

2023 Waukesha Farmers' Market Guidelines

To become a vendor in this market, vendors must bring only locally grown, in-season produce, and flowers. No wholesale loads of produce may be marketed. No brokers, agents, or commissioned sellers. Selling products not locally grown and/or crafted in Wisconsin may result in expulsion from the Farmers' Market. By signing your application, you agree to participate in random location inspection.

Vendors producing baked goods, canned goods, and on-site prepared foods are encouraged. They must follow all Health Department rules. Necessary permits must be included with your application. For further assistance, please contact Environmental Health Sanitarian, at (262) 896-8326 and ask for Charlie Bloom. Inspections are performed by the Waukesha County Division of Environmental Health.

Home Bakers / Cottage Laws - must have an 8 x 10 sign that says - "This product was made in a private home not subject to state licensing or inspection."

Home Bakers / Cottage Laws - A list of ingredients in descending order of prominence, including any allergens, your name/business name and contact information, and the date the item was made.

Locally made arts and/or crafts may also be sold at the Farmers' Market. All products must be handmade. Craft items will be reviewed and will be rejected if found not to be handmade. All craft vendors must provide photos of you creating and assembling your items before your application will be approved. No flea market-type items are allowed. Non-produce vendors are limited to one stall during peak season. Priority will be given to food and garden related vendors seeking Full Season and Peak Season stalls.

WDBA member businesses who join the market as a vendor will be allowed to sell their normal store merchandise as long as the items for display and sale are made in the USA.

Every vendor participating in the 2023 Waukesha Farmers' Market **MUST HAVE** a Certificate of Liability Insurance, \$100,000/\$300,000 aggregate, **listing the Waukesha Downtown Business Association and Waukesha State Bank on the certificate as Additional Insureds.** Your insurance provider can provide you with this certificate. Vendors will not be allowed to participate in the market without the Certificate of Liability Insurance which must be provided to the WDBA before the market begins on May 6, 2023.

WAUKESHA FARMERS' MARKET 8 AM TO 12 NOON MAY 6TH THROUGH OCT 28TH

The Farmers' Market site will be located along the Fox River in the Waukesha State Bank parking lot in downtown Waukesha. Approved vendors will receive their stall assignments and vendor maps at the **Vendor Meeting on April 24, 2023**. Notices will be mailed through USPS by request only. Produce and food vendors may request a maximum of three (3) stalls and any exceptions must be approved by market management. All other vendors are limited to one stall.

The Market Manager will be on-site by 6:30 a.m. each Saturday. **All vendors must be parked by 7:15 a.m. and will remain in their spaces until 12:15 p.m.** If you have not arrived by 7:15 or have contacted us about your absence, your stall will be turned over that day to a daily vendor. We may hold your stall open for another half hour if you have called the market management when unforeseen problems arrive. But arriving late will require vendors to walk their product into their market space from a location outside the market. See market management about safe entry into the market.

NO TRAFFIC IN THE MARKET AFTER 7:15am or BEFORE 12:15pm

We must work together to protect the early arriving and late shopping customers

BOOTH CHARACTERISTICS: Every booth must have a canopy no larger than 10ft by 10ft. Booth spaces are assigned and numbered on the pavement. Respect the markings at the front of your space. They are there to provide an adequate amount of space in the event an emergency vehicle needs to get through. Every effort will be made to create an appropriate marketing environment.

Every booth must have a 5gal bucket container marked for waste for customer use. It must be clearly visible from the aisle side. **EVERY YEAR TENTS ARE BLOWN OVER AND DESTROYED!** We have been lucky to avoid injuries. Tents/Displays/Booths must be appropriately weighted down. Vendors will be given one warning for their first violation of not having their booth appropriately secured. You are responsible for any injuries or damage your equipment causes. Subsequent violations will result in a \$25 fine per occurrence.

- No livestock may be sold
- Vendors are required to abide by all Federal, State, County or City laws and regulations regarding the sale of their goods. Copies of all required licenses and/or permits must be with you while attending the Farmers' Market.
- When items are being sold by weight, an accurate scale must be used. Scales are subject to inspection by the Wisconsin Department of Agriculture.
- If serving food, which may leave grease drippings on ground, please place cardboard on the ground to collect drippings and provide the required trash containers to accommodate waste.
- **Smoking** by vendors is **not permitted** on the grounds of the Farmers' Market.
- Vendors may not bring pets and/or animals to the Farmers' Market.
- No alcoholic beverages are allowed in the Farmers' Market.
- Please do not leave children unattended.
- Vendors are required to park in assigned vendor parking by green space, east of Waukesha State Bank.
- We will again offer gift certificates for the Farmers' Market, and you agree to accept them by being a Farmers' Market vendor.

WE HAVE REAL PROBLEMS WITH GARBAGE REMOVAL. All vendors are expected to clean up & sweep their own stall area after each market. They must take their garbage and recyclables with them when they leave. Failure to do so will result in a service fee of \$25.00 per occurrence.

SPECIAL CONDITIONS FOR FOOD/BEVERAGE CONSUMED ON-SITE If you are a food/beverage vendor and your customers generate waste from your products, you are required to provide a 30 gallon or larger trash receptacle. Since we constantly have to remind vendors. If you fail to provide the required trash container, each subsequent occurrence will result in a \$25 fine.

THE CITY IS HIGHLY CRITICAL OF OUR CLEANLINESS. The city garbage cans cannot be used by vendors. Any vendor found placing waste in the city trashcans will be subject to a \$50 fine from the Farmers' Market. Any vendor found placing waste in the city trashcans a second time will be expelled from the Farmers' Market for the remainder of the 2022 season with no refund of fees.

NOISE LEVELS MUST BE KEPT LOW FOR VENDORS USING GENERATORS: Vendors who intend to use a generator must indicate that on the application form. Generator use at the Market will be limited. **You must have prior written or emailed permission from the WDBA to run your generator.** Generators will be inspected by Market Management or staff for noise level, fumes, disturbance to neighboring vendors, and safety. Inspections may be made throughout the season. If your generator does not meet approval, you will need to make arrangements for an alternative power source the following week. If your generator is deemed an immediate safety problem, you will be asked to stop the generator immediately. On a space-available basis in following weeks, your stall assignment may be reassigned to a more appropriate location to run a generator.

ALL VENDORS PREFER A WELL-RUN MARKET: Vendors need to cooperate with the Farmer's Market Management and obey all guidelines. If a problem is reported or observed, a vendor will be notified verbally, and then in writing, stating the problem. Failure to respond to the problem can result in termination of the vendor at the Waukesha Farmers' Market without any refund of any fees.

Covid conditions lead us to control offering food or drink items as promotional giveaways. Please obtain prior approval from the Farmers' Market Management.

The Waukesha Downtown Business Association has established these guidelines. Any concern should be brought to the Farmer's Market Management team who is at the Market Information Booth. Mail can be addressed to the WDBA at: WDBA Farmers Market, 235 W Broadway St, Waukesha, WI 53186; Phone: (630) 776-6889 or via E-Mail chris@waukeshadba.com or on the website contact form.

Thank you for making the 2023 Waukesha Farmers' Market the best ever!