



# 2018 Delafield Farmer's Market Regulations

P.O. Box 180232 • Delafield, Wisconsin 53018



If you have any questions,  
please contact the Market Manager at 262/719-3848, or at [delafieldmarket@gmail.com](mailto:delafieldmarket@gmail.com).

- Market Season:** Saturdays, May 19th through October 20th, 2018  
**Market Hours:** 8:00 a.m. to 1:00 p.m.  
**Market Location:** City parking lot on Main Street, one block west of Genesee Street (Hwy C) near the Fish Hatchery building.

## PRODUCE AND PRODUCTS:

Delafield Farmers' Market is a producer-only market. Our goal is to provide quality, locally grown and produced products to our community. Only locally grown, in-season produce and flowers from Wisconsin may be sold at the Farmers' Market. No wholesale loads of produce may be marketed. No brokers, agents or commissioned sellers. Locally made arts and/or crafts may also be sold at the Farmers' Market. Selling products not locally grown and/or crafted in Wisconsin will result in expulsion from the Farmers' Market. By signing your application you also agree to participate in random location inspections.

The Market Manager and Board reserve the right to limit the number of same type vendors and to restrict items for sale that are deemed inappropriate or not in keeping with the Market image. Applying vendors will be invited to participate based upon the need for their product. Based upon customer feed-back and requests, the goal of the Delafield Farmers Market is to provide a vendor mix that is approximately: 75% Produce, Grower, and Food related items and 25% Hand-crafted wares.

The Market Manager and Board reserve the right to make vendor inspections at the location where produce and products are grown, produced, or crafted. The Manager and Board monitor freshness and quality of all market items. The management jury team will screen all applying vendors. The management team's decisions are final.

Items that may be sold include the following:

- Locally-grown vegetables, fruits, flowers, and plants
- Locally-produced eggs, honey, maple syrup, and fruit juices
- Handmade, handcrafted items
- Baked Goods
- Processed food items
- Meat, poultry, or fish
- Cooked and other processed food or sandwiches for immediate consumption

## LICENSES / PERMITS / INSURANCE

All vendors must obtain and comply with all applicable federal, state, and local regulations. It is the responsibility of the applying vendor to attain all applicable licenses and permits. Vendors are required to provide the Market Manager copies of all applicable product licenses and permits when submitting the 2017 Application Form; **applications that are submitted without these documents will not be considered or responded to.** Further, vendors must complete Part C, page 1, of the provided Form S-240, Wisconsin Temporary Event Operator and Seller Information form, which may be submitted to the Wisconsin Department of Revenue by the Delafield Farmers' Market and in accordance with state laws.

Baked goods, canned goods, and on-site prepared foods must follow all Health Department rules. Necessary permits must be included with your application. For further assistance, please contact Environmental Health Sanitarian Patricia Smith, at (262) 896-8300. Inspections are performed periodically by the Waukesha County Division of Environmental Health.

Vendors are responsible for and are strongly encouraged to purchase their own personal and product liability insurance.

## MISSED MARKET DAY

Vendors must notify the Market Manager no later than 48 hours in advance if they intend to skip or miss a Market day due to weather conditions or other factors. This policy will be strictly enforced.

- Vendors registered for every Market Saturday: Vendors who skip or miss two (2) Market Saturdays in sequential order –without notifying the manager - forfeit their stall and vendor status for the remainder of the 2018 season; the Market manager has the right to re-assign the space, rent the space to a daily-rate vendor, and/or re-assign you to an alternate space for the remainder of the season.

## VENDOR SPACES AND COST

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Stalls are assigned by the Market Manager prior to the start of the season. We do our very best to address each vendors' needs while keeping in mind the overall flow inside the market and our goal of providing the very best experience to our customers. Whole season vendors are expected to attend the Market every Saturday. A single vendor stall is approximately 9'6" to 10' in width. If you have specific needs, please indicate this on the Application Form.

**Whole Season Rate:** \$100.00 per stall  
***Produce and Food Vendors may request a maximum of two stalls.***  
***Craft Vendors, may request one stall only.***

**Daily Rate (if available):** \$20.00 per Market

## MISCELLANEOUS VENDOR RESPONSIBILITIES AND INFORMATION

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- Vendors must obtain and use tent anchors (minimum 24 pounds each) if a tent is being used. The market location is windy, and tents are susceptible to being blown over.
- Vendors may not bring their pets to the market.
- Vendors may not set up before 7:00 a.m. or leave before 1:00 p.m.
- For the safety of our customers and fellow vendors, no vehicle activity may take place inside the Market after 8:00 a.m. or before 1:00 p.m. Vendors may not arrive late or leave early; this disrupts the market and endangers the safety of pedestrians. If you arrive after the Market opens at 8:00 a.m., the Market Manager reserves the right to re-assign you to an alternate space for that day. If you anticipate needing to leave early, you must notify the Market Manager in advance who may re-assign you an alternate space for that day. No exceptions.
- Trash Management - Before leaving the market, each vendor must remove all matter and debris from their area. This includes the area around the stall and in the common walkway. Trash must be completely removed without regard to whether the litter originated in the vendor's area and must be disposed of off-site or into proper trash receptacles provided by the City of Delafield. Vendors who fail to clean up properly face expulsion from the Market.
- Questions, problems, or customer needs are to be addressed with the on-site Market Manager or her assigned Market Monitor of the day.
- Vendors who violate any of the rules, responsibilities, or regulations may result in that vendor being barred from further participation in the market. All violations of the market rules and all grievances relating to the Market are resolved by the Manager and Board.
- Vendors who intend to use a generator must indicate on the application form. Generator use at the Market will be limited. Generators will be inspected by the Market Manager or Market staff for noise level, fumes, and their disturbance to neighboring vendors, and safety. Inspections may be made throughout the season. If your generator does not meet approval, you will need to make arrangements for an alternative power source the following week. If your generator is deemed an immediate safety problem, you will be asked to stop the generator immediately. On a space-available basis in following weeks, your stall assignment may be reassigned to a more appropriate location to run a generator.
- Weights and Measures – Scales must be approved commercial scales and certified annually by the Waukesha County. The face of the scale must be visible to the buyer and use of a non-certified scale is a procedural violation. The Market Manager will be conducting spontaneous inspections.

*I have read and fully understand the Rules, Responsibilities and Regulations and the non-refundable fee for participating in the 2018 Delafield Farmers' Market and I hereby agree to abide by them. Any violation of the Rules, Responsibilities and Regulations will result in being barred from further participation in the Market. I, the undersigned, agree to indemnify and hold harmless the City of Delafield, the Market Manager, and the Market Board of Directors from any and all damages or injuries that may occur from any cause whatsoever as a consequence of my participation in the market.*

Signature of Producer: \_\_\_\_\_ Print your Name Here: \_\_\_\_\_

Date of Signature: \_\_\_\_\_ Date of Acceptance by Market Manager: \_\_\_\_\_