



16th Annual Farmers' Market on Broadway



May 29 – September 25, 2019

Broadway District, Downtown Green Bay

Thank you for your interest in the 2019 Farmers' Market on Broadway (FMOB). Please read carefully for all information regarding becoming a vendor. We look forward to another successful season!

General Guidelines

- Fill out application and submit along with payment and all necessary licenses/permits by **Wednesday, Feb. 27**.
On Broadway, Inc.
Attn: Market Manager
340 N Broadway, Suite 165
Green Bay, WI 54303
Charges from checks written with NSF will be charged back to the vendor. Cash/money order may be required moving forward.
- Acceptance/Denial letters will go out by Friday, March 29 by mail. If you are denied, the decision is final. There are a limited number of daily vendor spots for which you may be considered.
- All vendors are recommended to attend the annual vendor meeting on Wednesday, May 1 at the downtown Brown County Library. The meeting times and further information will be included in the acceptance letter. This meeting is vital to help ensure your success at the market.
- All vendors must read, accept and sign a copy of the FMOB rules to be turned in by Friday, May 17. You will not be allowed to set up until OBI has a signed copy of the FMOB rules on file.
- You will receive your stall number, placement map and any additional information at the vendor meeting.
- The following items must be mailed to On Broadway prior to the Feb. 27 deadline:
 - A check, cash or money order in the amount of your stall fee payable to On Broadway, Inc. Note: your check WILL be deposited. If you are not accepted or the stall costs less than the check amount, OBI will issue you a refund check. Charges from checks written with NSF will be charged back to the vendor. Cash/money order may be required moving forward.
 - Copies of all licenses, permits, insurance documents, certificates you are required to have or any documents unique to your product type – see Requirements and Process.
 - A copy of your insurance certificate – all vendors must hold general liability insurance.

Requirements and Process

The criteria below are used to evaluate each vendor in terms of acceptance and placement. However, On Broadway reserves the right to refuse any product or application at any time for any reason. Note: all vendors selling any kind of food or beverage product must comply with Brown County Health Department guidelines and regulations.

All criteria must be met and turned in by the application deadline – Wednesday, Feb. 27.

- **Produce Vendors** – uncut vegetables, fruits and cut flowers
 - Criteria
 - Must be locally grown within 90 miles of downtown Green Bay (except peaches and blueberries).
 - Must be personally cultivated by you or the business you own.
 - Must be listed on the Product Description Form.
 - Must own or lease the property where the produce is grown.
 - Farm visits may be scheduled at any point for quality inspection of products.
 - **No buying or reselling of produce. This is grounds for immediate termination.**
 - **No sharing of produce between vendors, including family members at other farms.**
 - **Violators of the above rules could face expulsion from all future seasons.**
 - Organic vendors must include proof of certification.
 - Retail License: all vendors must have a seller's permit from the State of Wisconsin.
 - If you are selling products by weight, a class III scale is required by the City of Green Bay.

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- **Processed Food Vendors** – prepackaged foods that require no cutting, mixing, reheating or cooking on site
 - Criteria
 - All food must be processed by you or the business you own.
 - Product must be made in a state licensed and inspected establishment. Proof of licensed establishment is required.
 - Retail License: all vendors must have a seller's permit from the State of Wisconsin.
 - If you are selling products by weight, a class III scale is required by the City of Green Bay.
- **Prepared on Site Food Vendors** – foods prepared on site (i.e. food trucks, trailers)
 - Criteria
 - Must be sold by the vendor preparing the food.
 - A Temporary or Mobile Food Establishment permit.
 - Retail License: all vendors must have a seller's permit from the State of Wisconsin.
 - If you are selling products by weight, a class III scale is required by the City of Green Bay.
- **Art & Handcrafted Vendor** – handcrafted and homemade products
 - Criteria
 - Must be of original design or creation.
 - Must be made by the business displaying it.
 - No direct sales or third-party representatives.
 - Retail License: all vendors must have a seller's permit from the State of Wisconsin.
 - If you are selling products by weight, a class III scale is required by the City of Green Bay.
- **Broadway Business** – business located within the Broadway District
 - Products/services sold or advertised in your booth must be what is consistently offered by your business

Vendor Resources

- Seller's Permit
 - State of Wisconsin Department of Revenue – (608) 266-2776
 - <https://www.revenue.wi.gov/Pages/FAQS/pcs-seller.aspx>
- Temporary Food or Mobile Food Establishment Permit
 - Brown County Health Department – (920) 448-6400
 - https://www.co.brown.wi.us/departments/page_e8f82f5373ca/?department=fd7fb6bc484c&subdepartment=3d8ca986c3e9
- Class III Scale
 - City of Green Bay's Weights and Measures Inspection Division – (920)-448-3300
- <https://greenbaywi.gov/398/Weights-Measures>
- General Liability Insurance
 - Contact your insurance agent for details

If you have further questions or need additional information, please contact the On Broadway, Inc. office at (920) 437-2531. Note: approval status will NOT be given by phone. Many applications are received, and the review process is complex. Please be patient and understanding. Thank you for your interest, we look forward to a great season.



