

# TOWN ★ SQUARE

COMMUNITY CENTER

## The Summer Market at Town Square

Welcome to The Summer Market at Town Square! This market runs Fridays 3:00-6:00 pm, May 24 - September 6. This is your chance to bring your locally-produced food and handmade products to the public.

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Facebook, Instagram, website, etc: \_\_\_\_\_

Products you intend to sell: \_\_\_\_\_

Needed for WI Temporary Events. If the vendor does not have a Wisconsin seller permit number and claims their sales are tax-exempt, enter the exemption code number provided by the vendor:

- 1-Exempt sales only or display only
- 2-Multi-level marketing company pays sales tax
- 3-Nonprofit occasional sales exemption
- 4-Exempt occasional sales

Wisconsin Seller's Permit Number (15 digits starting with 456) 456-\_\_\_\_\_

SSN (Last 4 digits) \_\_\_\_\_ FEIN (last 4 digits) \_\_\_\_\_ Exemption Code: \_\_\_\_\_

Legal Business name (if not sole proprietor) \_\_\_\_\_

Doing Business as (DBA) Name (if applicable) \_\_\_\_\_

Summer Market, Fridays 3:00pm-6:00pm, May 24-September 6, 2024: 10x10 space. Select one below:

- \$100 full season: \_\_\_\_\_
- \$15 per individual date: \_\_\_\_\_
- \$5 per individual date (young entrepreneur-ages 6-18): \_\_\_\_\_

Submit a copy of your State of Wisconsin Food Processing License(s) and/or any required license(s) with this

application. The license(s) must be displayed during the market.

Submit fees, applications, and licensure to:

**Town Square Community Center**

**PO Box 608**

**Green Lake, WI 54941**

(920) 807-0008

[info@greenlaketownsquare.org](mailto:info@greenlaketownsquare.org)

## **The Market at Town Square Policies & Procedures**

***Please initial each paragraph below***

\_\_\_\_\_The policies and procedures outlined in this document are designed to meet the State of Wisconsin and local regulations for direct-market sales and to assure buyers of the highest quality of local produce and hand-crafted products.

### **Market Organization**

\_\_\_\_\_The Market at Town Square is responsible for the operation of the Market and reserves the right to refuse the sale of any item not in compliance with the State of Wisconsin or Market Policies and Guidelines as set forth by the Market Committee.

### **Policies**

\_\_\_\_\_ **COVID-19:** Town Square Community Center works closely with the Green Lake County Health Department and follows the guidelines provided by the Wisconsin Department of Health Services.

\_\_\_\_\_ **Stalls:** Vendors can rent a single stall (10 x 10) or no more than 2 stalls (20 x 10). If The Market closes for the day or any part thereof, due to inclement weather or any other emergency (ex. pandemic) **no refunds** will be issued. Vendors must keep their sales area clean and will be responsible for cleaning up their area after each day's sale and taking their refuse with them. **Order of priority for booth space: #1 Full Season #2 Partial Season and #3 Weekly. Each Vendor will have an assigned booth space for the year.**

\_\_\_\_\_ **Vendor Conduct:** Vendors shall conduct themselves in a manner that is courteous to other vendors, market personnel, and the public. Behavior, which is threatening, abusive, or harassing shall constitute a violation of the Town Square Policies and is grounds for immediate termination of market membership at the sole discretion of Town Square.

\_\_\_\_\_ **Cancellation: Vendors signed up for The Market are required to cancel at least 24 hours in advance.** New vendors wishing to be added to The Market are asked to register at least 24 hours in advance.

\_\_\_\_\_ **Producer Only:** The Market at Town Square is a producer-only market regarding produce. No wholesale produce may be sold at the Market. No product may be sold that is grown or produced by anyone other than the individual(s) contracting for the stall. Some vendors are exempt from the "producer-only" rule. Allowable exempt products are limited to regionally seasonal products such as blueberries, peaches, mushrooms, and coffee.

\_\_\_\_\_ **Insurance:** Sellers are responsible for their own personal liability and product liability insurance.

\_\_\_\_\_ **Licenses & Permits:** It is the responsibility of the vendor to obtain and provide copies of all licenses and permits required by law. Vendors will display a copy of their license at The Market.

\_\_\_\_\_ **Weights & Measures:** All produce sold in The Market will be sold by legal weights and measures.

Vendors are responsible for having scales certified.

\_\_\_\_\_ **Smoking:** Smoking is prohibited at The Market.

\_\_\_\_\_ **Parking:** Once curbside unloading and loading is complete, vendors are to use the parking lot located behind Town Square. Driving on the lawn is prohibited.

\_\_\_\_\_ **Plants:** House, bedding, or landscaping plants sold must be grown from seeds, seedlings, cuttings, or transplants and be owned and tended by the vendor for at least one month prior to sale at The Market.

\_\_\_\_\_ **Prohibited Items:** Includes but are not limited to: animals, flea market items, mass-produced items, and any goods and foods that may be considered potentially hazardous as described by the State of Wisconsin regulations without a proper license(s) and labeling. Prohibited items may not be sold, bartered, given away, or displayed at The Market.

\_\_\_\_\_ **Potentially Hazardous Foods:** The Market allows the following items if the vendor can provide the necessary license(s). For information on the pertinent state regulations, contact the Wisconsin Department of Agriculture, Trade, and Consumer Protection. The Fall Market at Town Square rules for licensing is identical to state regulations.

\_\_\_\_\_ **Eggs & Meat:** May be sold if the vendor has a "Retailers License" from the State of Wisconsin. All meat must be butchered and inspected at a State or Federally licensed facility.

\_\_\_\_\_ **Dairy Products:** Must be processed at a licensed dairy and the vendor must have a "Retailer License".

\_\_\_\_\_ **Canned Goods:** Jams, jellies, pickles, preserves, and canned or other potentially hazardous foods must be processed in a licensed kitchen and abide by state labeling regulations.

\_\_\_\_\_ **Baked Goods:** The baked goods must be pre-portioned and pre-packaged or displayed under a rigid hinged plastic cover (cellophane or plastic wrap is not acceptable) and dispensed per Health Department standards. All baked goods must be labeled with the name of the product, the weight of the product, and the address of the baker.

### **Liability**

All vendors and customers are responsible for their own personal and product liability. Town Square Community Center will not be responsible for any personal injuries or property damage caused by vendors or customers. Town Square Community Center, all employees, volunteers, and agents, will be held harmless for any damages, injuries or claims resulting from the use of The Market at Town Square. The Market at Town Square reserves the right to amend, change, delete or add to the Policies and Procedures as required. Any changes will be communicated in a timely manner.

### **Statement of Agreement**

I have read and understand The Market at Town Square policies and agree to comply with the rules set forth. Town Square Community Center will not be responsible for any personal injuries or property damage caused by me. I agree to hold harmless and indemnify Town Square Community Center, all employees, volunteers, and agents, for any damages, injuries, or claims resulting from my use of The Market at Town Square.

Signature \_\_\_\_\_ Date \_\_\_\_\_