



Downtown Beaver Dam Farmer's Market 2024 Application

Signature required on 2nd page

Seasonal application: \$65/booth-includes room for a car and table for the entire season.

1 Booth \$65 (10 ft.)

2 Booths \$130

3 Booths \$195

Select which type of vendor you are: Full Season (MUST ATTEND 75%+ OF ALL SATURDAYS)

Partial Season

Select which days: Tuesday Night 4-6:30 pm

Saturdays 8 am - noon

When will you start and specify anticipated frequency:

Individual day application: \$15/booth-includes room for a car and table for one date.

Which date are you interested in attending. Please allow two weeks' notice for application.

Vendor Information

Name: _____ Email Address: _____

Farm/Business Name: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Emergency Contact Name _____ Phone Number: _____

Website for Marketing Purposes: _____

Business certifications, licenses or permits (e.g., Organic, Meat Plant License, Sellers Permit, etc.):

Indicate the types of products that you will sell at this market. Check all that apply:

- Fruits
- Vegetables
- Meat and Seafood
- Nuts & Legumes
- Dairy/Cheese
- Eggs
- Plants and Flowers
- Arts/Crafts
- Prepared Food/Ready-to-Eat
- Reused and Upcycled
- Honey
- Maple Syrup
- Other _____



FARMERS MARKET VENDOR RELEASE OF LIABILITY & AGREEMENT

PARTICIPANT WAIVER AND RELEASE OF LIABILITY. By registering for the Beaver Dam Downtown Farmers Market, you and your named business/vendor/ and/or organization (collectively "I") on page one, hereby agree to indemnify and hold harmless the Beaver Dam Area Chamber of Commerce, its employees, board of directors, volunteers & sponsors, Ooga Brewing Company, Title Consultants and the City of Beaver Dam (collectively "Released Parties") from any damages, losses, claims or costs arising in connection with the use and occupation of and/or conducting of business within the farmers market (NE Corner of S. Spring St. and Henry St., City of Beaver Dam, Dodge County, Wisconsin), and waive and release the foregoing parties from any and all damages, losses, claims, costs or other liabilities in connection therewith which may arise from the operation of this Farmers Market, and that is not caused by negligence of the Released Parties.

Acknowledgment of Risk. In executing this release, I acknowledge that participation in the Market and use of the Market Space carries certain inherent dangers that cannot readily be determined or eliminated regardless of the care taken to prevent and avoid injury, and I hereby additionally acknowledge the risk of liability for injury, accident, or illness, including death, resulting from such dangers.

MISCELLANEOUS: The parties to this Agreement, agree that the provisions of this Agreement shall be deemed severable, and that the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity or enforceability of the other provisions of this Agreement. This Agreement is made pursuant to and shall be construed under the laws of the State of Wisconsin.

Compliance with Laws. I agree to obey all laws, ordinances, rules and regulations adopted or established by Federal, State, or local governmental agencies or bodies while participating and selling in the Market or using the Market Space. I have read and agree to the Downtown Beaver Dam Market Rules and Regulations.

Media Release: I grant permission for the Beaver Dam Area Chamber of Commerce and/or Downtown Beaver Dam Inc. [anyone else BD related that might use photos?], to use any photos, videotape, etc., taken of my products or me in any and all publicity and advertising promoting the Market. By submitting this application, I acknowledge that the Rules & Regulations have been read and understood, and I will abide by the terms as presented. I acknowledge that I understand the waiver and indemnity described in this document. This waiver and indemnity is made to the maximum extent permissible under applicable law.

I hereby certify that I have read this Agreement and understand its contents and that I am giving up certain rights, and that I sign it knowingly, freely, and voluntarily.

Signed: _____ **Date:** _____

Print Name: _____

Farm/Business Name: _____

*Return this signed agreement with a copy of license(s) as required and a check payable to: **Beaver Dam Area Chamber of Commerce** Send to: Beaver Dam Area Chamber of Commerce 127 S. Spring Street, Beaver Dam, WI 53916, 920-887-8879, tpropst@BeaverDamChamber.com*

Receipt of payment does not signify vendor approval. All vendors are run through a committee. A vendor pass is not given until payment has been made in FULL and ALL required paperwork is completed.



Downtown Beaver Dam Market Rules & Regulations

Revised February 1, 2024

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 a market featuring 100% locally grown fruits, vegetables, plants, meat, honey, eggs, etc and handmade artisan items (products must originate from the seller). All vendors are approved by a market steering committee to prevent over saturation of some items and to ensure a quality mix, successful sales and an emphasis on being a Farmers' Market.

Dates & Location:

Saturdays 8:00 a.m. – 12:00 p.m.

Tuesdays 4:00 p.m. – 6:30 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)

Space / Stall Details - \$65/each

- Agriculture vendors have priority over all other vendors. It is required that all items sold at the market are 100% grown, raised, canned, baked, or handmade by the applicant. 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. Tuesday night markets will not have assigned spaces.
- Permanent booths have a right to keep their booth. If vendors want to change their booth, a new one may be selected once all returning booths have been confirmed. Then, at the Spring meeting, selection for a new booth assignment will be made based on seniority.
- Vendors who do not attend 75% of the markets in the previous year and had been a permanent booth, will be required to be a part-time vendor in the current year. (unless arrangements are made with the market manager) Attendance records are kept.
- To guarantee a space in the market, part-time vendors need to provide the dates they intend to exhibit on a Saturday to the market manager at the beginning of the season. Otherwise, a spot is not guaranteed.



- 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 by calling the market manager Brian at 920-382-9840 if you are unable to attend a market by noon on Thursday. Failure to communicate an absence may result in losing your assigned position. Emergencies will 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 leftover 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 and the Wisconsin Food Code.

- **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 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.
- No out of state produce and produce vendors are permitted.
- 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. If a Saturday market is cancelled, it will be rescheduled for the following Sunday. Tuesday markets will not be rescheduled.
- Absolutely no vaping or smoking in vendor stalls. Only one warning will be given.
- 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. Please be courteous and understand that some things are out of their control (e.g. parked vehicles). We are a community and are polite to each other.
- 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 a special exception and is parked in an area that is easily exited. If there is a vehicle parked in
- 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 6 foot or less.
- Clean up after your pet.
- Keep pets far away from food products.

By submitting electronically, 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.

Rev. 2/1/2024

Vendor Name _____ 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