

# Union Grove Farmers Market

Union Grove Area Chamber of Commerce in partnership with Community Development Authority invites you to participate in our Union Grove Farmers Market. In an effort to help the market thrive we have developed guidelines that we ask each vendor to follow for continuity and by doing so we will become a successful venue and continue to grow.

## 2011 Operating Schedule

- Day: Tuesday's
- Dates: September 13<sup>th</sup> to October 18<sup>th</sup> (6 weeks)
- Time: 3:00 p.m. to 7:00 p.m. Hours may be extended or shortened seasonally during special area events or at the discretion of Union Grove Farmers Market Management.
- Where: Village Square Park on Main Street in Union Grove, WI
- Set-up: Set up is expected to occur between 2:00 p.m. to 2:45 p.m.
- Take down: 7:00 p.m., completed by 8:00 p.m.

## Registration

- The Union Grove Farmers Market has limited number of space available. Early registration is encouraged.
- Payment must accompany registration form to be considered a complete registration and assigned a space.
- All payments are non-refundable once approved.
- Applications will be reviewed and approved by the Farmers Market Management.

## Insurance

- Without limiting the indemnified parties' right to indemnification hereunder, licensee shall, at its sole cost and expense, procure and maintain throughout the term of this Agreement the following insurance, and under the following terms:
  - A. Commercial General Liability Insurance, including coverage for operations, contractual liability, personal injury, products/completed operations liability, broad-form property damage, and independent contractor liability in an amount not less than one Million Dollars (\$1,000,000), written on an occurrence form.
- Any insurance required under this Agreement must be written by an insurance company licensed to conduct business in the State of Wisconsin and carrying a rating of A-VIII or better in the most recent BEST's rating system.
- Nothing herein contained shall be construed as limiting in any way the extent to which the licensee may be held responsible for damages to persons or property resulting from licensee's (or licensee's contractor's) use and occupancy of the facility, or licensee's obligations under this Agreement. It is agreed that the insurance required to be maintained by licensee hereunder shall be primary and not contributory with any coverage provided by any of the indemnified parties.

## **Weather**

- Please notify the Union Grove Farmers Market Managers when you will not attend a scheduled market in which you have committed to.
- The Union Grove Farmers Market will take place rain or shine. There are no refunds.
- If you have questions please call or email the Union Grove Farmers Market Management at [ugfarmersmarket@gmail.com](mailto:ugfarmersmarket@gmail.com) or 262-878-4606.

## **Vehicles**

- All vehicles are prohibited on the Village Square Park grounds.

## **Stall Size**

- Stall size shall be approximately ten feet wide and ten feet deep. (10'x10')
- The Union Grove Farmers Market Management has the discretion to allow expanded stall space.
- The width represents the front area that is open to the public.
- The back of the stall may be used for merchandise and equipment storage.
- Total stall space is approximately 100 square feet.

## **Tents**

- Tents are recommended in order to produce an overall visual effect to the market. A standard 10 feet by 10 feet EZ-UP or equivalent is recommended.
- The vendor is responsible to purchase and maintain their own tent.
- Vendors must furnish their own tables, chairs, and display arrangements as needed.
- Prices of all items must be marked and in full view of the customers.
- Signage with business name/logo is encouraged.

## **Electricity requirements**

Electricity is not available.

## **Pets and Animals**

- Customer pets are allowed at the market if leashed and under control. Any pets presenting a problem will be required to leave.
- Vendor may not bring their pets to the market.
- The trade of live animals is not permitted.

## **Health Department Requirements**

- Food vendors must follow Health Department regulations. Please contact the UW Extension for Racine County, Division of Health at 608-224-4700 or [http://www.uwex.edu/ces/agmarkets/publications/documents/ProducerFoodregoverni ew\\_08\\_07.pdf](http://www.uwex.edu/ces/agmarkets/publications/documents/ProducerFoodregoverni ew_08_07.pdf) for further information on Health Department requirements.
- Sellers of potentially hazardous foods must contact the Division of Health for approval and possible licensing requirements prior to selling of such foods.
- The Division of Health reserves the right to restrict the sale of particular types of foods or products.

