



2013 GARDEN DISTRICT FARMERS' MARKET

Information and Application

www.gardendistrictfarmersmarket.com

WHEN: **Saturday afternoons, June 15 - October 12, 2013 from 1:00pm to 5:00pm**
Set-up begins no earlier than 12:00 pm and take-down must be completed by 6:00pm
Take-down is not to begin prior to 5:00pm
Arrival at the Market after 1:00 pm no longer guarantees space reservation

Market Location & Operation: The Garden District Neighborhood Association (GDNA) is pleased to present the Garden District Farmers' Market (GDFM), located directly across from the Town of Lake Water Tower at 6th and Norwich (adjacent to the Community Gardens at 6th and Howard) on Milwaukee's south side. A Market Manager will be on hand to assist staff, set up, and enforce rules and regulations and to manage the daily activities at the Market.

Market Vendors: The GDFM will maintain a list of farmers/vendors that have rented space. It is the intention of the GDFM to offer spaces first to vendors who have a history of participation at this market. Spaces will be offered to those vendors who have seniority and have adhered to all rules and regulations in past years. Please tell the Market Manager if you know a vendor who would like to take part in the Garden District Farmers' Market.

Market Rules & Regulations: Market vendors must adhere to the Rules and Regulations in order to participate in the Market. GDFM maintains the right to change the rules and regulations as they see fit.

Promotion: The GDFM will promote the Market through signage, advertising and other media, and through distributed signs, posters and flyers and electronic methods.

Entertainment: Entertainment and activities are planned and will be coordinated by the GDFM Cttee. Vendors may not play music when entertainment is being hosted.

Insurance: Sellers must carry general liability, property damage and product liability insurance. **All vendors are required to provide GDFM with a Certificate of Insurance with the GDNA listed on the certificate as an additional Insured.** A COPY OF YOUR INSURANCE CERTIFICATE INDICATING SUCH COVERAGE MUST BE ON FILE WITH THE MARKET MANAGER PRIOR TO MAY 18, 2013

The renter of a market space agrees to protect, indemnify, and hold harmless the Garden District Farmers' Market, the Market Manager and Milwaukee County, from and against any and all causes of action, claims, demands, suits, liability, or expense by reason of loss or damage to any property or bodily injury to any person, including death, as a direct or indirect result of use of any rented or occupied market space or in connection with any action or claim.

RIGHT TO TERMINATE: The GDNA reserves the full right and authority to suspend, revoke or terminate any vendor's lease agreement immediately upon written or oral notice to the vendor, and remove or expel any vendor at any time from Garden District Farmer's Market, in each case at the sole and absolute discretion of the GDNA or its designated representative. In the event of the suspension, revocation, or termination of any lease agreement or removal or expulsion of any vendor, the GDNA shall be entitled to retain any and all rents, deposits or other fees previously paid by the vendor to the GDNA.

CONTACT INFORMATION:

Garden District Neighborhood Association
Attn: Julia O'Connor
4121 South 6th Street
Milwaukee, WI 53221

market@milwaukeegdna.com
mudshark444@gmail.com
(414) 430-4711

2013 Garden District Farmers' Market Error! Bookmark not defined.- Rules & Regulations

Vendors must adhere to established Rules and Regulations. Any complaint regarding the way the market is run or practices of any vendor must be addressed to the Market Manager.

Who May Sell: Vendors will be Wisconsin based. No out-of-state vendors or wholesale vendors are allowed. Spaces are rented only to bona fide growers or producers of the products that are sold. To qualify as a producer, you must own or rent land on which your products are grown. You must plant, maintain, harvest and market the produce you sell at the GDFM. Space renters shall make available for inspection those lands or areas on which produce sold at the market is raised or produced.

Sellers must be adult family members or paid employees. No brokers, agents or commissioned sellers may sell at the market. No subleasing of spaces is allowed.

Products other than farm produce must be made or produced locally by the vendor. The sale of hand-made arts and crafts products is not allowed at this time. Final decisions will be made by the GDFM Committee.

Permits, Licenses, Tax: The vendor is responsible for obtaining all licenses and permits required for the sale of products to the public. Copies of licenses/permits shall be submitted to the GDFM with this application.

Whenever necessary, the vendor shall submit copies of any applicable license/permit renewals. Contact the **City of Milwaukee Health Department** at 414.286.3674 for questions regarding health licenses.

All vendors who sell products other than food must purchase and display a Wisconsin Seller's permit. Contact the **Wisconsin Department of Revenue** at 414.227.4444 for a Sellers Permit or download form BTR-101 at www.dor.state.wi.us. It is the responsibility of every vendor to know if they are required to collect and remit Wisconsin State Sales Tax.

All vendors who sell food or food products must purchase and display a Temporary Food License from the City of Milwaukee Health Department.

Scales: Vendors selling by the pound must provide and use their own scale. Vendors who use a scale must have the scale inspected and licensed by the City of Milwaukee and must bear an updated seal reflecting it has been inspected and approved for accuracy.

Food Samples: Samples offered by vendors must be stored in rigid, sanitary, covered containers until serving and held at temperatures specified by the City Health Department. Samples must be pre-cut away from the Market. Samples of processed foods must be prepared in a licensed kitchen facility. Vendors giving samples must provide a waste container labeled for public use.

Condition of Premises: Vendors must clean up their space/parking area by 6:00 pm each Saturday. Everything brought to the site must be taken away, including but not limited to all trash generated, tents, chairs and vehicles. A composting area is available in the adjacent Community Gardens. Please see a GDFM representative for more information.

