

# Richfield Farmers Market (“RFM”) Vendor Rules & Regulations

We are happy to welcome a diverse group of vendors that will create a fun marketplace, that is fair, safe, and efficient. We aim to provide a wholesome, family-friendly experience for our customers while delivering top-quality products!

- ❖ All vendors must stay for the duration of the market from the hours of 10am-2pm (or scheduled hours). We will operate rain or shine. If there is a need to leave, please consult the Market Manager. In the event of extreme weather please check RFM’s FB page for market closures.
- ❖ If you have additional vehicles that don’t fit into your space, please park at the very back of the customer parking lot.
- ❖ If season holders can’t attend a day within the market season, you must contact the Market Manager by Tuesday of that week, or as soon as possible.
- ❖ Vendors are responsible for their own personal liability and product liability insurance.
- ❖ A current valid copy of any/all required licenses must be on file in the RFM office prior to selling at the market. NO EXCEPTIONS- this is a state requirement.

## **Setup & Close Down**

Richfield Farmers Market “RFM” space location will be determined by the Market Manager.

Vendors may begin setup no earlier than one hour before market and clean up no later than one hour after market closes. Clearing the area means that vendors must clean up their sales and parking areas completely before leaving the site, taking any waste and garbage with them. Vendors agree to pay any service fee that will be assessed by the Market Manager because of their failure to comply with this rule.

Please note: Garbage Facilities will be available for market customer use only during market hours. Vendors are responsible for management and hauling of their own garbage and debris. Do not use Nature Park trash cans or dumpsters for your booths refuse. Failure to follow these rules will result in a fine of \$200.

Vendors shall not create or permit loud or disturbing noises on the grounds that will interfere with the rights, comfort or convenience of the other vendors or the public. No vendors shall operate or allow the operation of any radio or other sound-producing instrument at a sound level which may annoy or disturb other vendors or the public. The running of any gasoline or diesel motors or engines, including all vehicles, is not permitted. Smoking is not permitted on the Market Plaza. No alcoholic beverages or illegal drugs are permitted. Possession on site will result in immediate expulsion from the Market and loss of your stall for the remainder of the season. No fees will be refunded.

## **Vendor Conduct**

RFM is a family friendly market. Vendors shall conduct themselves in a manner that is courteous to the other vendors, market personnel and the public. Behavior which is threatening, abusive, or harassing, is not acceptable also may be subject to police action.

Vendors are not permitted to display products in such a manner as to impede pedestrians’ foot traffic. Signs are encouraged to identify the vendors or business name.

Vendors using tents or umbrellas must have them sufficiently secured to avert them from endangering the safety of others. Tents or canopies must also fit within the merchant’s stall and not infringe upon neighboring selling space.

Vendors may not bring pets to the market. The only exception are service animal dogs meeting the requirements of ADA. Please notify the Market Manager in advance of any service animals being brought to the market.

A vendor, market visitor or any market personnel may submit to the Market Manager or Market Board a signed written complaint against a merchant upon the reasonable belief that a violation of Market Rules has occurred or is occurring. The Market Manager will investigate the complaint. The Market Manager may also initiate an investigation into his/her own authority. The Market Manager may consider the type of violation, the seriousness of the violation and whether the merchant has a record of previous violations. Sanctions may include a written warning, suspension, or expulsion from the market with or without refund of all paid fees. The Market Manager may recommend that the vendor be billed for costs incurred because of violations such as the failure to remove waste materials from the assigned areas or any damage caused. Any complaints or concerns regarding the Farmers’ Market should be in writing and

emailed to Judy@RichfieldFarmersMarket.com. All complaints are kept confidential and are reviewed and addressed as necessary.

### **Acceptable Items that can be sold**

Prices of items must be clearly marked and in full view of the customer.

Home grown produce, edible grains, fruits, maple sugar, honey, eggs, dairy, cut or dried flowers, indoor-outdoor plants, vinegars, jam, jelly, sauces, bakery and home canned goods that are labeled and processed in accordance with the State of Wisconsin Food Processing Standards.

Soaps and/or personal care products that are made locally by the individual selling them.

Certain handcrafted items that are related to the vendor's main business or may be allowed on approval of the Market Manager such as candles, art, woodwork, etc.

### **Prohibited items for sale:**

Live animals, pets, or other articles not home grown, unless otherwise approved by the RFM.

Food products that are spoiled, or past expiration date.

There will be NO reselling of wholesale purchased items allowed unless it is an accessory item to what you are selling. Acceptable Example: You sell walnuts and offer nutcrackers. You sell jellies and jams and sell a small spreader to go with them. You sell strawberries and offer baskets to hold them, etc. What is not acceptable is a wholesale product such as bulk shirts that were purchased from a store to be resold. Reselling may be accepted in certain limited circumstances such as peaches or blueberries that are brought in directly from the farmers or Door County cherries, etc.

Vintage, Antique, crafted/created, and all other items will be reviewed on a case-by-case basis but in general garage/rummage sale type items are not allowed.

The RFM reserves the right to deny items on a vendor's requested products list to maintain the integrity of items found at the market and to avoid saturation of products into the market.

No political products may be sold or displayed.

No controversial items may be sold or displayed.

No vulgar or threatening items may be sold or displayed.

The Market Manager has final say in all items for being sold.

### **Food Safety**

All vendors that process food at the market, and those providing food samples must display food in a sanitary manner that prevents contamination by dust, dirt, flies, wasps, and any other insects.

