

PORTAGE BUSINESS IMPROVEMENT DISTRICT
FARMERS MARKET 2018 APPLICATION

**COMPLETE THESE PAGES 1 THROUGH 4 AND
RETURN TO MARKET MANAGER**

(Fill out completely and type or print all information clearly. Thanks!)

1. SELLER INFORMATION

Name of seller(s)

Business Name (if any) _____

Address _____

City State Zip _____

Primary Phone (_____) _____ Secondary Phone (_____) _____

E-Mail _____ Fax _____

English-speaking contact, if necessary: _____

Name Phone (_____) _____

Cell (_____) _____

Ownership Partners (if appropriate) _____

Each person must be at least 16 years of age and have at least 20% ownership to be recognized as partner with the primary, Portage BID seller.

Name of primary seller _____ **%Ownership** _____

Address, if different _____

NA-covered by Wisconsin marital property law _____

Spouse (if appropriate) _____

TOTAL: 100% _____

Space/Line Request*

- For sellers wishing to reserve a particular space for the season and paying in advance for the whole Season Stall contracts (\$85.00). Priority will be given to vendors who wish to use the same spot as they had in the previous year.
- You may change your line/space as available at any time by contacting the Market Manager.
- Reserved space will be occupied by 11:30am, unless arranged with the Market Manager, or it may be assigned to another seller for that day.

Documentation of Ownership Partners (IMPORTANT – if you have a business partner)

PBID FM Rules require that each partner have (a) at least 20% ownership of the enterprise and (b) substantial participation in production. The intent is to show that each person is “at risk” and involved.

1. Please provide **written** documentation of your partnership (other than spousal partnership). Documentation may include a written partnership agreement and

other related documentation such as: a joint loan, joint checking account, receipts for production materials, other evidence of a minimum of 20% by each claimed partner.

2. Production Information

Location of land or production facility

Section Town of County _____

AND Address _____

Owner of land or production facility: _____

If owner is not one of the above listed partners, list complete address and phone number of landowner in space below:

Size of Growing Area if applicable :(approximate size in acres) _____ acres

Location, size, and number of greenhouses (if applicable): _____

Name of processor and location of plant (if applicable): _____

For Information Only (Circle one, if appropriate)

Certified Organic (list certifying agency and number) _____

Transitional Not Certified Organic, but following Organic Growing Standards

Initial Here _____

3. License, Permit, Labeling and Permission Information

List expiration date AND provide copies of licenses and permits if any issued by regulatory agencies, as required.

Nursery

Processing Required to process food in an inspected facility

Mobile Retail License Required if you sell potentially hazardous food.

Other Issues:

Liability Insurance – Seller is responsible for their own personal and product liability insurance.

Labeling – Seller is responsible for meeting all labeling requirements. This includes stall signage if a Declaration of Responsibility is not provided on product labels.

Cooling- All potentially hazardous food i.e.: cheese, milk, eggs, meat...must be refrigerated or kept on ice. (See more complete list on page 8 of this document).

Wild gathered items-Identify the location(s) where items are gathered and attach permission of property owner where gathered. (Add additional pages, as needed.)

4. Product Information

Check the products that you plan to sell.

___ Nuts

___ Houseplants

___ Herb plants (license required if perennial)

- Perennials/Wildlings (license required)
- Eggs
- Maple Syrup
- bedding plants (license required if perennial)
- Herbs (fresh cut)
- Nursery Stock (license required)
- Cut Flowers (required-attach list of varieties)
- Honey
- Sorghum
- Wild Gathered items (attach location/permission)
- Heirloom Varieties (please list type and variety)
- Animal Products other than meat (please list)
- Processed Goods
- Baked Goods Pasta Candy
- Cheese Pesto Jams & Jellies
- Herbal Oils Herbal Vinegars
- Pickles & Relish Canned Sauces
- Other
- Meat (check which applies)
- Chicken Turkey Goose
- Rabbit Pork Beef Venison
- Lamb Duck Fish Emu
- Ostrich
- Other
- Raw (unprocessed) Fruit
- Apples Cherries
- Plums Cranberries
- Raspberries Strawberries
- Blackberries Elderberries
- Currants Grapes
- Pears
- Other
- Raw (unprocessed) Vegetables
- Asparagus Beans Beets Onions Green Onions Peas (shell)
- Bok Choy Broccoli Peas (snaps/pods) Peppers Potatoes
- Brussels sprouts Cabbage Pumpkins Radishes Rhubarb
- Cantaloupe Carrots Cauliflower Rutabaga Spinach Edible Soybeans
- Corn (sweet) Corn (popcorn) Winter Squash Summer Squash
- Corn (Indian) Cucumbers Turnips Watercress Watermelon
- Eggplant Garlic Gourds Shelled Peas or Beans (dried)
- Greens Kohlrabi Leeks Other _____
- Lettuce Mushrooms Okra (if you need more space attach a sheet.)

