

## FORT HOLIDAY FARMERS & ART MARKET 2020 Policies and Procedures

**Day:** Saturday December 5, 2020 **Hours:** 9am-3pm **Set Up Time:** 7am-9am\*

*\*There may be additional set-up time the day before, depending on venue availability.*

*More information will be communicated as we become more certain of vendor locations*

**Location:** locations TBD. Your location confirmation will be emailed prior to November 31, 2020. We appreciate your patience and understanding with the constant changes this holiday season due to the pandemic.

**Set Up Entrance:** Details TBD and will be announced as we learn more about venue availability.

**Accessibility:** Vendors will be located on all floors of each building.

**Bathrooms:** Bathrooms are located at each location.

**Cost:** Daily Fee \$50.00 per space. \$15 fee if application is submitted after Oct. 31, 2020

**Sites Available:** This year, due to extreme space limitations we will first be opening up registration to Fort Farmers Market regular season vendors. After that, if there are spaces available, priority will be assigned based on vendor seniority, then by the order that applications were received.

**Holiday 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 artisan. December 5th 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 prior to the day of the market. All prices must be clearly marked in the 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 or their families MUST have made their wares-no reselling allowed.

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

**Clean-Up:** All refuse MUST be cleaned up and taken away by the 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.

**COVID19 Policies:** All vendors, event staff, and volunteers will be required to wear masks to participate in this event. We will also be enacting social distancing of at least 6', and monitoring building capacities. Additional safety policies may be added as needed.

**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](mailto:manager.fortfarmersmarket@gmail.com).

# 2020 FORT HOLIDAY "MINI" MARKET APPLICATION

December 5, 2020 9am to 3pm

LOCATIONS: TBA

Name \_\_\_\_\_  
Farm/Organization \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Email: \_\_\_\_\_ Cell#: \_\_\_\_\_ Home#: \_\_\_\_\_  
Seller Permit No. \_\_\_\_\_

Farmers/Artists/Community Groups \$50.00 per space\*\*. Please do not include payment at this point. We will reach out to you for payment upon acceptance to the market. This year we will only be assigning one space per applicant.

\*\*If application is submitted after October 31, an additional \$15 late fee will be accessed.

**DUE TO THE PANDEMIC, MARKET CANCELLATION MAY OCCUR AT ANY TIME LEADING UP TO THE EVENT.**

**FARMERS/ARTISTS** List products to be sold - please be specific. Artists please list if you wish to demonstrate your art. Vendors may only sell products that they list and are approved prior to the event.

- Plants/Flower Arrangements \_\_\_\_\_
- Baked Goods \_\_\_\_\_
- Meats/Seafood/Eggs \_\_\_\_\_
- Cheese/Honey/Jam \_\_\_\_\_
- Paintings \_\_\_\_\_
- Sculpture \_\_\_\_\_
- Jewelry \_\_\_\_\_
- Ceramics \_\_\_\_\_
- Woodworking \_\_\_\_\_
- Textiles/Clothing \_\_\_\_\_
- Other \_\_\_\_\_

**Please write a two line description of your small business/ what you sell.**

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### **SELLER'S STATEMENT OF RESPONSIBILITY**

I have read and understand the policies and procedures as described for this 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) throughout the term of this permit. I understand that violations of these Policies & Procedures may result in my being barred from further consideration. I attest that my business has abided by state and national requirements to legally sell my products and acknowledge that failure to be in compliance with state and federal law could result in being barred from participating in the market as well as further legal repercussions. 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 FAACC reserves the right to modify the policies as needed at any time. Seller agrees to indemnify and hold the FAACC and the City of Fort Atkinson harmless from any and all claims and liabilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: **Fort Atkinson Chamber of Commerce 244 N. Main St. Fort Atkinson, WI 53538 Ph: (920) 563-3210**  
[www.fortfarmersmarket.com](http://www.fortfarmersmarket.com)