



Shawano Farmers' Market Rules

Saturdays – 8:00 AM to 12:00 PM

June 19, 2010 through October 9, 2010

The Events and Promotion Committee of the Shawano Business Improvement District Board has created the Farmers Market Subcommittee to organize and sponsor a farmers market in downtown Shawano that will:

- provide Wisconsin farmers with alternative marketing opportunities through a retail marketplace, as well as encourage agriculture entrepreneurship in the region;
- provide consumers with fresh locally grown or produced products in a convenient location; and
- enhance the quality of life in the greater Shawano area by providing a community activity that fosters social gathering and interaction.

These Rules, which will be reviewed as we proceed through the year and may be changed as appropriate, set forth the operating policies and procedures of the Shawano Farmers' Market.

Hours of Operation: The Shawano Farmers' Market (“**Market**”) will be open from 8:00 a.m. to 12:00 p.m. on Saturdays from June 19, 2010, through October 9, 2010. Vendors may set up from 6:30 A.M. to 7:45 A.M.

Location: The Market will be located in the City Hall parking South of City Hall on S. Sawyer Street in downtown Shawano.

Stalls: The Market will have stalls measuring approximately 12' x 12' available for lease. A vendor may lease adjoining stalls to create a larger space. A limited number of stalls will have electrical outlets available at an additional charge of \$2.00 per week. Easy-Ups and canopies are allowed within the parameters of the stall. Backing vehicle into stalls is permitted where space allows.

Types of Products: The Market is intended primarily for fresh food and agricultural products. Craft vendors may be limited to one Market per month and required to rotate as needed. Crafts will be subject to review by a committee to determine artistic quality and uniqueness in selecting which craft vendors will be allowed to sell.

Becoming a Vendor: To become a vendor, submit a completed Vendor Application, which may be mailed to you by calling 715-851-0308 or downloaded at shawanofarmersmarket.org, and mail it to PO Box 104, Shawano, WI 54166. No one will be allowed to sell products at the Market prior to submitting a completed application.

Licenses, Permits, Regulations and Taxes: Each vendor shall obtain all required licenses and permits, comply with all rules and regulations, including Department of Health, regarding sale of its products, and collect required sales taxes. State and local inspections of licenses, permits and sales are anticipated. New vendors who have questions about local licensing should call the Shawano City Clerk Treasurer at 715-526-6154 before selling at the Market.

Food Vendor Fee: A stall may be leased for the full season for \$7.50 per week, a total of \$127.50, which must be paid five business days before your first market date. A stall may be leased for 4 consecutive weeks or more at \$10.50 per week, which must be paid prior to the first Market day of the weeks being leased. If available, a stall may be leased for one day for a fee of \$15.00, which must be paid and submitted along with a Vendor Application prior to the day requested.

Craft Vendor Fee: Stalls for craft vendors are leased for \$15 per week. The Art and Craft Committee will allocate the number of weeks available for each craft vendor. Fees must be paid prior to market days leased.

Forfeiture of Stall: The stall of any season, full or partial, stall holder who does not arrive at the Market by 7:15 may be refused occupancy for that day and no fee refund will be made. All vendors who know they will not be able to attend after reserving a stall are asked to please notify the Market Director at least 24 hours in advance.

Waste: Vendors must not discard refuse of any kind in or around trash receptacles in the downtown area or Market area. Vendors must clean up their sales areas completely before leaving, and haul the waste away with them. Leaving the stalls with litter or refuse will be considered a violation of these Rules.

Pets: Vendors shall not bring pets into the Market for health and safety reasons. The sale or giving away of animals at the Market is prohibited.

Vendor Conduct: Vendors shall be courteous to others. Threatening, abusive or harassing behavior violates these Rules and will result in immediate expulsion from the Market for that day. A second violation will result in expulsion from the Market for the remainder of the season. Commission of a criminal act at the Market will cause the vendor to be permanently barred from vending at the Market. No loud or disturbing noises shall be made, or action taken on the grounds that may interfere with the rights, comfort, or convenience of other vendors or the public. No Vendor shall play, or allow to be played, any radio or other sound equipment at a sound level that may annoy or disturb others. The running of any gasoline or diesel motors or engines, including all vehicles, is not permitted. Because of the safety hazard, charcoal grills are prohibited at the Market.

Consent to Rules: Submission of a Vendor Application constitutes agreement to abide by these Rules.

Violations: A complaint may be submitted to the On-Site Manager or a Board member. Vendors are urged to inform the On-Site Manager if an infraction of these Rules is witnessed. The On-Site Manager or the Market Director will give warning and written notification of the violation to the Vendor upon the first violation or shall handle the complaint in a manner suitable to the violation. For an immediately correctable violation, such as exceeding stall width, violators will be given an oral warning indicating the offense and requesting compliance with the Rules. The On-Site Manager shall record the issuance of each warning. If the problem is not corrected in a reasonable time, the On-Site Manager shall issue a written warning. Continued or repeated non-compliance may result in expulsion, without refund of fees.

Right To Appeal: Any Vendor whose vending rights have been terminated may appeal the determination. The vendor will have 14 days from the date of receipt of the written determination to file a written appeal with the Market Director. The Market's Board (not including the Market Director, although he/she can be present) or a committee of at least three Board members appointed by the Board will hear the appeal within 14 days after the Market Director's receipt of the Vendor's appeal request. If the determination is reversed on appeal, the vendor's privileges will immediately be restored and the fee for any missed weeks will be refunded. In no event shall any person be entitled to recover damages from the Market for being denied vending privileges based on a good faith enforcement of the Market's rules.

For further information contact:

Shawano Farmer's Market
PO Box 104
Shawano, WI 54166
Phone: 715-851-0308

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