 **2024 Farmers' Market** For office use only

**Daily Stall Reservation Form** Fees**:**

(Businesses located outside of West Bend) Invoice #

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name (if different from vendor name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website or Facebook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stall Rental / Fees

Daily stall rental fee is $40.00 per day.

For weekly daily stalls pleasecheck up to 12 dates you are interested in, for flexibility of scheduling purposes. The number of dates will depend on number of daily stalls requesting space. Use a "1" to indicate your first choice, a "2" to indicate second, etc.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***May*** | | ***June*** | | ***July*** | | ***August*** | | ***September*** | | ***October*** | |
|  | ***18*** |  | ***1*** |  | ***6*** |  | ***3*** |  | ***7*** |  | ***5*** |
|  | ***25*** |  | ***8*** |  | ***13*** |  | ***10*** |  | ***14*** |  | ***12*** |
|  |  |  | ***15*** |  | ***20*** |  | ***17*** |  | ***21*** |  | ***19*** |
|  |  |  | ***22*** |  | ***27*** |  | ***24*** |  | ***28*** |  | ***26*** |
|  |  |  | ***29*** |  |  |  | ***31*** |  |  |  |  |

Number of dates we are requesting (up to 6) \_\_\_\_\_\_\_\_\_\_ ($40 per date up to $240.00)

I am interested in attending other dates if they become available. YES \_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_

(We will contact you by Wednesday before the market on Saturday if a stall becomes available.)

**If you are a new vendor, the DWBA will review your application and reserves the right to approve or not approve your application.** If approved, you will be notified of date(s) and location placement in your confirmation letter and invoice by the end of April.

Items that I make/grow/produce include the following: (please print- be specific about all products and if you need more space, please use back of paper)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide a copy of the required licenses as listed below. The license must be current for the 2024 season.

**\*If a copy of your state permit or license is not on file in our office, you will not be allowed to sell it at the market.**

1. Copy of State of Wisconsin Food Processing License if selling baked, canned goods, etc.
   * Note: If you are processing any acidic foods such as tomatoes, you must also have taken the acidic food processing class
   * We will NOT be accepting pickle bill processing at the Downtown West Bend Farmers Market. If you process canned goods of any sort, you must have a processing license.
2. Copy of State of Wisconsin Department of Agriculture Retail License if selling eggs (shell egg endorsement)
3. Copy of State of Wisconsin Department of Agriculture Official Meat Establishment License if selling meats
4. Copy of State of Wisconsin Department of Agriculture Dairy License if selling dairy
5. Copy of your local state on site food processing mobile restaurant license if you are processing any foods on sight such as egg rolls, popcorn, cutting food samples etc.
6. Copy of State of Wisconsin Pet Food/treat license.
7. Copy of your current Liability Insurance with West Bend Farmers Market as the certificate location.
8. A Copy of your seller’s permit
9. A copy of your S-240 form

**To complete your reservation, please sign and return this form, along with the West Bend Farmers’ Market Rules and Regulations, the Community Commitment Form, and S-240 form.**

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

# **Return this signed agreement with a copy of licenses (as required) and a check payable to the Downtown West Bend Association.**

**Reminders:**

**All Payments, Paperwork, Licenses, and Insurance are due before you will receive stall confirmation.**

**Thank you,**

Tomasa Lane

Market Coordinator

Downtown West Bend Association

120 N Main Street, Suite 120

West Bend, WI 53095

[events@downtownwestbend.com](mailto:events@downtownwestbend.com)

262-338-3909