

## Fort Atkinson Winter Farmer's & Art Market 2017 Policies and Procedures

**Day:** Saturday December 2, 2017    **Hours:** 9am-3pm    **Set up time:** 7:00am- 8:00am\*

*\*Special SET UP TIME Dec 1 Friday from 2pm to 4:00pm is allowed and encouraged for all vendors otherwise. Please call Cynthia Holt (262.470.7747) OR Holly Robinson (920.397.6242) to confirm early set up.*

**Location:** Fort Atkinson Club, Soulful Toad, First Congregational Church. The American Legion. Other downtown spaces TBA. Your location confirmation will be emailed prior to December 2, 2017.

**Set Up Entrance:** Parking is limited near these buildings. You will need to bring a wagon or dolly in order to bring your goods in. Municipal parking lots are located on South Water Street (on both sides of Main Street) and on Milwaukee Avenue near the Methodist Church.

**Accessibility:** Vendors will be located on all floors of each building. The buildings do have elevators in addition to stairs. We will be offering kids arts activities on the various floors as well as the "bingo" game as incentives for shoppers to visit all areas. **You can request a location but there are no promises as to where you will be.** As we have to adjust locations each year and therefore set up, we appreciate your patience.

**Bathrooms:** Bathrooms are located in the immediate vicinity of the vendor area.

**Cost:** Daily fee \$50.00/\$60.00/\$65.00 per space. Additional \$15 fee if submitted after October 13, 2017.

**Programming:** Music, food vendors, and community organizations will be adding to the market atmosphere.

**Sites available:** There are at least 60 reserved sites available with the *estimated* measurement 9' wide by 7' long however booth sizes vary between each location. The space is of ample size with flexibility if your booth does not fit these exact dimensions. Vendor will furnish tables and chairs. We ask for your patience assembling the best set up for all involved. *\*Space not guaranteed for applications turned in after October 13<sup>th</sup> deadline.*

**Winter Farmers Market Product Goals:** Our goal is to create a welcoming environment with activities that will draw new customers. Our commitment is to the small farmer/producer and local artisan. December 2nd is dedicated to providing opportunities for our greater community to SHOP LOCAL for all of their holiday needs.

**Approved Items to be sold:** Produce (fruits and vegetables), edible grains, nuts and berries, flowers (cut, dried, potted), plants, honey, maple syrup, canned goods (properly labeled and processed in accordance with state standards), homemade bakery, processed frozen poultry and meats, eggs, other ag related products, jewelry, painting, sculpture, woodcraft, quilting, handmade books, textiles, ceramics and other arts & crafts. Vendor may only sell products listed on application, any additional items must be approved by the market administrator. **All prices must be clearly marked in public's view.**

**Prohibited Items:** Live animals, rummage articles, products that are processed and sold under a brand name other than the vendor's own. Artists and crafters **MUST** have made their wares - no reselling allowed.

**Application:** Vendors must complete and submit an application form and are subject to review at any time.

**Clean Up:** All refuse **MUST** be cleaned up and taken away by vendor.

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

**Legal Requirements:** Sellers are responsible for full compliance with all applicable federal, state & local laws.

**Violations:** Violation of any of the policies and regulations may result in an individual being barred from further participation. *\*If you have any comments, questions or concerns please feel free to contact Cynthia Holt, 262.470.7747 [farmersmarket@fortchamber.com](mailto:farmersmarket@fortchamber.com) or Holly Robinson 920.397.6242 [hollychristine90@gmail.com](mailto:hollychristine90@gmail.com).*