

FORT HOLIDAY FARMERS & ART MARKET 2019 Policies and Procedures

Day: Saturday December 7, 2019 **Hours:** 9am-3pm **Set Up Time:** 7am-8am*

***Special Set Up Time:** Friday December 6, from 2pm to 4pm is allowed and encouraged for all vendors. Please call (920.397.9070) to confirm early set up. Times may vary slightly.

Location: Fort Atkinson Club/Creamery 201/Legion Dugout/Soulful Toad/Café Carpe/St. Peter's Episcopal Church & other locations TBA. Your location confirmation will be emailed prior to November 31, 2019. *You can request a location but there are no guarantees. We appreciate your patience and understanding.*

Set Up Entrance: Parking is limited near these buildings. Please bring a wagon or dolly to transport your goods. Municipal parking lots are located on South Water Street (on both sides of Main Street) and on Milwaukee Avenue near the Methodist Church.

Accessibility: Vendors will be located on all floors of each building. The buildings do have elevators in addition to stairs. We will be offering kids activities on the various floors as well as a bingo game to incentivize shoppers to visit all areas.

Bathrooms: Bathrooms are located in the immediate vicinity of the vendor area.

Cost: Daily Fee \$50.00/\$60.00/\$65.00 per space. Additional \$15 fee if submitted after October 18, 2019.

Programming: Music, food vendors, and community organizations will be adding to the market atmosphere.

Sites Available: There are at least 60 reserved booth sites *estimated* at 9' wide by 7' long. Booth sizes vary between locations, but spaces are of ample size with flexibility if your booth does not fit the exact dimensions. Vendor must furnish tables and chairs. **Space not guaranteed for applications turned in after October 18 deadline.*

Winter Market Product Goals: Our goal is to create a welcoming environment with activities that will draw new customers. Our commitment is to the small farmer/producer and local artisans. December 7th is dedicated to providing opportunities for our greater community to SHOP LOCAL for all of their holiday needs.

Approved Items to be sold: Produce (fruits & vegetables), edible grains, nuts and berries, flowers (cut, dried, potted), plants, honey, maple syrup, canned goods (properly labeled & processed in accordance with state standards), homemade bakery, processed frozen poultry and meats, eggs, other ag related products, jewelry, painting, sculpture, woodcraft, quilting, handmade books, textiles, ceramics and other arts & crafts. Vendors may only sell products listed on application, any additional items must be approved by the market manager. **All Prices Must Be Clearly Marked in Public's View.**

Prohibited Items: Live animals, rummage articles, products that are processed and sold under a brand name other than the vendor's own including products from direct sales companies like Mary Kay, Pampered Chef, Essential Oils, Paparazzi, etc. Artists and crafters MUST have made their wares-no reselling allowed.

Application: Vendors must complete and submit an application form and are subject to review at anytime.

CleanUp: All refuse MUST be cleaned up and taken away by vendor.

Insurance: Sellers are responsible for their own general liability and product liability insurance.

Legal Requirements: Sellers are responsible for full compliance with all applicable federal, state and local laws.

Violations: Violation of any of the policies and regulations may result in an individual being barred from further participation. **If you have any comments, questions or concerns please contact the Farmer Market Manager, 920.397.9070, manager.fortfarmersmarket@gmail.com.*

2019 12th ANNUAL FORT HOLIDAY FARMERS & ART MARKET

December 7, 2019 9am to 3pm

Fort Atkinson Club/Creamery 201/Legion Dugout/Soulful Toad/Café Carpe/St. Peter's Episcopal Church & other locations TBA

Seller's Application PLEASE RETURN BY FRIDAY OCTOBER 18 2019**

SEE WINTER MARKET GUIDELINES FOR SET UP TIMES & DETAILS

Online Registration and Payment is Encouraged. Find the link on the Fort Farmers Market Website!

Name: _____

Farm/ Organization _____ Date: _____

Address: _____ City _____ Zip _____

Email: _____ Cell#: _____ Home#: _____

Seller Permit No. _____ or Social Security # _____

Farmers/Artists/Community Groups \$50.00 per space _____ Circle: Cash/Check ONE SPACE ALLOWED PER AP
Restaurant Vendors \$60.00 per space _____ Circle: Cash/Check ONE SPACE ALLOWED PER AP
Business Vendors \$65.00 per space _____ Circle: Cash/Check ONE SPACE ALLOWED PER AP

**AFTER OCT 18, 2019 AN ADDITIONAL \$15 FEE WILL BE CHARGED.
SPACES NOT GUARANTEED UNTIL PAYMENT RECEIVED.

FARMERS/ARTISTS List products to be sold - Be specific. Artists please list if you will be demonstrating your ART.
You may only sell those items you list and that are approved!!!

- Plants/Flower Arrangements _____
- Baked Goods/Beverages _____
- Meats/Seafood/Eggs _____
- Cheese/Honey/Jam _____
- Paintings _____
- Sculpture _____
- Jewelry _____
- Ceramics _____
- Woodworking _____
- Other _____
- COMMUNITY ORGANIZATIONS/BUSINESSES** List main service, activity or educational information:

PLEASE WRITE A 2 LINE DESCRIPTION OF YOUR PRODUCT, ART, BUSINESS, or COMMUNITY PROJECT:

SELLER'S STATEMENT OF RESPONSIBILITY

I, _____ have read and understand the policies and procedures as described for the Fort Atkinson Farmers Market and hereby agree to abide by them. Further, I agree to sell only those items as listed in the Policies & Procedures. I further acknowledge full responsibility for all my activities (and those assisting me) in the Farmer's Market throughout the term of this permit. I understand that violation of these Policies & Procedures may result in my being barred from further consideration. I also understand that the Fort Atkinson Area Chamber of Commerce (FAACC) and the City of Fort Atkinson do not carry any insurance policies to cover individual participants and that I am hereby advised to consider carrying my own general liability and product liability policies. The FACE reserves the right to modify the policies as needed at any time. Seller agrees to indemnify and hold the FAACC, the City of Fort Atkinson, and all host site locations harmless from any and all claims and liabilities.

Signature: _____ Date: _____

Return to: Farmers Market Manager, Chamber of Commerce 244 N. Main St. Fort Atkinson, WI 53538 Ph: (920) 397-9070