Animals: Vendors' dogs or other pets are not permitted on market premises.

OTHER RULES:

- Vendors must display a sign with their name and address.
- Vendors must display a sign notifying the public if they participate in the WIC program.
- Vendors must clearly post prices for all items
- Driving of Motor Vehicles is prohibited in any part of the GDFM including walk-ways and grass areas.
- Price-fixing or collaboration among vendors to set prices is strictly prohibited.
- Vendors may unload from streets adjacent to the Market (6th St. and Norwich) but must move all vehicles to at least one block away immediately after unloading. Please unload, move your vehicle, return and set up booth area. This will allow parking for other farmers/vendors and allow convenient access to the Market for customers.
- Parking on the drive adjacent to the market is prohibited without prior approval.

Violation of these rules could result in suspension of your permit for up to one year. The GDFM has the right to terminate any lease agreement with a 15-day written notice. Prepaid space fees will be returned only at the discretion of the Market Manager and the GDNA Farmers' Market Committee.



2013 Garden District Farmer's Market Application

Check one option here:

Farm/Produce Vendor Prepared Food Vendor Homemade Goods Vendor

Applicant Information:

Contact Name:	
Name of Business:	
Address:	
Phone:	
E-mail:	

Farm/Produce Vendor Information, if applicable:

County where crops are grown:	
Name of Farm/Growing location:	
Name of Land Owner:	

Products you will sell: Please list each individual item or describe the types of items to be sold. Subject to approval, vendors will be granted permission to sell only listed items. Additions to the list during the season **must be approved** prior to selling items by the market manager.

MARKET DATES:

June	July	August	September	October
6/15/13	7/6/13	8/3/13	9/7/13	10/5/13
6/22/13	7/13/13	8/10/13	9/14/13	10/12/13
6/29/13	7/20/13	8/17/13	9/21/13	
	7/27/13	8/24/13	9/28/13	
		8/31/13		

Vendor Space: Rental fees entitle vendors to a 10ft x 10ft space at the Market. Tables, chairs and tents are *not* provided by the GDFM and are the responsibility of the vendor. It is possible to reserve more than one space for an additional fee of \$150.00 per space. We cannot guarantee any space until your application has been submitted with all required documentation and payment. **Applications are due by May 18, 2013.**

Space assignment is per the discretion of GDFM manager with priority given to seasonal vendors and vendors who have leased spaces in prior seasons.

VENDOR PAYMENT OPTIONS (select one of the following):

Full Season Vendors are guaranteed the same space(s) for all 18 Saturdays.

Option 1: SPECIAL RATE! Vendors may receive a \$50 discount when prepayment is made in full by May 18, 2013 in a single installment of **\$250**.

Option 2: Reserved Daily Space Rate. Vendors may select from the list of dates to be attended (keeping a copy of those selected dates) and provide payment of **\$25.00 for each week selected**. Payment must be received on or prior to May 18, 2013. Space location is at the discretion of the market manager but prepayment with selected dates guarantees you the same space for each week paid.

Option 3: Daily Rate - \$25. Please contact Julia at 414-430-4711 or by email at mudshark444@gmail.com for space availability by Thursday before the Saturday Market day. Placement will be according to vendor product, space, availability, and strategic marketing balancing.

If more than one space is purchased payment amount must be paid according to options noted above.

Rental Fees after May 18, 2013 and before June 15, 2013: Full Season \$300

Checks should be made payable to ***Garden District Neighborhood Association***. Each returned check will result in a \$35 fee charged to the vendor. **Prepaid fees are non-refundable**

If a vendor cannot attend a particular market day, vendor must notify the market manager as early as possible, but no later than noon the Thursday prior to the market. Call (414) 430-4711 or e-mail market@milwaukeeegdna.com or mudshark444@gmail.com.

****Unannounced, consecutive absences may result in the vendor losing his/her assigned space.**

ENCLOSURES:

____ Payment Amount: \$ _____ for # _____ of space
____ Food License
____ Sellers Permit
____ Certificate of Insurance

Disclosure:

I, _____ hereby acknowledge that I have received and read the Garden District Farmer's Market Rules and Regulations. I fully understand the rules and agree to abide by them. The Garden District Farmer's Market is not responsible and will assume no responsibility for any loss, theft, damage or personal injury suffered by the undersigned from any cause whatsoever. I acknowledge that any work or property is displayed at my own risk. I further acknowledge and agree that the Garden District Farmer's Market may, in its sole discretion, remove any product that is not made or grown in Wisconsin, or that does not meet the standards of the Garden District Farmer's Market. I also understand that the Garden District Farmer's Market reserves the right to reject any vendor. Furthermore, I release all rights to photography taken during the Garden District Farmer's Market to the Garden District Neighborhood Association, Inc. for future usage in print, production, advertising, publication, and I acknowledge that I will not be paid for the use of images taken at the Garden District Farmer's Market.

The undersigned hereby represents that he/she has read and understands this release and that by signing below the undersigned agrees to be legally bound by this release and to indemnify and hold harmless the Garden District Farmer's Market and the Garden District Neighborhood Association.

Applicant Name: Please Print Clearly

Applicant Signature:

Date

Completed form, payment and enclosures should be mailed to:

The Garden District Neighborhood Association
4121 S. 6th St.
Milwaukee, WI 53221

To make payment in person please call Julia @ (414) 430-4711 to make arrangements

GDNA Use Only:

Option1 _____ Option 2 _____ Option 3 _____ After 5/18 _____

PD _____ CK# _____ #of Spaces _____ Assigned _____