

## **Milaeger's Great Lakes Winter Farmers' Market**

**2014/2015 Guidelines - please read & keep for your records.**

**Location:** Milaeger's is excited to host the 1<sup>st</sup> Annual Winter Farmers' Market in Racine. The Market will be held inside the Expo Greenhouse at Milaeger's 4838 Douglas Avenue, Racine, WI 53402-2498

**Market Hours and Dates:** Sundays 10:00 am to 2:00pm

**WINTER MARKET SEASON:** November 16, 2014 - March 29, 2015. Market Dates include every Sunday except for November 30, December 28, 2014 & January 4, 2015

**Tables can be set up between 8:30 and 9:45am. All vendors must be ready to sell promptly at 10:00am when the market opens and remain at the market until close.**

**Weather:** The Market will operate rain, snow or shine. Vendors must provide appropriate clothing for all weather conditions. Winter policy guidelines will be provided with your space confirmation, and/or be posted @ [www.milaegers.com](http://www.milaegers.com)

**Approved Items:** Cheese, dairy, meat, produce, baked goods, processed food, raw foods, and organics products. All food must be grown, baked or prepared by the vendor. All other vendors/items are to be reviewed by market board for consideration and approval. The market reserves the right to conduct scheduled site visits if desired.

**Prohibited Items:** Live animals, processed meats, baked and canned goods from an unlicensed kitchen and any toxic plants such as the castor bean plant are prohibited.

**Organic Produce:** Products sold as **organic** must be in compliance with all federal certification requirements. A copy of the certification must be on site at the Market. **All organic produce/items must be labeled as such.**

**Producers/Vendors:** All applications will be reviewed for final selection.

### **Application and Fees;**

Market Application and payment must be completed and returned to **Milaeger's - Attn: Farmers' Market** for consideration. NO REFUNDS are given once the vendor has been accepted into the Market. Submission of an application does not guarantee acceptance into the Market. All vendor spaces are filled based on a first qualified, first application received, first paid basis. No exceptions.

### **Cancellations:**

Please contact Carol Reed: 262-210-6360 or [farmersmarket@milaegers.com](mailto:farmersmarket@milaegers.com) before 4 p.m. on the Thursday prior to the scheduled market if you are not able to attend. There are no refunds due to cancellation or for non-attendance at scheduled markets.

**Electricity OPTIONAL:** *Electricity is available for \$25.00 per outlet (plug) for the*

Market season (one-time fee). Vendors are responsible for supplying their own grounded extension cord(s).

**The Market Manager or Milaeger's staff** will be on location during each market and will be responsible for enforcement of the Market Policies and Procedures.

**Insurance:** Vendors are responsible for their own personal liability and product liability insurance. **Current proof of insurance must be provided with your application for each Market season. All market participants will be held accountable for damage structural or otherwise, to/or within the venue, Milaeger's reserves the right to charge participants for these damages. Failure to report these damages will result in immediate dismissal from the market with no refund of fees. Future participation will be determined on a case by case basis.**

**Legal Requirements:** Vendors are responsible for full compliance with all applicable federal, state and local laws. It is the vendor's responsibility to obtain all licenses and permits, and to pay the fees required by local and state governments. This includes vendor's license for goods sold for which a sales tax must be collected. All pre-packaged items must be labeled in accordance with these regulations. All processed and baked products must be prepared in a licensed kitchen - **NO EXCEPTIONS.**

**Booth size is 8' deep x 8' wide.** The vendor furnishes their own tables and chairs. Merchandise must be contained inside designated booth confines, no exceptions. All tables are to be covered with a table covering that extends below the edge of the table. All items intended for human consumption shall be kept off the ground at all times and shall be in a safe and sound condition.

**Prices:** Producers/Vendors are to set their own prices and each product-type must be clearly labeled.

**Clean-Up:** Clean-up and maintenance of each space will be the responsibility of the vendor occupying that space. All spaces in the greenhouse will be inspected all spaces at the close of each Market. A \$5 fine will be charged to all vendors who do not leave their space clean at the end of each Market day. **Trash cans at the Market are for customers only.**

**General Rules:**

1. Smoking by anyone is not permitted indoors within the Market or on the Market open grounds.
2. The running of any gasoline or diesel motors or engines is not permitted.
3. Producer/vendor pets are not allowed within the Market area. Service animals are the exception to this rule.

**Loading/Unloading Zone:** Vendors may unload near the Market door on the south side of the building. Wheeled carts will be available transport product to stall.

