

Rules & Regulations 2024

REGISTRATION & LICENSING

- a. **All vendors must be registered** in order to vend at the market. Registration includes a signed contract and rules and regulations document as well as seasonal payment of \$50 per space for the Thursday and/or Saturday market. All documents including, licenses and seller's permit if applicable, must be on file with market management.
- b. **A \$10.00 day pass (until \$50 seasonal fee is met) will be available** to vendors if space is available. A signed copy of the completed contract, payment, and applicable licensing must be provided to the market management before the end of the market day by day pass vendor.
- c. **No refunds** will be given after registration and payment for the market. No exceptions.
- d. **License** – Any vendor selling foods such as eggs, meat, processed items (egg rolls & other items not defined as Wisconsin grown fruits & vegetables) must have a license to sell those items. The market manager must have a copy of the license on file for the entire season. Information is available at the Wood County Health Department.
- e. **Seller's Permit** – Any vendor selling taxable products must provide a copy to market manager. Some example of taxable products includes: Artwork, Flowers, Food and beverages that are prepared food, Furniture, Jewelry, Kitchenware, Paintings, Pets and pet supplies, Photographs, including those digitally transferred to customers, Plants- including fruit and vegetable bearing plants (e.g., tomato plants), Prepared food "Prepared food" includes the following (list is not all inclusive):
 1. Heated food and beverages, such as coffee
 2. Food and beverages where it is the seller's customary practice to give or hand utensils to the purchaser ("Utensils" include napkins, straws, forks, spoons, knives, plates, bowls, glasses, and cups.)
 3. Food and beverages where a plate, bowl, glass, or cup is necessary to receive the food or beverage
 4. Most foods and beverages where two or more food ingredients were mixed or combined by the seller and sold as a single item (e.g., a sandwich).

For more information on what is consider taxable visit: <https://www.revenue.wi.gov/>.

To apply online for a seller's permit visit: <https://tap.revenue.wi.gov/btr>

TYPE OF PRODUCT ALLOWED

Only Wisconsin-grown or made products may be sold or displayed at the Wisconsin Rapids Downtown Farmers Market. While we prefer that it come from Wood, Portage or Marathon counties, all Wisconsin-produced items are welcome to be sold at the Wisconsin Rapids Downtown Farmers Market. No imported items allowed. Market Management reserves the right to have any items that do not meet these requirements removed at any time during the market hours. Products approved for sale include:

- a. **Produce:** fruit, vegetables, maple syrup and/or honey products
- b. **Plants:** flowers, seedlings, veggie starts, etc.
- c. **Artisan Goods:** All items must be handcrafted by the vendor, etc. Jewelry, Fiber arts/clothing, Woodworking, Photography/paper products, Bath/body products, Pottery. (No Flea Market items are allowed in the Farmers Market for sale by vendors.)
- d. **Meat Products:** The product must be comprised 100% of product from animals raised by the vendor. Vendor must follow all State of Wisconsin Health Department guidelines for maintaining freshness.

- e. **Miscellaneous:** Bakery, eggs, and lightly-processed items (jams, maple syrup, honey, etc.)

Ready-to-Eat Food Vendors, those preparing hot or cold ready-to-eat foods, must make a best effort to include ingredients sourced and purchased from the Wisconsin Rapids Downtown Farmers Market vendors and supply healthy options. Food items must be prepared fresh. Food vendors are responsible for appropriate licensing and inspection.

Food safety is a priority. All foods, including fresh fruits and produce, shall be stored in a way that protects it from contamination, such as in clean baskets, a cleaned bed of a truck. Utensils, scales and any other equipment used to store or display food shall be in good condition and kept clean. Meats, poultry, cheese, milk, eggs and any other potentially hazardous foods are always refrigerated or stored on ice. Product, hot or cold, must be kept at appropriate temperatures. Vendors selling potentially hazardous foods are subject to Wood County Health Department inspection at any time and without notice.

VEHICLES AND DROP-OFF TIMES

Vehicles may NOT be parked within the market area, unless permitted by market manager. The need for a space to accommodate a trailer and/or food truck are worked with on a case-by-case basis.

Vendors may bring vehicles into the market area to drop off materials prior to market start; vehicles must be removed by 8:00 AM. Vendor vehicles may not enter the market until market has closed for the day, unless notified otherwise by market management. Wagons will be available from market management for vendors to use between 8:00 AM – 2:00 PM. This will increase the visibility and aesthetics of the market and most importantly visitor, vendor and pedestrian safety.

There is designated vendor vehicle parking next to the market. Vendors will park in this area as to free up space for visitors to park.

