

1st Annual Oconto County Farmers Market



June 1 – August 31 (**Tuesdays**), 2021, Highland Plaza, Oconto Falls

Thank you for your interest in the 2021 Oconto County Farmers Market. Please read carefully for all information regarding becoming a vendor. We look forward to a successful first season!

Due to generous community support and enthusiasm, we are proud to share that vendor costs for this year (2021) will be waived.

General Guidelines

- Fill out application and submit along with necessary licenses/permits.
Oconto County Farmers Market, PO Box 36 Oconto Falls, WI 54154
- Questions? Call 920-639-7664 or ocontocountyfarm@gmail.com.
- Acceptance/Denial letters will go out one week after submittal. If you are denied, the decision is final. There are a limited number of daily vendor spots for which you may be considered.
- All vendors will be notified of an informational meeting that will take place prior to first farmers market date.
- All vendors must read, accept, and sign a copy of the Oconto County Farmers Market rules to be turned in with application.
- You will receive your 12' stall number(s), placement map, and any additional information at the vendor meeting.
- The following items must be mailed with your application:
 - Copies of all licenses, permits, insurance documents, certificates you are required to have or any documents unique to your product type –

see Requirements and Process.

- A copy of your insurance certificate with Highland Plaza added as a location– all vendors must hold general liability insurance.

Requirements and Process

The criteria below will be used to evaluate each vendor in terms of acceptance and placement. However, Oconto County Farmers Market reserves the right to refuse any product or application at any time for any reason. Note: all vendors selling any kind of food or beverage product must comply with Oconto County Health Department guidelines and regulations.

All criteria must be met and turned in by the application deadline – March 1, 2021.

- **Produce Vendors** – uncut vegetables, fruits and cut flowers
 - Must be locally grown
 - Farm visits may be scheduled at any point for quality inspection of products.
 - **No buying or reselling of produce. This is grounds for immediate termination.**
- Organic vendors must include proof of certification.
- Retail License: all vendors must have a seller's permit from the State of Wisconsin.
- **Processed Food Vendors** – prepackaged foods that require no cutting, mixing, reheating or cooking on site
 - Product must be made in a state licensed and inspected establishment. Proof of licensed establishment is required.
 - Retail License: all vendors must have a seller's permit from the State of Wisconsin.

If you are selling products by weight, a class III scale is required.

- **Prepared on Site Food Vendors** – foods prepared on site (i.e. food trucks, trailers)

- Must be sold by the vendor preparing the food.
- A Temporary or Mobile Food Establishment permit.
- Retail License: all vendors must have a seller's permit from the State of Wisconsin.
- If you are selling products by weight, a class III scale is required.

- **Craft Beer Sales**

Craft Breweries must hold a valid WI Brewer's Permit with only one permanent serving location and have the option of applying for a second, temporary serving location. You must file for your temporary serving location 30 days prior to all events you are participating in and send verification to the Oconto County Farmers Market.

- **Art & Handcrafted Vendor** – handcrafted and homemade products

- Retail License: all vendors must have a seller's permit from the State of Wisconsin.
- If you are selling products by weight, a class III scale is required.

VENDOR INFORMATION

All information **MUST** be provided for processing of application. You will not be accepted if all information and forms are not submitted.

Please print clearly.

Vendor Legal Name:

Business Name (if applicable):

Farm/Business Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ - _____ (able to be reached at any time)

Business Phone (if different): (_____) _____ - _____

Email Address: _____

Website/Facebook (if applicable): _____

Vendor Type

Please pick one category. Refer to Vendor Requirements and Process to help pick the category that most describes you.

_____ Produce _____ Processed Food _____ Prepared on Site Food
_____ Art & Handcrafted

Food Share Status _____ I accept EBT/WIC/SNAP/Senior vouchers

_____ I **do not** accept EBT/WIC/SNAP/Senior vouchers (Email

sarah.schindel@wisc.edu for more information)

Product Description

Please list all products you intend to sell. No vendor may sell any type of alcohol without proper licensing. Images (or samples) are highly recommended.

If you have specific reasoning for a spot, please explain in detail and understand that your request may be taken into consideration. **We will not guarantee any specific stalls for any vendor. Payment must be included with application for seasonal vendors only.**

Calendar Please clearly mark an “X” on dates in the calendar below that you **will be vending**. These will be used and tracked for attendance purposes. If you have more than one missed market without proper notice and approval you will be considered in bad standing for the next season.

Booth Request/Notes:

June 1 4 – 8 p.m.	June 8 4 – 8 p.m.	June 15 4 – 8 p.m.	June 22 4 – 8 p.m.
June 29 4 – 8 p.m.	July 6 4 – 8 p.m.	July 13 4 – 8 p.m.	July 20 4 – 8 p.m.
July 27 4 – 8 p.m.	August 3 4 – 8 p.m.	August 10 4 – 8 p.m.	August 17 4 – 8 p.m.
August 24 4 – 8 p.m.	August 31 4 – 8 p.m.		

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- I understand that if a market is held I am required to be there; weather is not an excused absence. This is necessary to maintain the integrity of the market.
 - I have read, understand, and agree to abide by the guidelines. Fully permitted by law, I agree to defend, pay on behalf of, indemnify and hold harmless the elected officials, employees, volunteers and others working on behalf of Oconto County Farmers Market, against any and all claims, demands, suits, or losses, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Oconto Falls, Highland Plaza LLC and/or Oconto County Farmers Market by reason of personal injury, including bodily injury or death and/or property damage, including the loss of use thereof, which arises or is in any way connected or associated with the Oconto County Farmers Market.
 - I will review a copy of the Oconto County Farmers Market rules and turn in a signed agreement with my application.
 - I understand that I am responsible to provide a certificate of general liability insurance to participate in the Oconto County Farmers Market.
 - I understand that the Oconto County Farmers Market reserves the right to refuse any product or application at any time for any reason.
 - I certify that information given in this application is true and correct.

Applicant's Signature: _____

Date: _____

Send application and all required documents to PO Box 36, Oconto Falls, WI 54154.