

Vendor Guidelines

Producer Market

All products for sale must be produced by the vendor who sells them. Local is defined as within 75 miles of Burlington. Products outside of 75 miles will be reviewed. Resale, repackaging or relabeling is not permitted. The market management reserves the right to inspect farms or businesses at any time.

Allowable Products



-  Agricultural Products - fresh fruits, vegetables, flowers, herbs, bedding and potted plants, meat and eggs. Rented land addresses must be supplied.
-  Food (Prepared)
Prepared on-site or commercial kitchen for consumption at the market or take-out.
-  Food (Processed)
Bread, cheese, jams, jellies, canned or baked goods, candies, cider, snacks.
-  Perishable/Non-Edible Products
Products such as handmade soaps, candles, yarn, wool and wooden products.
-  Artisans
Artists who self-craft original art or craft which they sell. Please supply photos.



Application

To sell at the farmers market, all vendors must complete an application. All will be reviewed. The market does not offer exclusivity to any product type or business.

Food Safety

-  All food vendors are required to follow Federal, State, County and Local Health Department laws, rules and licensing requirements, are also responsible for compliance with all applicable city, county, state/federal regulations concerning health, licenses, packaging, labeling, taxes, weights/measures, signage, etc. All processed, baked, frozen, and canned food must be prepared in licensed facilities.
-  FSMA - Food Safety Modernization Act - all vendors must comply.

Go to: www.fda.gov for requirements.



Vendors requiring licensing should Contact:

Jennifer Loizzo, RS, Registered Sanitarian
Central Racine County Health Department
Office, 262-898-4467, FAX 262-898-4490
jloizzo@crchd.com

Vendor Behavior

Vendors and their employees are requested to conduct themselves in a respectful, and courteous manner. Vendors are encouraged to promote the market by word of mouth, share market Facebook and/or website postings. Bring questions/concerns to market management.

Booth Space



Booth space is 10 by 10. Vendors may purchase multiple spaces. Space is assigned by the market manager. Efforts will be made to maintain same booth space week to week. Limited power is available in designated areas.



Tents must be staked or securely weighted with proper weights in all 4 corners not obstructing other vendors or market attendees.

Booth Set up & Take Down



Market grounds open at 1pm. Setup should be completed before 3pm, market start.



Vendors can park curbside to unload their set up equipment, products and supplies. Move vehicles to designated vendor parking areas promptly. During market hours, vendors parking areas are in the municipal lots off of Washington Street or the city parking garage.

(Chase Bank and the Library lots are prohibited.)

Perkins Blvd., Pine & Washington Streets should be left for consumer parking.



Take down - vendor vehicles are not allowed curbside before market close at 7pm.

Signage

All vendors are requested to display signage with business name/contact information and product pricing as well as any certifications.

Notification of Absence




Please contact the market manager if not attending. Notify as soon as possible.

Weather

The market operates in all weather conditions, in the event of severe weather the manager will close the market to ensure the safety of all.

Consumer Services at the Market

Credit/Debit Cards are accepted at the market tent for the purchase of:

-  **Market Money Tokens** - plastic tokens are in \$1 & \$5 increments, and can be used to purchase any item sold at the market. Vendors are required to accept these tokens.
-  **Food Share, EBT (Electronic Bank Transfer-Quest Card)**
Only USDA approved items may be purchased with EBT tokens. Wooden tokens are in \$1 increments. Vendors accepting food share must have approved items. Change may NOT be given.
-  Return all accepted tokens to the market tent at the close of the market. Market staff will record totals and payment is the first Thursday of the following month.

WIC Certified Market

-  The market is WIC certified. Vendors need to be certified to accept WIC vouchers.
Contact: Judy.Allen@dhs.wisconsin.gov or 608-261-8867 for certification information.

DO NOT ACCEPT WIC CHECKS IF YOU ARE NOT CERTIFIED.

Vendor Sales Reporting Slip

This information remains confidential (market manager only) and used only as total market sales. (Not individual vendor totals) This is a great tool when applying for sponsorships & grants. The slips will be handed out each week, picked up the following week.

Vendor Sales Reporting Slip

Individual sales information is confidential and private.

Market Date; _____

Return to the market manager weekly.

*Total Gross Sales (\$): _____

***Gross sales include cash, credit/debit, WIC Vouchers, And market token transactions.**

Thank You!

Carol Reed Market Manager