

Milaeger's Great Lakes Farmers Market

General Guidelines – please review and keep for your records.

Location: Milaeger's

4838 Douglas Avenue

Racine, WI 53402 – 2498



Market Season:

The market is a year round market, with the exception of Easter Sunday and any major holidays that fall on Sunday.

Market Calendar:

January thru the 3rd week in April the market will be held inside the Expo Greenhouse.

3rd week in April to the 1st week in September will be held on North Road – outside.

2nd week in September (after Tomatomania) the market will return to the Expo Greenhouse.

Market Times:

The market opens at 10am and closes at 2pm.

Allowable Products:

Fresh, local fruits and vegetables, cider, herbs, honey, maple syrup, preserves, grains, artisan breads and bakery, eggs, meat, soaps and lotions are acceptable. Eggs, meats, dairy products, prepared and processed foods must be processed, stored, displayed and sold according to Federal, State and Racine County guidelines. Vendors will submit a product plan with their application, indicating market intentions.

Vendors will be allowed up to 20% of additional items that are locally produced (within the neighboring Great Lakes states) that are approved by Milaeger's prior to bringing to the market. Contact the market manager with list of offerings.

A. Agricultural Products

Local fruits, vegetables, meat and eggs produced or raised at the vendors farm/land.

B. Food (Prepared)

Prepared on-site or in a commercial kitchen for consumption at the market or take-out. All prepared food vendors must comply with all Racine County Health Department guidelines. See contact information below.

C. Food (Processed)

Bread, cheese, meat, preserves or other canned or baked goods, candies, honey, cider, chips and snacks. Home bakers are allowed but must comply with all Racine County Health Department guidelines. See contact information below.

Sampling: Vendors wishing to sample their products must receive approval from the market management and from the appropriate regulatory agency (see contact information below). All samples offered 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 food 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. (Ex
- F) Vendors offering samples MUST provide a waste container in a prominent area labeled for use by the public.

Central Racine County Health & Human Services Department

Jennifer Loizzo, RS - Registered Sanitarian

262-898-4467

262-898-4490 FAX

jloizzo@crchd.com

D. Perishable/Non-Edible Products

Soaps, candles, yarn and wool for example.

E. Artisan

Artist who self-craft original art or craft. Photographs must be sent with application.

Milaeger's reserves the right to limit artisan vendors.

Applications, Market Calendars and Fees:

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

See quarterly market calendars for vendor fees. Submission of applications are required in written form and received by deadline dates to be reviewed and scheduled by market management. Submission does not guarantee acceptance. No refunds once accepted into the market. Fees will be collected quarterly, or the first Sunday of each month for markets attend for the month. (Scheduling will not occur without forms submitted.) Late fees may be applied after deadline dates. Farm/business/kitchen visits can and will occur as time allows.

Cancellation:

Contact Carol Reed, 262-210-6360 or email farmersmarket@milaegers.com before 4p.m. on Friday prior to the scheduled market if you are not able to attend. There are no refund due to cancellation or for non-attendance at scheduled markets.

Cancellations after 4pm on Friday will result in charges of daily booth fee.

Electricity:

Power is available for \$25.00 per outlet for the market quarter. Prepared food vendors, each appliance used need its own receptacle.

Insurance: Vendors are responsible for their own person liability and product liability insurance. Naming Milaeger's as additional insured. Current proof of insurance must be provided with your application.

Legal requirements: Vendors are responsible for full compliance with all applicable federal, state and Racine County requirements. It is vendor's obligation to obtain all licenses and permits and to pay the fees required as well as licensing for goods sold which sales tax must be collected. All pre-packaged goods must be labeled in accordance with these regulations. All processed and baked products must be prepared according to current Federal, State and County guidelines.

Pricing: Vendors are to set their own prices and each product type must be clearly labeled, or signage listing all product prices.

Market Setup & Take down:

Facility open at 8am.

All vendors are expected to be setup at 9:45 and ready for sales promptly at 10am. Failure could result in not attending for that day. Absolutely no take down before 2pm at market close.

Booth size: Varies, approximately 9x9 inside the greenhouse, 10x10 outside. Up to 2 booths are available, charged accordingly.

Loading/unloading zone;

Expo Greenhouse;

Vendors may unload near the expo on the south side of the building. Do not block the entrance so others may unload as well. Wheeled carts are available to transport product to booths.

IMMEDIATELY UPON UNLOADING AND BEFORE BOOTH SET UP, VENDOR VEHICLES MUST BE MOVED TO THE FURTHEST SOUTH END OF THE PARKING LOT – LANDSCAPING LOT.

North Road;

Vendors may unload at their booth space. Do not block the center of North Road at any time during market setup or take down.

IMMEDIATELY UPON UNLOADING AND BEFORE BOOTH SET UP, VENDOR VEHICLES MUST BE MOVED TO THE FURTHEST SOUTH END OF THE PARKING LOT – LANDSCAPING LOT, OR MOVE VEHICLES TO WEST END OF THE MARKET GROUNDS.

Proper tents weights are required on all tent legs, all of the time – no exceptions.

Vehicles will not be allowed on North Road after 9am, no movement of vehicles until 2:15

Questions;

Carol Reed – Market Manager

farmersmarket@milaegers.com

262-210-6360 (call or text)