



Downtown Beaver Dam Market Rules & Regulations

Revised February 1, 2023

Welcome! Thank you for your interest in the Beaver Dam Downtown Farmer's Market. Originating decades ago at the Heritage Mall Parking lot, it has since grown to one of the largest farmers' markets in Dodge County with a wide variety of locally grown and produced products. We'd like to thank you for helping make the market such a success, and we look forward to another great season!

Description:

The Beaver Dam Downtown Farmers Market is an open market that will consider all types of respectable vendors and products. There is a preference for and emphasis on home grown fruits, vegetables, plants, meat, honey, eggs, etc. In addition, for non-food products, there is a preference given to hand-made items. All vendors will be run through a steering committee to prevent duplication of some items and ensure a quality mix with an emphasis of a being a Farmers' Market.

Dates & Location:

Saturdays 8:00 a.m. – 12:00 p.m.

Tuesdays 4:00 p.m. – 7:00 p.m.

Begins the first Saturday of May and concludes on the final Saturday of October.

Located in the city lot at the corner of S. Spring Street and Henry Street. – (Pending city permit approval)

Product Types

- "Farm Product" refers to fresh foods that the farmers plant, grow or care for, and harvest (e.g., fruits, vegetables, nuts, eggs, meats, milk, etc.). This food is not processed or is minimally processed.
- "Farm Product Reseller" refers to foods purchased and resold from farmers. The vendor does not represent the farm from which the products were grown/raised. (e.g. fruits, vegetables, nuts, eggs, meats, milk, etc.). This food is not processed or is minimally processed. Your stand must designate you are a reseller. No more than 20% of your product mix average over the season can be from another farm. You must prominently display where these goods come from.
- "Valued-Added Product" refers to products with one or both of the following two characteristics: (1) The farmers make the foods from raw ingredients and primarily, from ingredients that they plant, grow or care for, and harvest AND/OR (2) they process the foods through baking, cooking, canning, drying, fermenting, preserving, or spinning techniques (e.g., baked goods, cheese, jams, dried fruit, viticulture, pickles, wool yarn, etc.).
- "Ready-to-Eat Food" refers to products that agriculture or non-agriculture businesses make from ingredients that they primarily purchase. The food is made at the market for immediate consumption.
- "Plants & Flowers" refers to bedding or house plants and cut flowers.



- "Arts and Crafts" refers to products that are made by the vendor themselves.
- "Direct Sale Company" an independent contractor or representative sells a company's products directly to consumers.
- "Reused and Recycled" Vendors who sell merchandise previously used to be loved by someone new – no clothing please – only upcycled, home décor, collectible, antique items – (this is not a garage sale).

Vendor application requires vendors to provide a product listing.

Space / Stall Details

- Agriculture vendors have priority over all other vendors. It is preferred that all items sold at the market are grown, raised or handmade by the vendor. Please remember this is a Farmers Market. A Steering Committee will review applications for the proper mix of products. Submitting an application does not guarantee a spot in the market. There will be no political parties permitted to have a booth.
- Vendor spaces come in three sizes: one, two or three 12 foot stalls. Vehicles with a trailer will require the use of at least two stalls.
- Booths will be assigned to full time Saturday vendors based on first – farm produce vendors and second – seniority. If a significant number of vendors are absent, vendors may move closer together and condense the overall footprint of the market.
- To maintain your assigned spot, full-time vendors should submit any preplanned absences to the Chamber in writing at the beginning of the season. Vendors are required to notify the market if they will not be in attendance on a Saturday. Email info@beaverdamchamber.com or call 920.887.8879 by noon on Thursday. Failure to communicate an absence may result in losing your assigned position. Emergencies will be reviewed on a case-by-case basis.
- Booths are non-transferable. Unoccupied stalls will be rented out to daily vendors by the Beaver Dam Chamber of Commerce.
- Part-time vendors will fill in the unassigned spaces or as assigned if an on-site vendor is present that day.
- The Tuesday night markets will line up in order of entry into the municipal lot.
- There must be 20 feet of clearance down the aisles of the market to accommodate emergency vehicles.
- There is ABSOLUTELY no saving of spots for other vendors.
- Trash, including produce debris and food items must be swept up and taken with you. Vendors are responsible for cleaning their own area before leaving. Trash must be packed out; public trash containers are for customer use only. Grease and other hazardous materials cannot be poured down the city sewer system. Do not dump your left over produce in these garbage cans, but rather take it with you.
- Tents must be properly weighted for safety purposes and may not extend the boundaries of your stall(s).

Licenses/Permits/Insurance/Sales Tax

Please review and comply with the Quick Tips Farmers' Market Food Safety document on our website.

- **The vendor is responsible for obtaining all licenses and permits** required for the sale of his/her product to the public and must comply with applicable federal, state, county and local laws and regulations. The notes



and guidelines included in our provided documents are included as a courtesy, but do not take precedence over governmental policy.

