

Berlin Farmers & Artists Market

2019 Policies and Procedures

The Berlin Farmers & Artists Market exists as an opportunity to give support to local producers & artisans. The market also exists to bring a valuable community experience to locals & □tourists. The market will start on June 4th and end on September 24th, meet on Tuesdays, 4:00-7:00 pm in Nathan Strong Park (East Side Park) in Berlin.

1. For the 2019 season, registration and approval from the Market Committee is required before a vendor will receive a spot. Copies of all licensing & required legal papers are to be handed in with registration. Advanced registration is required. (At least 24 hrs. before the market or by 4 pm on the Monday before market.) Vendors will receive an official Berlin Farmers & Artists Market 2019 certificate and it must be **CLEARLY DISPLAYED** at their booth at all times. The city of Berlin reserves the right to prohibit anyone from selling at the market.
2. The Market Committee will assign vendor spots. Vendors are asked to park on side streets **ACROSS** from the park - as to leave space for customer parking. Vendors may arrive for set-up as early as 3:00 p.m., and sales may start at 4:00 p.m. (All vendors are required to be at the park & set up no later than 4:30 pm so that the market can be sustainable for the community.) Tear down should be no sooner than 7:00pm - vendors should consult with the Market Committee for any exceptions.
3. Vendors will bring their own tables, chairs, etc. to the spots assigned. Each space is 10 feet of sidewalk “frontage” going as deep as you would like. Space dimensions must be adhered to. It is important that the market appears clean & orderly and all vendors treat customers & each other in a courteous & appropriate manner (as required by the City of Berlin). In an effort towards that end, all vendors are strongly encouraged to:
 - 1) Display items on a table covered in tablecloth or;
 - 2) Have a pop-up style tent under which they place their tables & displays.
4. Wisconsin seller’s permits are required for any vendor that has a total annual sales (in any venue) of \$1000 or more & that permit number is required on their application.
5. Produce & vegetation must be grown in WI, but vendors may obtain previous approval from the Market Committee for out-of-state or wholesale produce. **ALL PRODUCE AND VEGETATION VENDORS MUST HAVE A SIGN STATING WHERE FOOD IS GROWN.**
6. Artists Market - Handmade items of most kinds are allowed, as well as many repurposed or up-cycled items. All handmade items are limited to the approval of the Market Committee & City Clerk. Vendors are encouraged to produce a picture of their products for approval when they register. HOME BUSINESSES are allowed! The Market is currently doing a 3/1 ratio of vendor spaces. For every three craft and or vegetable spaces, we are accepting one home-based business. We will continue to add home based businesses off of a wait list as more crafters and veggie spaces are taken.

7. Honey & maple syrup may be sold with the proper labeling as defined by the state regulations & must be processed by the vendor.

8. Eggs, meat, baked goods, dairy products & canned tomatoes must be processed by the vendor and must abide by all state requirements with licensing & regulations. Please review the Dept. of Ag., Trade & Consumer Protection Farm Market Handbook.

9. Canned items that are either naturally acidic or are acidified by pickling/fermenting may be sold at the market. (Examples: salsas, pickles, jellies & jams.) Proper labeling according to state regulations is required, according to the WI Pickle Bill. Labels must include, in this order: Name & address of person who did the canning, date of canning, the statement “This product was made in a private home not subject to state licensing or inspection” & all ingredients in descending order of prominence (including the common name for any ingredient that originate from milk, eggs, fish, shellfish, tree nuts, peanuts, wheat or soybeans.)

10. Prohibited items include, but are not limited to:

* Rummage, second-hand, or flea-market-type items at the market.

* Potentially hazardous foods as described by the state without the appropriate labeling & permits.

* Pets or animals of any kind.

All of the prohibited items may not be displayed, bartered, or given away at the market. The City of Berlin reserves the ability to decide what is a prohibited item.

11. Licenses & Permits: It is the responsibility of the vendor to obtain & provide copies of all license & permits required by law for the sale of the products at the market. This is to be done with registration.

12. Weights & Measures: All produce sold in the market will be sold by legal weights & measures. Vendors are responsible for obtaining the required scale & keeping them certified for compliance annually. All vendors need to post prices and keep scales visible to customers. Please review the Dept. of Ag., Trade & Consumer Protection Farm Market Handbook.

13. Liability - All vendors and customers are responsible for their own personal and product liability. The Berlin Farmers & Artists Market, The City of Berlin and volunteer helpers assume no liability for injuries resulting from the use of the market or products sold there. Vendors will maintain their stalls in safe conditions and will indemnify and hold harmless the Berlin Farmers & Artists Market, The City of Berlin and volunteer helpers from injuries or damages, or claims of injuries or damages, sustained by any person in the vendors stall.

