



## 2018 Rules & Regulations

### Menomonee Falls Wednesday Farmers Market

#### SEE APPLICATION FORM TO SIGN ACCEPTANCE OF RULES

**Wednesday Market** will run from **May 2, 2018 through October 31, 2018**. Hours open to the public will be **9:00 am until 2:00 pm**.

1. We are marketing these markets at 80% produce/food products and 20% craft or other. Market manager will screen all applicants for suitability.
2. There will be no rummage, second-hand, or flea-market-type items sold at the Wednesday Market.
3. The maximum number of spaces any one vendor can rent is three (3), if available.
4. Prepared Food Vendors shall possess and maintain all required state, county and local permits.
5. Those selling non-food items are to possess and produce a copy of a State of Wisconsin Seller's permit.
6. Vendors have the first right to stall spaces occupied the previous season as long as all rules have been observed in the past and absences have been minimal. Applications and payment will be taken on a first-come-first served. Market Manager reserves the right to change the stall location of any vendor(s) for the good of the Market.
7. Vendor Rental Rates are as follows:

Spring	May 2 – June 13	7 weeks	\$50.00 per space
Summer	June 20 – Sept. 12	13 weeks	\$100.00 per space
Fall	Sept. 19 – Oct. 31	7 weeks	\$50.00 per space
All 3 Seasons	May 2 – Oct. 31	27 weeks	\$160.00 per space
Daily spaces	If available, 9am-2pm		\$25.00 per space
8. **Except for severe weather conditions, vendors are expected to be present on all market days barring any personal emergencies, in order to receive an application for 2019.**
9. Vendors are to leave their site clean. Remove containers, waste and trimmings before leaving the market. **Garbage receptacle at the market is for customer use only.**
10. Menomonee Falls Village Centre Director (Market Manager), reserves the right to prohibit anyone from selling at the market.

11. All prepared food vendors shall carry Product Liability and General Liability in the amount of \$1,000,000 and furnish a copy of Certificate of Insurance to the Menomonee Falls Village Centre Farmers Market manager at least one week prior to vending at the market.
12. It is advised that all vendors carry \$1,000,000 General Liability Insurance to cover your operations at the market. Consult your insurance agent for advice.
13. All vendors will be neat, suitably dressed, and deal with the public and fellow vendors in a courteous and appropriate manner.
14. Space dimensions must be respected. Do not block patron's view of neighboring vendors or encroach upon areas assigned to other vendors.
15. Vendors will not use "hawking" practices to lure patrons to their stall.

## **Procedural Violations**

The Market Manager will give verbal warning and/or written notification of any violation of the above rules to the vendor upon the first violation. If written notification is given, the vendor shall be requested to sign a copy of the letter to indicate his/her understanding of the regulations and willingness to correct them. If the vendor returns the signed copy as required and thereafter complies with the market rules and regulations, no further action will be taken.

For an immediately correctable violation, such as exceeding rented stall width, violators will be given oral warning indicating the offense and requesting compliance with Market rules. The Market Manager shall record the issuance of each warning. If the problem is not corrected in a reasonable time, the Market Manager shall issue a written warning.

A Seller may be suspended or removed from the market or have selling privileges in the market conditioned or limited by the Market Manager for failure to obey or conform to the above rules and regulations.

A seller is responsible for the actions of its employees and/or shared renter. It is your responsibility to share these rules with anyone else that will be in your rented space.

Please contact me with any questions or concerns.

Sincerely,

Barb Watters, Director  
Downtown Village Centre BID

**ACCEPTANCE OF THESE RULES & REGULATIONS  
WILL BE INDICATED BY SIGNATURE ON VENDOR APPLICATION FORM.**