5. Product Safety Information

Potentially hazardous foods need extra care in handling, as required by State and City regulations. The list includes: meat, poultry, fish, cooked pasta, eggs, ice cream, custards, cheese, and other defined items.

Please **provide a written description** of how you will handle your products, as appropriate. (Attach additional pages as needed.)

Temperature Management (such as meat, cheese, eggs, etc. -41°)

Sampling Procedures (such as cheese, vegetables, fruit, etc.)

Dispensing Procedures (such as bakery items, etc.)

6. Affidavit

I have read the guidelines, rules, and policies as described for the Portage BID Farmers' Market (pages 1 through 4) and hereby agree to abide by them.

Further, I agree to sell only such items as those listed.

I also acknowledge products are locally sourced from Wisconsin, homemade and/or homegrown at the location described on my application.

I acknowledge full responsibility for all my activities in the market (and for those assisting me) throughout the term of this season's permit. I acknowledge the authority of the market manager/managers to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations subject to appeal under the procedures set forth in the market rules.

I agree to allow for inspection of my records and of the premises where the products offered for sale are produced. The market manager/managers and/or representatives of the market will carry out these inspections at any time. Failure to allow an inspection will constitute a violation of market policies.

I understand that the PBID does not carry any insurance policies to cover individual participants and that I may be required to carry such insurance.

I have received a copy of the guidelines and procedures.

Signature _____ Date _____

Print Name _____ Phone(s) _____

Mail to: PORTAGE BID FARMER'S MARKET
104 West Cook Street, STE A PORTAGE, WI 53901
online applications can be found at www.portagewi.com

Scott Davis, Independent BID Contractor
Email: bkodavis@yahoo.com
608-617-9232

VENDOR COPY; KEEP THIS FOR YOUR FILE FOR REFERENCE

**PORTAGE BUSINESS IMPROVEMENT DISTRICT
DOWNTOWN FARMERS MARKET**

GUIDELINES AND PROCEDURES

GOAL: The goal is to have a well-organized Farmers Market that will be consistent in the Portage Area for local vendors and patrons.

HOSTING ORGANIZATIONS: Portage Business Improvement District

MARKET DATES: Each and every Thursday beginning the first Thursday in May ending with the last Thursday in October. Rain or shine.

LOCATION: Commerce Plaza, which is located at the corner of Cook St. (Hwy 33) and Wisconsin St. (Hwy 16). Vendors enter from Conant Street across from the Post Office.

TIMES: Farmers Market will be open to the public from Noon to 5:00pm. **The only reasons for early departure are “Sold out or Blown out” due to weather or weather warnings. Other exceptions may be allowed for family issues.**

NOTE: Vendors with assigned spaces should arrive by 11:30am unless otherwise arranged with market manager. If you are going to be late, please call 608-617-9232.

Assigned spaces must be occupied by 11:30am or it may be assigned to another vendor for the day.

PLEASE - NO SELLING BEFORE MARKET OFFICIALLY OPENS!

ITEMS ALLOWED:

ONLY locally sourced items from Wisconsin, homemade and/or homegrown and handcrafted items are allowed. Locally sourced to be defined as produce items grown within the State of Wisconsin.

Homegrown produce to be defined as produce items grown on property owned, common garden plots, or leased by the grower in the State of Wisconsin. Produce to be defined as edible vegetables, fruits, herbs, spices, honey, eggs, homegrown fresh flowers or plants, and items that when planted will grow into the above listed items.

Homemade items are defined as those items that are made in a person's home by them or an immediate family member and sold by that person or an immediate family member. These items must be produced in accordance with health and safety regulations for the State or Wisconsin.

Handcrafted items are defined as items manufactured by the seller or immediate

family member and sold by that person or immediate family member.

OTHER PRODUCE ITEMS: Other produce items are those defined as produce items grown outside of the state for resale purposes and personal consumption, other items not considered homegrown produce as interpreted above might be allowed at the discretion of the organizer. An example of when they might be allowed would be when those items are not available from State of Wisconsin homegrown produce vendors. (Example: Sweet corn, tomatoes from southern states in June.)

ITEMS NOT ALLOWED: All items that are mass manufactured for resale are not allowed. Items or categories of items will not be allowed unless prior approval from the organizer is received.

VENDORS AGREEMENT: All vendors are required to sign a vendor's agreement to sell their products at Commerce Plaza at the weekly Portage Farmers Market.

IN FAIRNESS TO ALL VENDORS, THESE POLICIES WILL BE ENFORCED