14. Cleanliness: All vendors are asked to help keep the market area of the park clean. It is the vendors' responsibility to leave their spot clean as they found it. Vendors are asked to **STEP AWAY FROM ALL BOOTHS FOR SMOKING BREAKS** out of respect to other vendors and their products.

15. The market will take place every Tuesday, **EXCEPT FOR JULY 2nd**, if the weather allows. If in question, feel free to check the Berlin Farmers & Artists Market Facebook page for any official cancellations. Vendors should inform the Market Committee of any dates they will be unavailable.

*The Berlin Farmers & Artists Market will not be open on Tuesday, July 2 at Nathan Strong Park. But if any vendor wishes to participate in the Berlin Fourth of July Celebration, please notify Michele Cassidy to verify a saved spot for your booth. The ABC group has invited you all to participate at the City event on July 3 located at the north shelter house at Riverside Park, near the Berlin Veteran's Memorial.

The Berlin Farmers & Artists Market fee will include a spot at the Berlin Fourth of July Celebration AS WELL as the Berlin Kiwanis Pig Roast, held on Saturday, July 13. Please confirm your vendor booth with Annamae Caswell. Details will be provided once the event is closer. The Berlin Street Cruzers also invite the market vendors to participate in their annual car show, always held the second Sunday in August – the cost for participation is a donation to their raffle. Please confirm your vendor spot with Michele Cassidy.

16. Violation: If a vendor is in violation of any of the policies above, they will receive a warning from the Market Committee in an effort to help them adhere to the guidelines. If the vendor continues to violate the policy, the vendor may be suspended or removed from the market. Vendors are encouraged to let the Market Committee know if violations occur. We want the market to be a positive experience for all involved & for The City of Berlin to allow the market to continue at the park & in the community for many years to come.

17. HOME BASED BUSINESS ABSENCE POLICY: Due to the high demand for home based businesses wanting access to our Market combined with our policy of one home based business to three craft/veggie vendors ratio, the Berlin Farmers and Artists Market will be implementing the following attendance policy for our Home Based Business Vendors: vendors will be allowed TWO no call/no show absences, OR THREE pre-excused absences to the market. The Market understands that we all have plans, vacations, and illness occurs. But, we also know that if there are empty spaces in the market, the market suffers over all as well. We HIGHLY encourage you to reach out to your team members, downline or upline or even cross line team members to keep your booth space filled.

*When an absence is pre-planned, we will invite someone from the waitlist to fill your booth for the week you are absent! This will ensure that empty green space is avoided!

2019 Berlin Farmers & Artisans Market Registration Form

Legal Business Name: _____

Vendor Contact Name: _____

Address: _____ City: _____ Zip: _____

Phone _____ E-mail: _____

I am certified Organic ___ I accept FMNP (WIC) Checks ___

Wisconsin Sellers Permit (Tax Account Number) is required when your TOTAL SALES (not profits), at all venues, reaches \$1000. WI Tax Account Number _____ - _____ - _____

Social Security Number: XXX-XX-____ or Federal Identification Number (FEIN): XX-XXX-____

Check the type of activity you plan on engaging in for this event: selling taxable merchandise/service selling exempt merchandise/service direct sellers, company name _____

exempt under occasional sales rule display only nonprofit organization

Check the type of items you plan to sell: Handmade Crafts Locally Grown Produce Fair Trade

Describe your products: _____

Crops or produce that I sell at the Berlin Farmers Market will be grown or produced only at the following locations: _____

_____*(Initials)* Please refer to our policies & Dept. of Ag, Trade & Consumer Protection Farm Market Handbook for information health important on these products.

Vendor Space Options: one market day = \$10

Entire market season (handmade/produce) = \$35

Vendors using electricity (Entire market season) = \$75

After October 1, we will be accepting NEW vendor applications. Please submit your application as soon as possible to guarantee your business AND to save your current location at the Market!

Berlin Farmers & Artists Market Agreement: I have read & understand the Farmers & Artists Market policies & procedures & agree to comply with all of the rules & regulations they contain, as well as any decisions made by the market committee & City of Berlin. I will be responsible for & agree to pay for any property damage or cleanup costs caused by activities or anyone assisting me. The City of Berlin & the Berlin Farmers & Artists Market will not be responsible for any personal injuries or property damage caused by me or anyone assisting me. I agree to hold harmless and indemnify the City of Berlin & the Berlin Farmers & Artists Market for any damages, injuries, or claims resulting from my use of the Farmers' Market, including any attorney fees and court costs.

Signature _____ Date _____

Make checks payable to Berlin Farmers & Artists Market.

Please mail fully completed form to:

**Michele Cassidy
181 East Noyes Street
Berlin WI 54923**

Questions? Contact Michele at 920.267.2755

<p>Market Use Only: Date Payment Received: _____ Cash _____ Check # _____ Amount _____</p>
