



# NON-PROFIT VENDOR APPLICATION

Saturdays | May 14 -October 22 | 9 AM-1 PM | Drexel Town Square

## VENDOR CONTACT

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

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## ONSITE CONTACT(S)

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

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

Phone Number(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Items like signage, print materials, tent/tables will make your time at the market more successful. These items bring people to your area. Our market is spread out so there is room for people to engage in conversation. When staffing your booth choose people who can engage the community for the benefit of your organization and the market.

**Please note:** It is important we have an email address for you and your on-site business partners/employees. We distribute emails during the season that include updates, concerns, and other important market information. Open dates will be emailed to you upon approval and receipt of application.

## DESCRIPTION OF ORGANIZATION

(Information you will be providing to the community.)

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## OAK CREEK FARMERS MARKET NON-PROFIT RULES AND REGULATIONS

### I. DATES, HOURS OF OPERATION, LOCATION

The Oak Creek Farmers Market (OCFM) is a farm-based market located in the Drexel Town Square. One area per week will be made available to a non-profit organization. This excludes religious and political organizations. Acceptance of this organization will be done 1 month prior to market day assigned.

The 2022 Market will open on Saturday, May 14 and will run every Saturday through October 22. Market selling hours are from 9 AM to 1 PM. Vendors are expected to be present every week for which they signed up, unless notified by the Market Manager that the Market will be closed due to inclement weather.

### II. MARKET OPERATIONS

#### Set up and closing procedures

Vendors must be on site to set up no earlier than 7:30 AM. Vendors are required to have arrived, unloaded, parked, and displayed their products at least 15 minutes prior to the official opening time of 9 AM. Vehicles must be parked in their designated spot. Trash containers provided by OC are for customer use only. Tents cannot be staked, but must provide weights for safety of guests. **You must be at your stall from 9 AM till 1 PM, no early departures.**

#### Market attendance

If you cannot attend a particular market day you were assigned, he/ she must notify the Market Manager as early as possible. Vendors may not sublet their market space at any time during market season. Unannounced, absences may result in the vendor losing their ability to attend any OC events. Vendors should look for email or text message if they are questioning weather.

#### Space assignment

Display tables of each vendor must stay within the boundaries of the allotted space and may not encroach into another vendor's space. The Market Manager will require a vendor to rearrange stall signage or a display if it is blocking another vendor or impeding traffic flow. OCFM has the right, at any time, to relocate a vendor to another space, at the Market Manager's sole discretion. Vendors are expected to be available in their booths during open hours. Each vendor will be given an assigned parking spot for one vehicle that is in close proximity to their sale area.

### Signage

All vendors are required to display a sign with name.

### Reports

The OCFM requests an email, within 24 hours of sale date, be sent to the Market Manager reporting sales/donations at the market. This information will be used by the OCFM Manager to project growth of the market, promotion of the market, and to be included in the city's annual report. If the Wisconsin Department of Revenue requests the information, a form will be submitted.

OCFM is not responsible for loss or theft.

Farmers Market Best Practices will be used as a guideline. No yelling or loud music will be permitted. No smoking is permitted in your booth area. The Market Manager reserves the right to send home a vendor due to illness. If you are ill and are sending a representative, it is your duty to make sure they understand the OCFM rules, and follow them. For health reasons, we encourage all tables to be covered, bags should have a single use, nothing should be stored on the ground, and each vendor should be aware of their personal hygiene and that of their representatives.

### III. MARKET VENDOR AND PRODUCT GUIDELINES

There will be no cost associated with the non-profit booth. The OCFM will provide one free area at each weekly market.

No food or food products can be sold, sampled or given away at the non-profit area. Any item sold must be approved by the Market Manager. Vendor items falling outside of the market's mission are subject to review and acceptance by the OCFM committee. The Oak Creek Health Department reserves the right to remove any products they feel do not meet regulations.

All vendors are required to comply with applicable local (municipal/ county), state and federal laws, rules and regulations. Vendors are required to obtain all appropriate permits and licenses. Valid permits/licenses must be brought to each market and copies of permits, licenses and insurance must be provided to the OCFM with vendor application.

### V. LIMITS ON MARKET PARTICIPATION

#### Approval of Selling Privileges

The market's approval of selling privileges for a vendor is always for a specified period and never exceeds one market season.

### VI. REVISION OF RULES

These rules govern the operation, administration, and management of the Oak Creek Farmers Market (OCFM). OCFM will implement and enforce all rules and regulations pertaining to the operation of the market. OCFM may change, delete or modify these market rules and regulations from time to time, and take any reasonable action to enforce them.

## VENDOR COMMITMENT

I have read and understand the OC Farmers Market rules and regulations and will adhere to them. I will share them with my representatives and are responsible that they follow them as well.

Name: \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note:** *This sheet needs to be signed and returned before market day.*

### PLEASE RETURN APPLICATIONS TO:

**Dawn Carrillo**

Oak Creek Farmers Market Manager  
8040 S. 6th St.  
Oak Creek, WI 53154

**Phone:** 414.333.4963

**Email:** [dcarrillo@oakcreekwi.org](mailto:dcarrillo@oakcreekwi.org)