



Menomonie Farmers Market

Rules & Regulations

ELIGIBILITY

1. All vendors must complete in full the 2012 summer application at the beginning of the season. Vendors cannot sell until they have turned in the application and paid in full.
2. At the beginning of the season, vendors must provide a list that is **Inclusive** of **ALL** the products to be sold throughout the whole season.

NOTE: All items must be grown, processed, designed, or handmade by vendors!

FEES

10X10 Single Booth	\$200/Season	2 days/week	
	\$100/Season	1 day/week	Either on Wednesday or Saturday
	\$100/ ½ Season	2 days/week	
	\$50/ ½ Season	1 day/week	Either on Wednesday or Saturday
	\$20/ Daily		

PRODUCTS

1. All products being sold at the market must be grown or produced by the vendor within a 30-mile radius of Menomonie. The Market Manager reserves the right to include products outside of that radius if it is a product that will enhance the market.
2. Items must be approved by the Market Manager. The Manager has the discretion to decide if the item fits into the local farmers' market theme.
3. The Market Manager and West CAP reserves the right to refuse acceptance of any vendor or item that is not in keeping with the rules or quality of the Market.
4. Craft items sold must be hand-crafted by the vendor. Absolutely no "kit" crafts are allowed.

CODE OF CONDUCT

1. Respect other vendors and Menomonie Farmers Market customers. Profanity, yelling and / or heckling will not be tolerated.

2. Vendors may not sublet space. West CAP retains the right to approve and facilitate all arrangements pertaining to subletting space. Failure to comply will result in fines.
3. If a vendor is not in attendance for a period of two weeks without prior notice, the vending space will be considered open to other vendors.
4. Consuming alcoholic beverages is not allowed in the market area. If you smoke, we ask that you not do it in proximity of other vendors, your own stall, or the bathrooms.
5. Price, terms of sale, etc. are solely between buyer and seller.
6. All vendors agree to abide by fair business practices. If a scale is going to be used, you should visit the WI Department of Agriculture, Trade, and Consumer Protection webpage for further information on attaining a license:
http://datcp.wi.gov/Consumer/Weights_and_Measures/index.aspx
7. Any damages caused to the Dunn County Fair Grounds area by a vendor, that vendor's family member, or employee during the market day, is the responsibility of the vendor.

TAXES, LICENSES & PERMITS

1. All permits and licenses required by the Dunn County Public Health Department and or the State of Wisconsin are the sole responsibility of the vendors. This includes licenses required for cut flowers, eggs, meat, prepared foods, honey, etc. Copies of all licenses or permits must be on file with West CAP prior to selling at the Market.
2. All vendors who are required to have such permits/licenses must submit copies with market registration.
3. It is the responsibility of every vendor to know if they are required to collect and remit Wisconsin Sales Tax. For more information, you should contact the Dunn County Health Department or the Wisconsin Department of Agriculture, Trade, and Consumer Protection.

MAINTENANCE – SET UP/TAKE DOWN

1. Vendors will be assigned stalls prior to the first market day based on returned applications and fees. Stalls will be assigned ONLY to the months you specified on your "Menomonee Farmers Market Application". If you will be vending additional months then specified, you must inform the Market Manger at least one month before the first day of the additional month you will be vending.
2. Vendors must furnish their own tables, tents, chairs, brooms, dustpans and garbage removal. Vendors are responsible for cleaning their stalls at the end of each Market Day; garbage must be removed from the Market.
3. Leftover produce may NOT be placed in the trash bins. Talk to other vendors: they may be interested in using it for compost.

MARKET HOURS

1. The market will begin promptly at 8:00 a.m. on Saturdays and 11:00 a.m. on Wednesdays. No sales are allowed prior to these times. Vendors may not come late to the market, as the unloading process will disrupt customers and other vendors. Vendors may begin to tear down their booths at the conclusion of the market.
2. Market will occur rain or shine. The manager will contact you under special circumstances when the market has to be closed (i.e. severe weather warnings).

SIGNS

1. Vendors may not advertise that they have organic produce unless they have been certified organic. A copy of the certification must be on file with West CAP.
2. It is suggested that all permits be displayed for customers to view.

PETS

1. Pets are not allowed at the market.

West CAP Farmers Market Coordinator will enforce all rules and regulations. Disregard for any Market rules will cause action to be taken. West CAP retains the right to prohibit a vendor from participating in the Market, without a refund, if rules are broken.

For questions please contact:

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Market Manager
Menomonie Farmers Market

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