

CLARE OASIS INDOOR/OUTDOOR FARMERS MARKET

RULES AND REGULATIONS

Location and Hours of Operation:

On the grounds (front lawn & gym) of the Marian Center for Nonprofits, 3211 S. Lake Dr, Saint Francis, WI, Tuesdays, 3:00pm to 7:00pm, May 1st through October 9th, 2012

Goals of the Clare Oasis Indoor/Outdoor Farmers Market:

- To create a welcoming environment with activities that will draw new customers
- To work in partnership with our vendors to ensure a successful event
- To bring people together in a community activity
- To support and provide awareness of our local farmers and entrepreneurs
- To run a self-sufficient market

Who Can Sell:

In accordance with our goals, the Clare Oasis Indoor/Outdoor Farmers Market invites *LOCAL VENDORS ONLY*. Local distance is defined as a 100-mile radius. All products must be planted, grown, maintained, harvested or produced within the local distance parameters. Both food and non-food sellers must be directly involved with the production of their product. No buying and selling of wholesale items is permitted.

Farm Checks:

Farm checks will be performed at the Market Manager's discretion in order to ensure and protect the integrity of this local market. Failure to provide accurate information pertaining to the location of goods grown or produced will result in denial or termination of market participation.

Carrying:

Carrying is defined as bringing to market and selling goods that were grown locally by someone other than the registered grower. Carrying is permitted for this reason: to allow growers the freedom to send a family member or friend to sell their goods or another's goods. This allows a small grower to sign up for multiple area markets within the same growing season. Carrying is only permissible when the goods are grown or produced within the local growing area outlined above. *NO WHOLESALE OR RESALE OF GOODS OBTAINED FROM OTHER STATES IS PERMITTED*. Vendors who are carrying must submit contact information (addresses, phone numbers, etc.) for the people and farms of goods you are carrying to the market managers for verification and approval.

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 agriculture related products, jewelry, painting, sculpture, woodcraft, quilting, handmade books, textiles, ceramics and other arts & crafts. Market Manager must approve all other products. **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.

Health Department Requirements:

Food and produce vendors must follow Saint Francis Health Department regulations, obtain any necessary permits and pay any applicable fees. Please call 414-768-8055 and ask for Marty Zabkowicz, he can tell you if you need to get a permit. The Clare Oasis Indoor/Outdoor Farmers Market strongly encourages that all produce is personally grown by the vendor (s) selling it. If not, the vendor is subject to Saint Francis Health permitting fees (\$40 annually).

<http://www.smdowntownmarket.org/images/FoodApplication2010.pdf>

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 and local laws

Spaces Available:

There are 62 outdoor spaces (for produce and food vendors) and 24 indoor spaces (for crafters and product vendors) available with the *estimated* measurement 10' wide by 10' long. The space is of ample size with flexibility if your booth does not fit these exact dimensions. Vendor will furnish tables and chairs. Additional Table & Chair pairs are available for a fee of \$5.00 each pair per Market Day. There are additional 5-10 spaces with varied dimensions. As this is a new space for us, we ask for your patience during our first year assembling the best set up for all involved.

Space Fee:

Daily Vendor: \$20 for a Single Space; \$37 for a Double Space. Payment is due 3:00pm on Friday prior to Market Day.

Seasonal Vendor: \$400 for a Single Space and \$700 for a Double Space...Discount if paid in full by **March 15, 2012**.

NOTE: Your initial payment **MUST** accompany your application...Vendor Fees are nonrefundable.

Electricity Requirements:

Electricity will be available on a very limited basis and will be allocated to vendors based on absolute necessity (food refrigeration, preparation needs – not for lights). A fee of **\$10** per market day or **\$150** per season must be paid in advance

On-Site Regulations:

- Vendors can begin setting up at 1:30pm each Tuesday
- Vendors must have their vehicles removed from the pedestrian areas by 2:45pm
- Vendors must be set up and ready to sell their goods by 3:00pm, and they must sell until 7:00pm
- Vendors **MUST** clean up and take away all refuse by 8:00pm
- Use of EZ-Up-style tents is strongly encouraged, and they should be secured by weights
- Free vendor parking is available in the south lot, behind the building and on the street. No Truck Parking Onsite
- No pets are allowed in Building or Market Area
- No vendor smoking in Building or Market Area

Signage:

The Clare Oasis Indoor/Outdoor Farmers Market will provide each vendor with a sign that lists your Vendor Name, Web Address and Market Space Number. We are using the Vendor Name and Web Address listed on the Vendor Application. Notify Market Manager if signs are in need of modifications.

Cancellations:

We understand that issues arise and you may need to cancel. We ask that you notify the Market Manager by 3:00pm on Friday prior to the Market Date that you are cancelling. No refunds for Seasonal Vendors. Prepaid Daily Vendors will receive a refund or a credit for another Market Day.

Inclement Weather:

The Market is open rain or shine. On the occasion of extreme weather the Market Manager and the Team will assess the weather situation by 8:00am the morning of the Market. If the Market is cancelled, you will be notified by 9:00am.

WIC Farmers Market Nutrition Program:

The WIC Farmers' Market Nutrition program offers eligible WIC families checks to buy fresh fruits, vegetables and fresh cut herbs at approved farmers markets. Farmers must attend a short training (15min) and sign an agreement before they accept FMNP checks. If you are interested in being authorized to accept FMNP checks, call, Milwaukee County WIC at 414-227-4919 to arrange a time for training.

Vendor Discipline/Termination:

Vendors must cooperate with the Clare Oasis Indoor/Outdoor Farmers Market Management and obey all rules. A vendor will be notified verbally and then in writing, stating the problem. Failure to respond to the problem will result in termination of the vendor at Clare Oasis Indoor/Outdoor Farmers Market, without any refund of rental fees.

Mary Rose Accetturo, SFCC -- Market Manager
Phone: 414-530-0916 Fax: 855-530-1613
Email: maccetturo@clare-oasis.org