

2022 Downtown West Bend Farmers' Market

Vendor Rules & Regulations

(Please keep for your records)

Market Season

- The market begins May 21, 2022 and ends October 29, 2022.
- The market will operate on 23 Saturdays, from 7:30 AM to 11:00 AM.
- The market proceeds rain or shine and there will be no extended or special hours.

Over Night Parked Vehicles

- Vehicles parked over night that have received a ticket from the police department can be towed by calling the Non-Emergency Police number at 262-335-5000.
- Contact them as soon as possible as it will take time to tow the vehicle.

Community Stalls

- **In order to accommodate the increased number of businesses who want to participate in the farmers' market, we will continue with the rotating schedule for all Community stalls vendors in the West Bend area boundaries.**

Parking Your Vehicles

- Vehicles may **not** be parked within the market area unless your rented stall/s fits both your vehicle and your products.
- No space may be rented in the market area for the sole purpose of vehicle parking. All stalls must contain products for sale. If your vehicle AND product do not both fit in your rented stall/s, you **MUST** park it outside of the market area in an approved parking area.
- **You may not park in any area directly adjacent to the market area, or you will need to move your vehicle.** (We appreciate your corporation by keeping parking areas open for customers and shoppers visiting our downtown merchants.)

Licenses/Permits

- The vendor is responsible for obtaining all licenses and permits required for the sale of his/her product to the public.
 - Vendors selling baked or canned goods must have a valid Wisconsin Food Processing License. We will not be accepting Pickle Bill processing. You must have a valid state license to sell canned goods.
 - Vendors selling eggs must have valid Wisconsin Department of Agriculture Retail License. (egg endorsement form)
 - Vendors selling meats must have a valid Wisconsin Department of Agriculture Official Meat Establishment License.
 - Vendors selling dairy must have valid Wisconsin Department of Agriculture Dairy License.
 - Vendors selling food items processed on site such as egg rolls and/or cutting samples such as cheese, fruits and vegetables on site must have Wisconsin Temporary Restaurant license for on-site processing.
- ***A current valid copy must be on file in the DWBA office prior to selling at the market. NO EXCEPTIONS- this is a state requirement.***

Food Safety & processing on site including food samples

- All vendors processing food on site, such as egg roll makers and those providing food samples must display food in a way that prevents contamination by dust, dirt, flies, wasps and any other insects.
- Items must also be kept safe from spoilage which would include putting perishable samples on ice.
- There must also be a hand washing station available with warm water, soap and clean paper toweling for drying present on site. (This rule does not apply to samples if all the cutting and processing takes place in a location away from the market area).
- Hand sanitizer does not count as a hand washing station per the state.

- Gloves must be worn by anyone handling food being processed on site for consumption by customers. Hands must be washed prior to putting them in to the gloves.
- All produce; dairy, meats, bakery and poultry sold at the market must be displayed and sold in a manner, which prevents contamination, by dust, dirt, flies or other insects. These items are not to be exposed to the open air without proper protection.

Questions regarding state permits can be directed to Raymond Stigler, State Food and Safety Inspector, 262-939-2861.

Questions regarding local state/county licenses can be directed to Margaret Anderson, Washington County Health Department 262-335-4462, then press 0 for the switchboard.

Market Stall Rental/Deposit

- There is no charge for the use of the Business stalls.
- A current/valid copy of your state license/permit must also be sent at this time. **(Expired copies will NOT be accepted as valid. If your license expires after this time but before the season begins, you will need to send in another new/valid license BEFORE the first day of market.)**

Market Stall Rentals

- Only businesses with a current downtown address are allowed to sell products or share information in these stalls.
- Products sold must be items that are normally sold within your store. You may not sub-lease your stall space/date to anyone else.
- The sale of home based products or services are prohibited. No special; purchase of products outside of your carried line of products can be sold at the market.
- Each business is responsible to provide all equipment needed for their stall. This includes tables, chairs, tents and any other supplies you might need.