- Processed food must originate from a properly licensed establishment.
- Potentially hazardous food means any FOOD that requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms.
- A new law called Wisconsin Act 101 allows you to sell some home-canned foods without a license under certain circumstances.
- To see more about this law go to:  
[http://datcp.wi.gov/Food/Home\\_Canned\\_Foods/index.aspx](http://datcp.wi.gov/Food/Home_Canned_Foods/index.aspx)
- It is important to remember that you are legally liable for what you sell, regardless of whether you are licensed.
- Please note that this is a narrow exception to the law, and you still need a commercial kitchen and a license to produce most foods for sale in Wisconsin.
- If you have any question about what products you can sell or the conditions you need to meet, please call 608-224-4682 or email [food@wi.gov](mailto:food@wi.gov).

## **Vendor Conduct**

- A vendor may not dismantle and pack a booth early, even if sold out.
- A vendor may leave early only under emergency circumstances and all equipment and goods must be moved by hand or your handcart.
- Smoking by vendors is not permitted in Village Square Park.
- Vendors should behave in a courteous manner to other vendors, market Management and the public.
- Annoying behavior, including unnecessary noise, will not be tolerated.
- Vendors are not allowed to play music.
- The running of any gasoline or diesel motors or engines is only permitted with prior permission.
- Vendors must adhere to the Village of Union Grove rules and regulations.
- The Trade of live animals is not permitted.
- Absolutely no dumping of excess products. All items must be taken off location.

## **Parking and Loading/Unloading**

- Free public parking is available for vendors west on Vine Street or at Vine Street Crossing
- If you are parking at Vine Street crossing a waiver must be sign and turned in with your application.
- You will be able to unload around the square and move your vehicle when you are done. We ask that you unload in the back of your stall.
- Set up is expected to occur between 2:00 p.m. to 2:45 p.m.
- Take down: 7:00 p.m., completed by 8:00 p.m.

## **Vendor Discipline/Termination**

- Vendors must cooperate with the Union Grove Farmers Market Management and obey all rules.
- A vendor will be notified of the problem verbally and then in writing, stating what the problem is.
- Failure to respond to the problem will result in termination of the vendor at the Union Grove Farmers Market, without any refund of rental fees.

# Union Grove Farmers Market Vendor Application 2011

925 – 15<sup>th</sup> Avenue • Union Grove, WI 53182

262-878-4606

ugfarmersmarket@gmail.com

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

Customer Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Web Site: \_\_\_\_\_

Please list produce/products you intend to sell at the market:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Are the products you are selling grown/produced by you/business within a 10 mile

radius? \_\_\_\_\_

Booth Size	Daily Rate 2011	Fall Rate – 6 Weeks (Sept 13-Oct 18)
10x10	\$10.00	\$50.00

Please return your completed registration form and payment to:

Union Grove Area Chamber of Commerce  
Attention: Union Grove Farmers Market  
P.O. Box 44  
Union Grove, WI 53182

Check all dates you will be attending if applying for a daily rate. Reminder that all dates are considered reserved once the registration form and payment are received.

- September 13, 2011
- September 20, 2011
- September 27, 2011
- October 4, 2011
- October 11, 2011
- October 18, 2011

Make checks payable to: Union Grove Farmers Market

Total Payment Included: \$ \_\_\_\_\_

Affidavit:

I agree to sell or offer for sale only those items listed above. I acknowledge full responsibility for my activities and conduct and those of anyone working in my space at the Union Grove Farmers Market. I hereby acknowledge receipt of the rules of operation and agree to comply with them. I have read and agree to the market rules and abide by them.

Printed Name: \_\_\_\_\_

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

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

## Union Grove Farmers Market Parking Waiver

I, \_\_\_\_\_, have chosen to park at 1006 Vine Street in the parking lot of Kuntsman Properties, LLC at my own risk. I will not hold Kuntsman Properties LLC, the Village of Union Grove, or the Union Grove Farmers Market responsible for any damage to my vehicle, trailer, or any other personal property or bodily injury that may occur while parked at 1006 Vine St.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date