

Welcome to Burlington Farmers Market, Inc.
2020 Season!

May 14, is the opening day of the 12th market
season in Downtown Burlington.



Wehmhoff Square, in the Historic District of Burlington, is home to an average of 20 vendors per week, presenting famers, food vendors, artisans as well as weekly entertainment in the gazebo. Family friendly events and kids activities are scheduled throughout the market season.

Facebook postings are done regularly to engage the community. Pictures are always welcome and needed of your farms and businesses, new offerings for each week, specials are a great way to connect with shoppers.

Send them to burlingtonmarket@yahoo.com and I will post them.

You can see our Facebook page at;

https://www.facebook.com/Burlington-Farmers-Market-118492568174137/?ref=br_rs

Our website, www.burlingtonwifarmersmarket.com will have a complete list of vendors, scheduled entertainment, upcoming events and more!

Here you will find all of the information needed to vend at the Burlington Market. Please read through all of the information as there have been some changes in guidelines and requirements for 2020.

Sincerely,

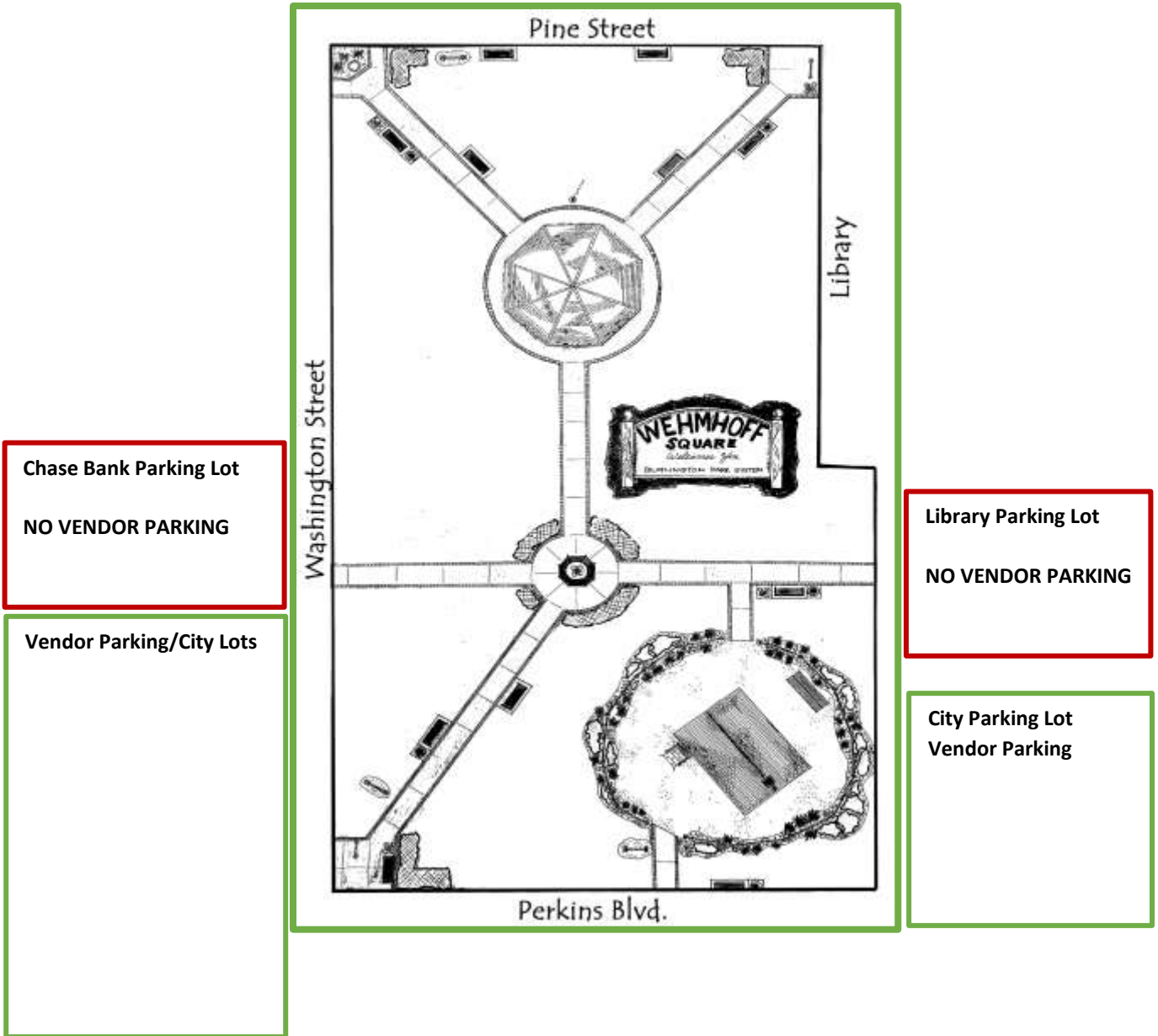
Carol Reed, Market Manager
Burlington Farmers Market, Inc.

burlingtonmarket@yahoo.com

262-210-6360

City Parking
Garage

Wehmhoff Square - Market Home
355 N Pine Street
Burlington, WI 53105



All market vendors are required to park in designated areas.
All street parking is designated for our valued customers and guest.

Burlington Farmers Market, Inc.

General Guidelines – please review and keep for your records.

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. Only market vendors are permitted to sell. The market management reserves the right to inspect farms or businesses at any time.

Allowable Products

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



Agricultural Products

Fresh fruits, vegetables, flowers, herbs, bedding and potted plants, meat and eggs. Rented land addresses required.



