

2018 Allouez/Bellin Health Farmers' Market

Rules and Regulations

To maintain participation with the Village of Allouez Farmers' Market, vendors must agree to the following rules and regulations as established by the Village of Allouez and Bellin Health.

1. The Allouez/Bellin Health Farmers' Market is a non-competitive and respectful environment between all vendors.
2. The vendor who purchases a stall must keep ownership of the stall all season and may be the only person(s) selling from that stall.
3. All fees are non-refundable with no exceptions. The Village of Allouez and Bellin Health have the right to remove vendors that do not comply with the rules.
4. Vendors may not arrive at the parking lot before 2:30p.m. Vendors should have their stall set up no later than 3:15p.m. Vendors not set up by the designated time may forfeit their stall.
5. Vendors are to stop selling at 6:30p.m. to clean and pack up. Every attempt should be made to be completely packed up and exit the parking lot by 7:15p.m. Vendors are responsible for cleaning up all debris from their area.
6. Glass containers will not be allowed and displays should not cause obstruction to neighboring display tables.
7. Tents are not required. However, anyone wanting to use a tent must have each leg secured by a **minimum of 25lbs per leg**. No shade umbrellas allowed. Market Manager does have the authority to ask you to take down your tent if they do not believe it is secure.
8. Vendor parking is allowed for regular sized vehicles behind most assigned stalls. Additional parking is provided in adjacent lot. Parking is not reserved and the Market Manager is not in charge of reserving any spaces.
9. All vendors are encouraged to promote our market by word of mouth, social media, or any other advertisement methods.
10. Vendors are limited to sell the items listed on the application. Any change of merchandise must be approved.
11. Attendance – No call, no shows – if you are unable to attend the market let the Market Manager know as soon as possible. Failure to call can result in loss of spot, with no refund. **All vendors are required to stay the entire duration of the market (3:30 – 6:30p.m.), unless otherwise directed by the Market Manager.**
12. All products must meet the requirements and regulations set by the State and Federal government for health, safety, and consumer protection.
13. It is the responsibility of the vendor to apply for and pay for all licenses and fees required by the Village of Allouez, State of Wisconsin and the Federal government.
 - a. Products that **require** a license and/or additional registration (whether hand-made/grown or from a licensed operation) include: bakery items, processed food, cheese, eggs, dried herbs, meats, pet food and treats, and pesticides.
 - b. Products that **do not require** a license and/or additional registration include: homegrown vegetables, fruits, fresh and dried flowers, fresh herbs, syrup, cider, and hand-made crafts.
14. Vendors are responsible for reporting and collecting any applicable sales tax.
15. When items are being sold by weights, an accurate scale must be used. Scales are subject to inspection by the Wisconsin Department of Agriculture and the Green Bay Division of Weights and Measures.
16. Prices of all produce must be displayed.
17. There will be an identified on-site "Market Manager" who will manage the market each week to assure it runs smoothly and efficiently for the overall experience of all vendors and guests. Their decisions under these rules are final.

2018 Allouez Farmers' Market

Thursdays, June 21st – October 4th

3:30p.m. - 6:30p.m. (2:30 p.m. set up)

Bellin Health Plaza parking lot, 1920 Libal Street (Next door to Allouez Village Hall)

\$120/stall with parking (stalls 1-21 & 29-32)

\$100/stall without pull-up parking (stalls 22-28)

Stalls are 10.5'x10.5'

Applications will be accepted until full. Returning vendors and produce vendors will receive priority for stall selection. Incomplete applications will not be processed. **Application fees will not be collected until final stall assignments are given. Please do not send fees in until requested.**