**Immediately upon unloading and before booth set-up, vendor vehicles must be moved to a parking area on the south side of the building.**

**Violations:** Violation of any of the policies, regulations and basic rules may result in an individual/producer/vendor being barred from further attendance.

**Disclaimer:** Please understand that the Milaeger's will make every attempt to enforce these rules in a fair manner. However, vendors found in violation of these rules will lose their permits and will forfeit their paid registration fees. Farm inspections can and will occur as time allows.

**Sampling:** Producers/vendors wishing to sample must first receive approval from the Winter Farmers Market committee and from the appropriate regulatory agency (see phone # listed below). All samples offered by vendors must meet the following criteria.

(a) Samples must be stored in rigid, covered containers until serving. (b) All samples must be pre-cut away from the sales unit. (c) All samples of processed foods must be prepared in a licensed kitchen facility. (d) Samples should be of adequate size and proportionally spaced to minimize customer handling. (e) All samples must be held and dispensed under clean and sanitary conditions. (i.e. toothpicks provided for sampling). (f) Vendors offering samples **MUST** provide a waste container in a prominent area labeled for use by the public.

Contact the Central Racine County Health & Human Services Department.

Jennifer Loizzo, RS

Registered Sanitarian

Central Racine County Health Department

262-898-4467

262-898-4490 FAX

[jloizzo@crchd.com](mailto:jloizzo@crchd.com)

**Rates for the 2014 - 2015 Milaeger's Great Lakes Winter Market**

**\$25.00 fee per booth; minimum 7 weeks participation**

**\$35.00 fee per booth; less than 7 week participation**

**Milaeger's Great Lakes Winter Farmers' Market**  
**2014-2015 Milaeger's Great Lakes Winter Farmer's Market Application**

**Contact Name:** \_\_\_\_\_

**Farm/Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Home/Business Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Farm/Business Website:** \_\_\_\_\_

**Email Address** \_\_\_\_\_

(Confidential - for Market use only - This is used as primary means of communication)

Please list below the name and address of the licensed kitchen and/or land on which goods are produced/grown (must be provided for Market participation).

1) Please complete all applicable information. (All items must be listed individually for consideration)							
* Must be prepared in a certified kitchen							
Cheese/ Dairy	Produce	Meat	*Baked Goods	*Processed Foods	Raw Foods (ex. honey/ maple syrup)	Certified Organic	Other/ *Prepared Foods
Attach separate sheet if needed.							

Please check if you wish to offer samplings: (Checking this box indicates that you have read the Sampling Policy and understand the guidelines outlined.)

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Please designate markets you will attend.

No market

November	16	23	30		
December	7	14	21	28	
January	4	11	18	25	
February	1	8	15	22	
March	1	8	15	22	29

Contact: Carol Reed 262-210-6360 or [farmersmarket@milaegers.com](mailto:farmersmarket@milaegers.com) for available dates.  
Full season vendors are given first priority.

\_\_\_\_\_ # of market participation

\_\_\_\_\_ Booth Fee

\_\_\_\_\_ Electrical fee

\_\_\_\_\_ TOTAL AMOUNT ENCLOSED (No Refunds will be given once accepted into the market.) Please return your application, insurance certificate and fees to:

**Milaeger's  
4838 Douglas Avenue  
Racine, WI 53402-2498  
ATTN. Farmers' Market**

**Vendors Statement of Responsibility:** I, \_\_\_\_\_, have read and understand the Policies and Procedures as described for the Milaeger's Great Lakes Winter Market and hereby agree to abide by them. Further, I agree to sell only those items listed on this application form. I further acknowledge full responsibility for all my activities (and those assisting me) in the Winter Farmer's Market throughout the term of this permit. I understand that Racine County may require further permits for selling, depending on the goods.

I understand that violations of these guidelines may result in my being barred from further consideration. I also understand that Milaeger's does not carry any insurance

policies to cover individual participants and that I am hereby advised to have my own personal liability and product liability policies. Milaeger's reserve the right to modify the policies as needed at any time. Seller agrees to indemnify and hold Milaeger's harmless from any and all claims and liabilities.

**NOTE: Proof of insurance must be provided for each Market prior the first vendor participation date.**

**Proof of insurance enclosed: \_\_\_\_\_YES \_\_\_\_\_NO**

Signature\_\_\_\_\_Date\_\_\_\_\_

**(Office use only)**

Date application received; \_\_\_\_\_

Check amount; \_\_\_\_\_

Check number; \_\_\_\_\_

Comments;