- Vendors are responsible for obtaining their own liability insurance.
- Vendors selling potentially hazardous (cream or custard fillings, butter cream frosting, high moisture-e.g. zucchini breads) or processed in a commercial kitchen baked goods must have a valid **Wisconsin Food Processing License**.
- High pH (over 4.6) home canned items must have a valid **Wisconsin Food Processing License**.
- Vendors selling eggs must have a valid **Wisconsin Department of Agriculture Retail License**. (Egg Endorsement Form)
- Vendors selling meat must have a valid **Wisconsin Department of Agriculture Official Meat Establishment License**.
- Vendors selling dairy must have a valid **Wisconsin Department of Agriculture Dairy License**.
- Vendors selling food items processed on site such as egg rolls and/or cutting samples such as cheese, fruits and vegetables on site must have **Wisconsin Temporary Restaurant license for on-site processing**.
- Vendors selling pet food/treats must obtain a **State of Wisconsin Feed License**.
- Vendors using the word organic must be **certificate organic vendors by the USDA**.
- If your business needs a **seller's permit**, we must have that on file.
- It is requested that copies of a seller's permit and other required licenses/permits be submitted to the Beaver Dam Chamber of Commerce annually.
- Non-produce vendors are responsible for collecting, reporting and paying sales tax. Taxable items sold at the market include, but are not limited to prepared foods, craft items, potted plants, and cut flowers. Farm products for home consumption; such as vegetables, fruits, meats, cheese, poultry, eggs, honey and syrups; are not taxable and if that is all you sell, you should be exempt. When you can estimate that your total yearly gross sales (not profits) of taxable items, from all the places you vend, will exceed \$1000, you must charge sales taxes, obtain a Wisconsin Seller's Permit (Tax Account Number), and then file your returns and pay your sales taxes.
- Market Management reserves the right to conduct on-site inspections of farms, kitchens or other workshops or spaces.

Market Requirements

- Vendors are required to have a sign and Farmers Market permit with their name and location (city or town); growers must also list prices. Signs and permits must be prominently displayed each week.
- All products not grown on your farm must have signage to indicate where they were purchased from. Consumers must be clearly informed if a product sold is not directly from your farm/business, but rather, resold.
- Vendors must complete the application process through the Beaver Dam Chamber before being allowed at the Market.
- A Farmers Market Season Pass will be given to you. Always display this pass during the market. (Daily Vendors should have their confirmation email).
- The Market is held rain or shine.
- Cancellation may occur if the National Weather Service indicates severe weather warnings throughout the entire market time. In the rare event of a cancellation, notification will be made via email, Facebook, and on WBEV/WXRO. No refunds are given in the event of a cancellation; however, weekly vendors may request an alternative weekend to attend.



- Absolutely no smoking in vendor stalls.
- Rude or aggressive behavior toward Market staff, other vendors or customers by Vendors will not be tolerated and may result in not being allowed back.
- Vendors are allowed to drive onsite between 6:15 a.m. and 7:30 a.m. All vendors must be onsite by 7:30 a.m. No vehicles are allowed to enter or exit the site between 7:30 a.m. and 12:05 p.m. unless the vendor has asked for an exception and is parked in an area that is easily exited.
- One driveway must be open in each lot.
- All produce shall be sold by legal weights and measures on a Class III Scale meeting NIST Handbook 44 requirements (normally not found in hardware or department store). Vendors are responsible for having their scales certified for compliance. (See WI State Food Code.) To contact the Madison DATCP weights and measures call 608-224-4942 or email DATCPWeightsandMeasures@Wisconsin.gov to arrange for a DATCP representative to visit the market to certify scales.
- Sampling must meet County Health Department code. Please contact the Health Department for details.

Pet Policy

The Beaver Dam Downtown Farmers Market is a pet-friendly market. If your animal exhibits signs of anxiety or aggression, please consider that the market may not be a good fit for your pet.

- Pets must be leashed six foot or less.
- Clean up after your pet.
- Keep pets far away from food products.

By signing and/or submitting a vendor application, vendors agree to the market rules, policies and regulations. The Beaver Dam Downtown Farmers Market has established these rules and regulations, which are subject to change. Complaints or concerns regarding the market should be addressed to the Beaver Dam Area Chamber of Commerce at info@beaverdamchamber.com or 920-887-8879.

I have read and agree to the terms of the Beaver Dam Farmers Market Rules and Regulations.

Signature of Vendor

Date

Return this signed agreement with a copy of license(s) as required, and a check payable Beaver Dam Chamber of Commerce.

Send to: Beaver Dam Chamber of Commerce, 127 S. Spring Street, Beaver Dam, WI 53916 or info@beaverdamchamber.com