Market Set Up Procedures

- Trucks and vehicles may enter and start to unload at 6:30 AM. You must be in your stall/s by 7:00 AM.
- *Trucks and vehicles entering before 6:00 AM will be subject to the City of West Bend parking restrictions. To avoid parking tickets, display your Farmers' Market vendor sign in the driver's side front window. Vendor vehicles not displaying their market vendor sign may receive a parking ticket.*
- **No late arrivals (after 7:00am) will be accepted.** This is a safety issue.
- Vendor signs MUST be displayed for all consumers and Market Hosts to read.
- Selling may take place between market vendors from 7:00am to 7:30am. This is for your personal use only and must be put away in your vehicle separate from the product you are selling.
- No selling to the public may take place before 7:30 AM when the Host Club opens the market.

Market Closing Procedures

- The market will close at 11:00 AM and all selling must cease.
- Vendors must be packed and cleaned up by 11:15 AM. The road will be opened to local traffic.
- Unsold produce must be removed from the area, taking all waste and garbage with you. The stall must be entirely cleaned up or clean up fees may be assessed.
- No vehicular movement may take place before 11:00 AM.
- No vendor may leave early and disrupt the market or endanger the safety of pedestrians.

Market Stall Assignments

- Stalls are assigned by the DWBA. Vendors are not guaranteed same location each visit, however every attempt will be made to keep you in the same location as much as possible. Location of assigned stalls will normally not be changed during the market season. However, the DWBA reserves the right to make changes if necessary.
- Each vertical stall will be one parking spot as designated by the white lines.
- Stalls are not transferable. Unoccupied stalls may be rented out on a daily basis to daily vendors by the DWBA.

Market Stall Usage

- Vendors must furnish their own tables, tents, chairs etc. When setting up, do not extend into adjoining spaces.
- Vendors are only allowed the space of the stall for items. Do not extend toward the center of the roadway.
- The remainder of the road way space *MUST* be kept clear for pedestrians and for emergency vehicles.
- Tents must not extend out beyond the stall areas.

For the safety of all, NO ANIMALS ARE ALLOWED IN THE MARKET! Service dogs are the only exception.

Metro Facilities

- Provision of Metro facilities is included for the market season. One is located on the north end of Main in the round-a-bout and one on the south end of Main near Sal's Pizza.

Insurance

- Vendors are responsible for their own insurance.

Attendance Policy

- Vendors are required to notify the DWBA Market Manger/office of an absence, a five full days prior to missing a Saturday. Call the office at 262-338-3909 no later than NOON on the Monday prior to the absence. (Emergencies will be handled on a case by case basis)
- To many market misses may adversely affect vendor's future market contracts and/or the cancellation of remaining 2022 dates.

Termination from Market

- The Downtown West Bend Association will address any problems related to the administration of these rules. The Host Clubs will forward information to the Downtown West Bend Association weekly. The Board of Directors of the Downtown West Bend Association, whose decision shall be binding on all parties, will make final decisions.
- Repeated or continuing violations of market rules and regulations and negativity spread in regards to market representatives, rules and regulations will be grounds for termination of Farmers' Market Contract agreements.
- Violation of the attendance policy may result in termination of vendor contract.

Market Host

- The Host Club shall be responsible for the on-site administration of these rules and regulations in the absence of the Downtown West Bend Association representative. The Host Club will, at their discretion, handle all issues arising from the use of the market space, including stall parking and similar matters. The Host Club will have first aid and Metro supplies.

The Downtown West Bend Association has established these Rules and Regulations. Any complaints or concerns regarding the Farmers' Market should be in writing and addressed to the Downtown West Bend Association Farmers Market. All complaints are reviewed and addressed as necessary.

Farmer's Market Manager

120 N Main Street, Suite 170, West Bend, WI 53095

Email: Gena@downtownwestbend.com

Phone: 262-338-3909