



ANTIGO

FARMERS MARKET, INC.

President

Vicky Adamski
vaadamski@gmail.com
715-219-1690

Market Manager

Colleen Gelhausen
six.gillys@live.com
715-219-0124
www.antigofarmersmarket.com

Vendor Information and Application Packet 2024

FOOD FROM OUR NEIGHBORHOOD

The mission of the Antigo Farmers' Market, Inc. is to educate the public about the benefits of eating fresh, locally grown foods; to provide nutrition education to all age groups; increase public awareness about food safety, and to advocate greater access to healthy food for all community members, regardless of means. The Antigo Farmers' Market, Inc. strives to affect positive change in the health and well-being of community members, promote food literacy, enhance educational opportunities for other non-profit community organizations, and provide an avenue for the donation of fresh produce to local food pantries.

Board of Directors		Phone	Email
Vicky Adamski	President/Treasurer	715-219-1690	vaadamski@gmail.com
Lynn Frey	Vice President	715-216-0746	jlfrey@newnorth.net
Sally Hull	Secretary	715-921-2691	sallyhull22@gmail.com
Heather Petersen	Director	715-610-0796	sweetpeahrp76@gmail.com
Caitlyn Zaverousky	Director	715-610-7943	czaverousky@gmail.com



Antigo Farmers Market, Inc.

2024 Market Rules

Revised: March, 2024

Market Location:

Peaceful Valley Park, 420 Field Street, Antigo, 54409

Market Date & Times:

June 1 – September 28, 2024

Market starts at 8:00 a.m. and ends at 12:00 p.m. No set-up is to occur before 7 a.m. Empty stalls will be assigned to day vendors at **7:30 am**. Sales stop at **12 noon**. No exceptions.

Vendor Market

All items displayed for sale must be produced locally by the vendor who sells them. Resale of any other items purchased by a vendor will not be permitted. A “vendor” is defined as the actual producing individual, immediate family member, another member-producer of the market, or employee of the farm producer.

“Local” is defined as a 50-mile radius of Antigo. An exception may be made to allow a Wisconsin vendor outside the area if a board majority (2/3) is in support.

The market board reserves the right to schedule site visits with individual vendors at their farming sites.

Allowable Products

Vendors will submit a product plan on the application, indicating that season’s market intentions. Fresh fruits and vegetables, flowers, herbs, potted plants, honey, maple syrup, meat, home-made soap, jams/preserves, non-retail baked goods, eggs, and meat are acceptable. However, all eggs, meats, dairy products, and processed foods must be processed, stored, displayed and sold according to state and federal guidelines. **Vendors in this category must obtain the required licenses and include a copy with the application form.**

Applications will not be processed without a copy of the license. The market reserves the right to deny permission to sell if licensing requirements are not observed. If necessary, the market reserves the right to contact DATCP to verify vendor’s licensing status. Vendors may not use “organic” in their booth/display unless they are certified and must present their certificate. A number of vendor stalls are available for artisans; scheduling and approval subject to Market Board discretion. Food vendors may sell crafts, not exceeding 25 percent of total products. No live animals.

Licensing Requirements to sell at the Antigo Farmers Market

Please refer to the following link with regard to **home baked goods**:

www.wisconsin-cottagefood.com

www.datcp.wi.gov/Pages/Licenses_Permits/HomeBakers.aspx

For current information regarding licensing and food safety regulations for **Meat and Poultry** sales go to:

https://datcp.wi.gov/Pages/Licenses_Permits/FoodLicenses.aspx

For **Eggs** go to:

https://datcp.wi.gov/Pages/Programs_Services/FSEggs.aspx

Contact **Wisconsin Department of Agriculture, Trade & Consumer Protection (608-224-5012) or (608-244-4923) for further information.**

Membership & Fees

Prior to selling at the market, a vendor **must** annually complete a vendor application. This document verifies they are the actual producer of specified items they intend to sell. If the applicant chooses to be a Full Season or Half Season vendor, their annual membership is included in the fee. All other sellers, other than the applicant, who are sharing a booth, prior to selling their own items, must pay \$20 for their annual membership fee. Membership and stall fees are a key source of income for the market to pay necessary expenses. Membership forms are posted on our website, or obtained at the Managers Table.

Stall Space

There are 16 stall spaces inside the Heinzen Pavilion and 10+ outside spaces. Fees are listed on the application form. The market reserves the right to approve or deny applications based on available space and/or compliance with the mission of the market.

Market Behavior.

- Vendors must clean up area around vehicles, tents, and sales area before leaving each market day.
- Shade structures for outside spaces shall be secured to the ground via clearly-marked blocks, sandbags, or other heavy objects in order to prevent damage to products and injury to others. No open 5-gallon pails with water.
- No pets at vendor sites will be allowed.
- Minor children in vendor booths are the sole responsibility of that vendor.
- A stand or display or vehicle that impedes access to other vendors is disallowed.
- Questionable product quality, labeling, and radical price cutting concerns are also subject to market manager and Board review.
- Food samples must be prepared and stored according to State Food Safety Regulations. This includes covering food samples on display, using portion-cups or toothpicks for samples.
- Vendors must have a wash station when preparing samples on-site.
- No Smoking at vendor stands.
- **Any concerns about fellow vendors are to be brought to the attention of the market manager or the board president. Please do not directly negotiate with or confront another vendor about any issue you have.**

- Vendor disciplinary action or termination without refund can occur following first verbal and then written warnings. Non-compliance of the above regulations should be reported to the market manager, a form to report problems is available at the manager station. All information is handled confidentially by the market manager and board of directors.