Food (Prepared)

Prepared on-site or commercial kitchen for consumption at the market or take-out.

*Kitchen address required.



Food (Processed)

Bread, cheese, jams, jellies, canned or baked goods, candies, cider, snacks.

*Cottage and Pickle Bill vendors are allowed, see requirements below.

*Kitchen address required.

Food Safety

All food vendors are required to follow Federal, State, County and Local Health Department laws, rules and licensing requirements, vendors are 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, or comply with Pickle Bill or Cottage Bill, applications will be sent to Racine County Health Department for review.

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 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 space to minimize customer handling.
- e. All samples must be held and dispensed under clean and sanitary conditions.
- f. Vendors offering samples must provide a waste container in a prominent area labeled for public use.



FSMA - Food Safety Modernization Act - all vendors must comply if applicable.
Go to: www.fda.gov for requirements.



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



Perishable/Non-Edible Products

Products such as handmade soaps, candles, yarn, wool and wooden products.



Artisans - who self-craft original art or craft which they sell. Please supply photos.

Applications, Market Calendars and Fees;

Producers/vendors; All applications will be reviewed for final selection. Submission of application, calendars and product offering forms 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 by market management. Discounts only apply if paid in full by due dates. The market does not offer exclusivity to any product type or business. Fees are to be paid in full before market start in May.

Vendor Behavior

Vendors and their employees are expected to conduct themselves in a respectful, and courteous manner. Vendors will be informed of behavior that does not represent the markets vision and values. Vendors are encouraged to promote the market as a whole by word of mouth, share market Facebook and/or website postings.

Booth Space



Booth space is 10 by 10. Vendors may purchase multiple spaces. Space is assigned by the market management. Efforts will be made to maintain same booth space week to week. (not guaranteed) Limited power is available in designated areas. Booth sharing is not allowed or resale of product of non-market vendors.



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

Booth Set up & Take Down



Market grounds open at 1pm. Setup should be completed by 2:45, ready for sales at 3 at market opening, signaled by the ringing of a bell.



Vendors can park curbside to unload their set up equipment, products and supplies. Vehicles must be moved to designated vendor parking areas before market start. 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.*)



Take down - signaled by the ringing of a bell. 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

Contact Carol Reed, 262-210-6360, call, text, or email burlingtonmarket@yahoo.com before 4pm on Tuesday prior to the scheduled market if you are unable to attend. There are no refunds due to cancellation or non-attendance of scheduled markets. Contact ASAP for emergencies.

Weather

The market operates in all weather conditions, rain or shine, in the event of severe weather the manager will close the market to ensure the safety of all, signaled by the ringing of a bell.

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. Change can be given, suggested to give change in market money 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 each 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.**

Insurance;

Vendors are responsible for their own personal liability and product liability insurance. Naming Burlington Farmers Market, Inc. as additional insured. Current proof of insurance must be provided with your application.

2020 Market Calendar -Vendor Application

Business Name: _____ Owner Name: _____

Address: _____

City/St/Zip: _____

Phone #: _____ Cell #: _____

Email: _____ Rented Land Address:  _____

Make Checks payable to: _____

Employee contact name: _____ Email: _____

Please indicate all dates you will attend the market.

May		14 Opening day	21	28	
June	4	11	18	25	
July	2	9	16	23	30
August	6	13	20	27	
September	3	10	17	24	
October	1	8			

W.I.C. Certified? Yes No Certification # _____

Fee Schedule Full Season - New and Returning Vendors May 14 - October 8, 2020		Total Paid
Full season, if payment is received in full before 12/31/2019	\$275.00	
Full season fee if paid after 1/3/2020	\$300.00	
Full season, late fee (returning vendors) if returned after 4/1/2020	\$350.00	
Daily Fee	\$25.00	
Electric Power needed? Vendors must supply extension cords.		

2020 - Product offering form

*Product offerings - return this form with your application and market calendar.

*Certified Organic/Naturally Grown Include copy of Certification

Baked Goods	Cheese/Dairy	Meat

Prepared Foods	Prepared Foods	Produce	Raw Foods

*Required

Prepared food and baked goods kitchen address;

Certified Kitchen Address/contact;

Home Bakers kitchen address;

Artisans; please list your offerings, include pictures, website or Facebook page that samples of your work can be viewed.

Hold Harmless Agreement

In consideration for being permitted to participate in the Burlington Farmers Market. I agree to comply with the market guidelines, a copy of which I hereby acknowledge receipt. I also agree to hold harmless the City of Burlington, its officers, employees and agents, and the Burlington Farmers Management, its employees and volunteers from any and all liability for property damage or personal injury that may occur from any cause whatsoever including negligence as a result of my participation in the market.

The Burlington Farmers Market has my permission to publish, electronically or via print media, any photos taken at the market, for the purpose of promoting the market.

I have read and agree to abide with the Vendor Guidelines presented.

Vendor Signature: _____ Dated: _____

Printed Name: _____

Please submit; 2020 Application, Insurance Certificate, Hold Harmless Agreement, Vendor Bio, and Form 240-S, together with payment to:

Burlington Farmers Market, Inc.
P.O. Box 309
Burlington, WI 53105

You will be notified within 10 days after receipt of your application of confirmation and acceptance for the 2020 market season.

For Market Management use:

Date Received: _____

Market Acceptance Date: _____

Insurance Certificate included: Yes No

Check #: _____ Amount: _____ Cash (amount): _____

Market Management signature: _____