

Fort Atkinson Winter Market 2018 Policies and Procedures

Day: Saturday, December 1, 2018 **Hours:** 9am-3pm **Set Up Time:** 7am to 8am*
**Special Set Up Time: Friday, Nov 31, from 2pm to 4pm is allowed and encouraged for all vendors.
Please call (920.397.9070) to confirm early set up.*

Location: Fort Atkinson Club, Soulful Toad, Creamery 201, Café Carpe, St. Peter's Church, The American Legion. Other downtown spaces TBA. Your location confirmation will be emailed prior to November 31, 2018. **You can request a location but there are no guarantees.** We appreciate your patience and understanding.

Set Up Entrance: Parking is limited near these buildings. Please bring a wagon or dolly to transport your goods. 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' activities on the various floors as well as a bingo game to incentivize shoppers to visit all areas.

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 19, 2018.

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

Sites available: There are at least 60 reserved booth sites *estimated* at 9' wide by 7' long. Booth sizes vary between locations, but spaces are of ample size with flexibility if your booth does not fit these exact dimensions. Vendor must furnish tables and chairs. **Space not guaranteed for applications turned in after October 19 deadline.*

Winter 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 1st 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 general liability and product liability insurance.

Legal Requirements: Sellers are responsible for full compliance with all applicable federal, state and 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 contact a Farmer Market Manager, 920.397.9070, manager.fortfarmersmarket@gmail.com.*