Signage

Signs identifying the name, phone number and location (address) of the vendor's business must be posted before sales begin. **This will be enforced.** Minimum size is 8 ½" X 11" sign. **Signs, boards, tags, or labels listing prices of all products for sale must also be posted prior to sales.** Producers should clearly label organic and non-organic products in the same display. Vendors selling "organic" labeled products must display their grower's certification number and name of certifying body. A copy of this certificate must be filed along with the vendor application.

Duties of Market Manager

- Announce the opening and closing of market.
- Collect the seasonal or daily vendor fees
- Record attendance and brief log of market events
- Assign vendor space and reassign spaces due to absence/late arrival
- Manage conflict between vendors or customers
- Enforce market rule and report alleged violations, in writing, to Market Board
- Convene producers at the market for brief meetings if necessary

External Regulations & Insurance

Vendors are responsible for compliance with applicable city, county, state and federal regulations concerning health, licenses, packaging, labeling, taxes, weights and measures, signage, etc. All vendors must follow DATCP rules and regulations regarding licensing, food safety regulations and proper facilities for processed, baked, frozen, and canned food preparation.

A good resource for more information can be found here:

https://datcp.wi.gov/Documents/DAD/LocalMarketingFoodGuide_1_16.pdf

All sellers and shoppers are responsible for their own personal and product liability insurance. The Antigo Farmers Market Board, its officers, employees and volunteers, assume no liability for injuries resulting from the use of the market or the products sold there.

Membership in the Antigo Farmers Market, Inc., assures merchants of a voice and a vote in the policies and operations of the Market. This membership is required of all merchants participating in the Market. A membership fee of \$20.00 per merchant, per season, is charged to cover operating costs.

Hold Harmless Agreement:

In consideration for being permitted to participate in the Antigo Farmers Market, I agree to comply with the market rules, a copy of which I hereby acknowledge receipt. I also agree to hold harmless and indemnify the property owner WC Enterprises, LLC, the City of Antigo, its officers, employees and agents, and the Antigo Farmers Market Board, its officers, employees and volunteers from any and all liability for property damage or personal injury that may occur from any cause whatsoever including negligence as a result of my participation in the market.

The Antigo Farmers Market, Inc. also has my permission to publish, electronically or via print media, any photos taken at the market, for the purpose of promoting the market, and vendor information as indicated by checked boxes above. The Antigo Farmers Market, Inc. has my permission for a pre-arranged visit to my farming site.

I have read and understood the Vendor Guidelines and Antigo Farmers Market, Inc. Bylaws.

Signature: _____ Date: _____

Antigo Farmers Market: Participant Liability Insurance Waiver:

I understand that the Antigo Farmers Market, Inc. recommends that I carry my own product liability insurance while participating at the Antigo Farmers Market.

- At the present time, I do not carry liability insurance. However, I do accept responsibility for any negligence that I may cause.
- I do carry liability insurance, a copy of my certificate of insurance is attached.
- Copy of licenses, if applicable, attached. Yes_____ No_____
- Copy of organic certification filed with application.. Yes_____ No_____

Printed Name: _____

Signature: _____ Date: _____

Please submit completed pages 5-6-7 of the Vendor Application for Market Membership together with your payment to:

Antigo Farmers Market, Inc, P.O. Box 252, Antigo WI 54409

Deadline is May 1, 2024.

Comments:

**WISCONSIN TEMPORARY EVENT OPERATOR AND SELLERS INFORMATION
(THIS FORM IS REQUIRED UNDER SEC. 73.(38) OF THE WISCONSIN STATUTES)**

**TO BE COMPLETED BY ANY PARTICIPATING VENDOR, INCLUDING
NON-PROFIT ORGANIZATIONS**

1. Wisconsin Seller's Permit Number (15 digits starting with 456) 456 _____
2. SSN# (Last 4 digits) _____
3. FEIN# (Last 4 digits) _____
4. Exemption Code: If you don't have a Wisconsin Seller Permit Number, and you are claiming your sales are tax exempt **circle the exemption code number below:**
 - a. Exempt sales only or display only
 - b. Multi-level marketing company pays sales tax
Name of marketing company _____
 - c. Nonprofit occasional sales exemption
 - d. Exempt occasional sales
5. Legal Business Name: _____
or Sole Proprietor Name: _____
6. Vendor/Contact Name: _____
7. Vendor Phone Number: _____
8. Mailing Address: _____

9. Email Address: _____

INCOMPLETE FORMS WILL BE RETURNED WITHOUT RESERVING ANY SPACE

**ANY QUESTIONS, PLEASE CALL VICKY ADAMSKI @ 715-219-1690
OR EMAIL: vaadamski@gmail.com**