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VENDOR INFORMATION

All information MUST be provided for processing of application. You will not be accepted if all information and forms are not submitted. Please print clearly - information may be used on FMOB website for 2019 vendor listing.

Vendor Legal Name: _____
(the name to which we can issue a refund check if necessary)

Business Name (if applicable): _____

Farm/Business Address: _____ City: _____ State: _____ Zip: _____

Mailing Address (if different): _____ City: _____ State: _____ Zip: _____
* will not be listed on website

Phone: (____) _____ - _____ (able to be reached at any time) Business Phone (if different, for website): (____) _____ - _____

Email Address: _____

Website/Facebook (if applicable): _____

License Plate Numbers: _____
(please list all vehicles that could be at the market for set up) * will not be listed on website

Vendor Type

Please pick one category. Refer to Vendor Requirements and Process to help pick the category that most describes you.

_____ Produce _____ Processed Food _____ Prepared on Site Food _____ Art & Handcrafted _____ Broadway Business

Food Share Status

_____ I accept EBT/WIC/SNAP/Senior vouchers _____ I **do not** accept EBT/WIC/SNAP/Senior vouchers

_____ I would like more information about accepting EBT/WIC/SNAP/Senior vouchers

Product Description

Please list ALL products you will be selling, including specific times of availability, if applicable. If it is not on the list, you will not be allowed to sell it. No vendor may sell any type of alcohol. No vendor may give away re-usable bags of any kind. Attach additional sheets if necessary. Images (or samples) are highly recommended.



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Stall Options

The FMOB Committee will NOT place preference on historical booth numbers. If you have specific reasoning for a spot, please explain in detail and understand that your request may be taken into consideration. **We will not guarantee any specific stalls for any vendor. Payment must be included with application for seasonal vendors only.**

- _____ One 10' x 10' stall: \$310 (seasonal)
- _____ Two 10' x 10' stalls: \$580 (seasonal)
- _____ Three 10' x 10' stalls: \$875 (seasonal)
- _____ Four 10' x 10' stalls: \$1150 (seasonal)

Booth Request/Notes:

_____ Daily Stall List: \$40 per week (Daily stall vendors are used weekly to fill in for cancelled vendors, **do not send fee payment with application**)

Calendar

Please clearly mark an "X" on dates in the calendar below that you **WILL NOT** be vending at the FMOB. These will be used and tracked for attendance purposes. If you have more than one missed market without proper notice and approval you will be considered in bad standing for the next season. Daily vendors mark an "X" when **NOT** available.

May 29 3 – 8 p.m.	June 5 3 – 8 p.m.	June 12 3 – 8 p.m.	June 19 3 – 8 p.m.	June 26 3 – 8 p.m.
July 3 3 – 8 p.m.	July 10 3 – 8 p.m.	July 17 3 – 8 p.m.	July 24 3 – 8 p.m.	July 31 3 – 8 p.m.
Aug. 7 3 – 8 p.m.	Aug. 14 3 – 8 p.m.	Aug. 21 3 – 8 p.m.	Aug. 28 3 – 8 p.m.	Sept. 4 3 – 7 p.m.
Sept. 11 3 – 7 p.m.	Sept. 18 3 – 7 p.m.	Sept. 25 3 – 7 p.m.	NOTE: Sept. markets end at 7 p.m. instead of 8 p.m. Your assistance with customers is appreciated.	

NOTE: a minimum of 10 markets must be attended to be considered a seasonal vendor. If you will be present less than 10 markets, you will be considered a daily vendor and will be required to pay the daily vendor rate of \$40 per day.

- I understand that if a market is held I am required to be there; weather is not an excused absence. This is necessary to maintain the integrity of the market.
- I have read, understand and agree to abide by the FMOB guidelines. Fully permitted by law, I agree to defend, pay on behalf of, indemnify and hold harmless the elected officials, employees, volunteers and others working on behalf of On Broadway, Inc. and/or the City of Green Bay, against any and all claims, demands, suits, or losses, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Green Bay and/or On Broadway, Inc. by reason of personal injury, including bodily injury or death and/or property damage, including the loss of use thereof, which arises or is in any way connected or associated with the FMOB.
- I will review a copy of the FMOB rules and turn in a signed agreement prior to Friday, May 17.
- I understand that I am responsible to provide a certificate of general liability insurance to participate in the FMOB.
- I understand that the On Broadway, Inc. reserves the right to refuse any product or application at any time for any reason.
- I certify that information given in this application is true and correct.

Applicant's Signature: _____ **Date:** _____

Send payment and all other required documents to 340 N Broadway, Suite 165. Green Bay, WI 54303 Attn: Market Manager

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