VENDOR BOOTH SPACE(S)

- a. **All vendors are assigned designated space(s)** at the market. Vendors must utilize only the space assigned throughout the entire season unless otherwise directed by the Market Manager. The spaces are arranged to allow adequate foot traffic and for emergency responders in the case of an emergency. Vendor placement is at the discretion of the Market Manager and is directly impacted by historical attendance records.
- b. **The standard vendor space is approximately 12'X12'.** Vendors are not to go over their booth space boundaries into the space next to them unless space has been purchased by vendor and/or has been agreed upon through market management and your neighboring vendor.
- c. **Vendor must clean their space** before leaving the market. Trash must be placed in proper garbage cans or taken home with the vendor.
- d. **Vendor stalls cannot be subleased.** This includes sharing a stall with a non-registered vendor or selling items for a non-registered vendor. Only one household is allowed to use a single vendor space. Each family must register for their own space.
- e. **Nonprofit and For-profit.** The market supports local organizations and providing them the opportunity to connect with community members to promote their organization. Organizations must contact market management to confirm booth availability prior to arrival at the market. If organization is selling products, a day pass fee will be collected. If organization is only promoting their business, no fee collected.

VENDOR ATTENDANCE

- a. **Vendor attendance** is taken by market management at the start of each market day. Attendance is important to ensure a viable and visible market presence. **Market management reserves the right to move vendors to a different appointed booth space after three “no-call” days without notice.** It is a priority of the market to maintain a visual presence.
- b. **All vendors must be at the market by 7:30 AM, after that time, vendor forfeits their booth space.**
- c. **Vendors are expected to notify the market manager when they will be unable to attend a market day.** Vendors must notify management, by phone or email at least a day before the market day.

To report an absent, please call or text Mai Thao at 715-315-4166 or email Mai.Thao@woodcountywi.gov

GENERAL REGULATIONS

- a. **No solicitation of any kind** is allowed at the Wisconsin Rapids Downtown Farmers Market. This includes religious, political, military or any other type. Vendors may not promote product, programs, or services by directly approaching customers in the street way physically or verbally. Give-a-ways and samples are allowed.
- b. **No animals are allowed** in the Wisconsin Rapids Downtown Farmers Market booth spaces, unless they are registered Service Animals. All vendor pets must be left at home. **Visitors may bring animals.** Market management reserves the right to ask visitors and vendors to remove animals from the market.
- c. **Vendors are expected to treat their fellow vendors with respect and courtesy** at all times. This includes anything relating to parking, set-up, pricing of their items, or any activity they may engage in while at the Wisconsin Rapids Downtown Farmers Market.
- d. **Smoking** is discouraged in the vendor / customer area. Please limit tobacco use to outside of the market perimeter or designated market parking area.
- e. **No live animals** are permitted to be sold or given away at the Farmers Market.

Violation of any of these rules will result in a vendor receiving one verbal warning. A second violation of the same rule and the vendor will receive a second verbal warning. Any further violations by the same vendor will result in the vendor's permission to vend being revoked without reimbursement; they will be removed from the mailing list and no longer permitted to sell at the Wisconsin Rapids Downtown Farmers Market.

SEVERE WEATHER POLICY

A severe weather warning report for our area, affecting market set-up and operations hours (6:30 AM – 2:00 PM), will result in the immediate cancellation of the market. *If the market is currently open*, market management will notify vendors and visitors the market is cancelled, roads will be reopened and vendors may bring vehicles in to dismantle their booth spaces as quickly as possible. If there is a severe weather warning prior to the market start, vendors should assume the market is cancelled. Market management realizes severe weather events may not take place until 1:00 PM. Weather can change quickly and market vendors will not have time to dismantle booths and vacate in a timely manner. There are no exceptions to the *severe weather warning* policy. Vendor and visitor safety is our number one priority.

A severe weather watch will put the market on caution to be cancelled. If vendors or management at any time feel a significant risk to vendor and visitor safety, the market may be cancelled without an escalated severe weather warning report.

Additional information:

- Market management reserves the right to cancel the market at any time.
- Market managers will watch weather forecasts closely prior to and during any market day and vendors are encouraged to do the same.
- Market management will make reasonable efforts to notify vendors by phone and by Facebook of any cancellation.
- The market is not responsible for travel arrangements, travel fees, or any expenses incurred by vendors as a result of a cancellation.
- It is at the vendor's discretion to vend on any day that poses a risk for inclement weather.
- Vendors may decide to exit the market at any time following market rules as they pertain to vehicles.
- If the market has not been cancelled and vendors decide not to vend, vendors must follow the rules found under "vendor attendance" in the rules and regulations document.
- If the market is cancelled, it is cancelled for the full duration of the day; it will not be reopened or delayed.
- Vendors may not decide to vend after warning has been cancelled as street closures will not be in place.

Emergency Shelter Locations

Thursday: Wood County River Block Building and Bauer's Floor Mart

Saturday: Bauer's Floor Mart

ADDITIONAL INFORMATION

- **Market days runs June 13 – October 12, 2024 every Thursday and Saturday from 8:00 AM – 2:00 PM.** Market management will be on site, at a minimum, the start and end of each market day.
- An accessible Port-a-Potty, EBT Machine, and garbage cans will be available on site for vendors and visitors.
- **Vendors at the Wisconsin Rapids Downtown Farmers Market will be required to submit anonymous sales slips at the end of each market day.** This information is NOT shared with IRS, will NOT count against your taxes or personal finances and will NOT determine vendor spaces – this information collected is used only to show the benefit and impact of the market on the community.
- Questions regarding vending at the market or activities and general logistics can be directed to: Mai Thao Mai.Thao@woodcountywi.gov or Office: 715-421-8942 Cell: 715-315-4166.