Food items must always be kept at a proper safe temperature and ensure that spoilage does not occur.

Water used for food that is sourced from a well must have passed an inspection in the past year to show it is free from harmful bacteria. Water that is used for hand washing or sanitation sourced from a well must have passed inspection from the past year.

All wastewaters must be removed by the vendor and disposed of properly at their own location. Wastewater is not allowed to be discarded anywhere on park grounds. This is a Washington County Environmental Health and Safety rule.

For vendors that process food there must be a hand washing station available with warm water, soap, and clean paper toweling for drying on site. (This rule does not apply to samples if all the cutting and processing takes place in a location away from the market area with those facilities). Hand sanitizer does not count as a hand washing station per the state of Wisconsin. Gloves must be worn by anyone handling food being processed on site for consumption by customers. Hands must be washed prior to putting them in gloves.

All produce: dairy, meats, bakery, and poultry sold at the market must be displayed and sold in a manner which prevents contamination by dust, dirt, flies, or other insects. These items are not to be exposed to the open air without proper protection.

### **Licenses/Permits/Insurance**

The vendor is responsible for obtaining all licenses and permits required for the sale of his/her product to the public.

Vendors are responsible for their own insurance.

Vendors selling baked or canned goods 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 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 certified organic vendors by the USDA.

If your business needs a seller's permit, we must have that on file.

## **Vendor Resources**

Questions regarding state permits can be directed to the State Food and Safety Inspector, 608-224-5012. Questions regarding local state/county licenses can be directed to the Washington County Health Department 262-335-4462, then press 0 for the switchboard.

Each vendor is responsible for all applicable sales/county taxes on their products. For more information, contact the **Wisconsin Department of Revenue**.  
<https://www.revenue.wi.gov/Pages/Home.aspx>

## **Department of Agriculture, Trade and Consumer Protection**

<https://datcp.wi.gov/Pages/Homepage.aspx>

## **Quick Guide to Wisconsin Food Licensing Regulations**

[https://fyi.extension.wisc.edu/safepreserving/files/2019/04/Quickguide\\_WIfoodlicensing.pdf](https://fyi.extension.wisc.edu/safepreserving/files/2019/04/Quickguide_WIfoodlicensing.pdf)

**Honey** sales may require additional licensing. Check with The Wisconsin Department of Agriculture, Trade and Consumer Protection [https://datcp.wi.gov/Pages/Programs\\_Services/FSHoney.aspx](https://datcp.wi.gov/Pages/Programs_Services/FSHoney.aspx)

**Eggs, meats, poultry products** and other potentially hazardous foods, need to be always maintained at 41° F or less. More information on the sale of meat and poultry is available from the State of Wisconsin Department of Agriculture, Trade and Consumer Protection publication: [Direct Marketing Meat and Poultry](#).

[https://datcp.wi.gov/Pages/Programs\\_Services/MSInspection.aspx](https://datcp.wi.gov/Pages/Programs_Services/MSInspection.aspx)

[https://datcp.wi.gov/Pages/Programs\\_Services/foodsafetyconsumerinformation.aspx](https://datcp.wi.gov/Pages/Programs_Services/foodsafetyconsumerinformation.aspx)

**Maple syrup** processing is subject to requirements and may require additional licensing.

[https://datcp.wi.gov/Pages/Programs\\_Services/FSMapleSyrup.aspx](https://datcp.wi.gov/Pages/Programs_Services/FSMapleSyrup.aspx)

## **Vendor Resources cont.**

Proper labeling is required for all packaged foods (e.g. salsa, soup, bakery) - See the [Wisconsin Department of Agriculture information on labeling](#). <https://datcp.wi.gov/Pages/Homepage.aspx>

[https://datcp.wi.gov/Pages/Programs\\_Services/FoodLabeling.aspx](https://datcp.wi.gov/Pages/Programs_Services/FoodLabeling.aspx)

## **Weights and Measures**

If you use a scale for weighing your produce, the scale must be checked for accuracy and licensed with a [Weighing and Measuring Device License](#) prior to use.

[https://datcp.wi.gov/Pages/Programs\\_Services/WeightsAndMeasures.aspx](https://datcp.wi.gov/Pages/Programs_Services/WeightsAndMeasures.aspx)

## **Cottage Bakers and Home Canners**

All Home Baked goods must be Non-hazardous and Shelf stable, requiring no refrigeration.

Items sold as Home Baked goods at the RFM should have a sign at the market stand stating:

This product was made in a private home not subject to state licensing or inspection.

Products should be labeled with:

This product was made in a private home not subject to state licensing or inspection.

Contact Information of the Baker

Ingredients (and sub-ingredients) in descending order.  
Allergen Info.  
The Date the Item was Made.

Wisconsin has a **Pickle Bill** which defines **Home Canned** sales as less than \$5000 per year.

Items sold as Canned Goods at the RFM should have a sign at the market stand stating:  
This product was made in a private home not subject to state licensing or inspection.

Products should be labeled with:

This product was made in a private home not subject to state licensing or inspection.

Name and address of the person who did the canning.

Date of Canning & The Date the Item was Made.

Ingredients (and sub-ingredients) in descending order.

Allergen Info.

The Richfield Farmers Market has established these Rules and Regulations. These Rules and Regulations may change based on new laws or requirements by the state/county at any time.