if it is required to collect and remit Wisconsin Sales Tax.
8. Vendors selling processed or "ready to eat" foods are responsible for obtaining all licenses and permits required by the Pierce County Public Health Department and the State of Wisconsin. Copies of all licenses and permits must be on file with Market Manager prior to selling at the Market.
9. **All permits and licenses required by the State of Wisconsin are the sole responsibility of the vendors, including acceptance of WIC and Senior Citizen Market vouchers.** All vendors who are required to have such permits/licenses must submit copies with market registration.
10. It is suggested that all permits be displayed for customers to view.
11. Per state regulation, all vendors must have visible signing stating their name/business name, and location.
12. Vendors may not advertise that they have organic produce unless they have been certified organic. A copy of the certification must be on file with Market Manager.

MARKET TIMES, DAYS AND DATES:

13. The Farmers Market will be held in the Village of Ellsworth, WI on Cross Cut Avenue.
14. Ellsworth Farmers Market will open for its Summer Season on Thursday, June 6 and will operate through Thursday, September 26, 2019. There will be no market on Thursday, July 4, 2019.
15. Market Days and Times are: Thursdays 3PM-7PM, with set up beginning at 2:00, if more time is needed contact Market Manager.
16. Vendors may participate full season, half season or partial season on specific days
17. Market will occur rain or shine. If there is a severe storm the market will not be held. If a severe storm occurs during the market vendors, customers and vendors may seek shelter in the bathrooms located in East End Park.

DURING THE MARKET DAYS:

18. Vendor space is ten feet by ten feet. Items may NOT be placed in front of vendor space in the customer walkway. No food items may be placed directly on the ground.
19. No late arrivals; vendors will not be allowed to set up after the official start time of the market. Set up time will begin at 2:00 PM and vendors must be in place by 2:45PM
20. Sales are NOT allowed prior to official market start times.
21. Vendors may begin to tear down their booths at the conclusion of the market or earlier ONLY if they sell out prior to the end of the market day.
22. Vendors must furnish their own tents, tables & chairs. Vendors are responsible for cleaning their space at the end of each Market Day.
23. Leftover produce/products may NOT be placed in the trash bins or dumpster. Talk to other vendors: they may be interested in using it for compost or animals. Usable produce may be donated to the local food pantry.
24. Respect other vendors and market customers. Profanity, yelling, and heckling will not be tolerated.
25. Vendors may not sublet space. Market Manager retains the right to approve and facilitate all arrangements pertaining to subletting space.
26. If a vendor is not in attendance for a period of two weeks without prior notice, the vending space will be considered open to other vendors.
27. Alcoholic beverages, smoking and weapons are not allowed in the market area. **No pets except 'working animals' will be allowed.**
28. Price and terms of sale are solely between buyer and seller. All vendors agree to abide by fair business practices.
29. Tents and canopies must be secured. No stakes are to be used in market area, use of weights is required.
30. Vendors are to drive up, unload and move their car/trucks immediately to allow space for other vendors. No vendors can drive into the market area except to load and unload. Parking is available on Wall Street adjacent to the market.
31. If a vendor is not able to attend the market for any reason, they must contact Market Manager no later than 10AM on Thursday. Cancellation without contact may result in denial of future market space. Cancellation notice can be sent via email to: ellsworthfarmersmarket011@gmail.com or via text message to Steve 715-495-2017.
32. If any vendor does not attend a scheduled day or days there will be no full or partial refunds of vendor.

MEMBERSHIP FEE:

33. The 2019 Market Membership Fee is due at the time of registration.

34. Membership Fee is:

- FULL TIME: \$200/season
- HALF SEASON: \$100
- ONCE A MONTH: \$55
- LESS THAN 10 DAYS: \$20 per time

35. All Fees are non-refundable.

Ellsworth Farmers Market Manager will enforce all rules and regulations. Disregard for any market rules will cause action to be taken. Market Manager retains the right to prohibit a vendor from participating in the market, without a refund, if rules are broken.

Thank you for participating in the ELLSWORTH FARMERS MARKET. Your involvement helps insure continued success. We are proud to be able to offer this unique atmosphere and shopping experience to the residents of Ellsworth and the surrounding areas. If you have any questions please contact: Steve Ottman (715) 495-2017, ellsworthfarmersmarket011@gmail.com.