

**Farmers' Market on Broadway  
2018 Vendor Rules**

**2018 Market Dates & Times**

Wednesday's beginning May 30 through September 26, 2018

3:00 p.m. – 8:00 p.m. | Markets end at 7:00 p.m. during September

\*NOTE a market will be held on Tuesday, July 3 to replace the market that falls on the Fourth of July holiday

**I. Absence Policy and Participation**

- a. It is understood that you will be attending all markets as noted on your application. If a change needs to be made, you must email or call Chelsea Kocken at 920-569-3425 or [chelsea@onbroadway.org](mailto:chelsea@onbroadway.org) at least ONE WEEK prior to the market you will miss
- b. Emergency Absence – an emergency is an unforeseen, unplanned situation such as a death in the family, funeral or medical emergency. The Market Manager may grant you up to two (2) emergency absences.
- c. Poor weather is not considered an excused absence. If there is severe weather threatening on the day of a market, the market manager will decide whether to cancel the market by 10:00 a.m. that day.
  - i. Vendors will be notified by email of a cancellation.
  - ii. Cancellations will also be posted to the website, Facebook page and On Broadway voicemail.
- d. After two (2) unexcused absences from the market, procedural violations will be implemented.

**II. Market Operations**

- a. Stall Designations – vendors are assigned a stall at the beginning of the season.
  - i. No vendor may switch stalls without the approval of the Market Manager. Stalls will not be moved unless there is valid reason that directly impacts the market.
  - ii. In the event there is an empty stall next to you, permission must be granted by the Market Manager for a vendor to occupy that stall
- b. Trash Management
  - i. Vendors must **NOT** discard refuse of any kind in or around trash receptacles on event grounds.
  - ii. Vendors must clean up their sales areas completely before leaving and haul the waste away.
  - iii. Leaving stalls with litter or refuse will be considered a procedural violation and market policies will be enforced.
- c. Set Up
  - i. Vendors must furnish their own booth items such as tents, tent weights, tables and chairs. Staking is prohibited. Umbrella use must be approved by the Market Manager.
  - ii. All tents or objects must be secured by 40-pound tent weights on every leg. The vendor is responsible for damage done by their tent. If a tent is not necessary to your product on windy days, we encourage you not to use a tent.
  - iii. All vehicular movement must stop by 2:30 p.m. and not start before 8:15 p.m. (or otherwise approved). Due to street closure timing and pedestrian safety, this will be strictly enforced.

- iv. If you have a conflict that consistently prevents you from being able to set up on time you may be removed as a vendor from the market without a refund of fees.
- d. Closing
- i. The market will close at 8:00 p.m. (7:00 p.m. in September) with no sales after that time. Clean up of your space must be completed by 8:45 p.m. (7:45 p.m. in September) due to the streets reopening.
  - ii. Vendors will not be allowed to leave prior to the market closing time. If a vendor has an emergency and needs to leave, please contact the Market Manager for an exception.
  - iii. If a vendor sells out of a product early, they are required to stay in their booth space and should post a “sold out” sign until the close of the market.
  - iv. The stall must be cleaned up and waste hauled away. Any vendor using grease products must have a drop cloth or plywood underneath their booth to prevent spills. Any grease spill must be treated with oil dry and cleaned up. The vendor is responsible for any clean up fees incurred because of their booth.
  - v. **NO VEHICULAR MOVEMENT IS ALLOWED BEFORE 8:15 p.m.** (or otherwise approved)
  - vi. The market will be held rain or shine. If the market closes for any reason, no refund will be given. If a vendor chooses to stay, then they stay at their own risk.

**III. Code of Conduct** – Market participants as well as their employees shall conduct themselves in a pleasant and courteous manner towards all market patrons, volunteers and staff.

**IV. General Requirements**

- a. Products - Vendors may sell only those products they themselves have helped to produce. The sale of any goods not grown or produced by the seller, the reselling of goods, or the sale of foods that have been traded or bartered for is not permitted. All sellers must abide by and all products must comply with all applicable federal, state and local regulations. Violations are subject to disciplinary action, including market expulsion.
- b. Prohibited Items – the sale of hobby ware and animals is prohibited. The Market Manager is empowered to interpret the existing market rules and to approve or disapprove products and anytime during the season. Brand name products, which are processed and sold under a brand name other than the vendor’s own are not allowed.
- c. Inspections – the Farmers’ Market on Broadway (FMOB) Committee has the right to conduct an inspection of the production areas of products sold by a vendor at the market. No notification is necessary prior to inspection. An inspection may include ownership information relevant to determining product legitimacy. Failure to allow an inspection will constitute a violation of market rules and may result in expulsion from the market.
  - i. It is the responsibility of the vendor to abide by the Health Department guidelines concerning the vending of products.
  - ii. If any vendor is deemed to be in violation of health codes pertaining to such products they will no longer be able to sell at the market that day and the proper regulatory agencies will be notified.

- d. Licenses and Permits
    - i. It is the responsibility of the vendor to obtain and provide to the Market Manager copies of all licenses and permits required for the sale of the vendor’s products.
    - ii. Weights and Measures – vendors are responsible for having their scales certified for compliance annually by the City of Green Bay Weights & Measures.
  - e. Noise and Fumes – no loud or disturbing noises shall be made, or action taken on the event grounds that will interfere with the rights, comfort or convenience of other vendors or the public. This includes but is not limited to, vocal solicitation, selling/promotion outside of your designated booth space, etc.
    - i. Generators must be whisper generators.
    - ii. No open fires, charcoal grills, or propane heaters are permitted. Propane grills are allowed.
- V. Reporting Violations** – a vendor, market customer or the market staff may submit to the Market Manager a written complaint against a vendor where there is reason to believe a violation of market rules exists. The identity of the complainant will not be revealed but no anonymous complaints will be accepted. Forms can be requested by contacting the Market Manager.
- VI. Market Policies and Violation Procedures** – if any of the above rules are violated, the Market Manager will assume the following steps.
- a. First Violation – verbal warning and documented with Market Manager
  - b. Second Violation – written warning and documented with Market Manager
  - c. Third Violation – loss of preferred vendor status for following year and documented with Market Manager
  - d. The Market Manger has the right to expel any vendor from the farmers’ market at any time at their discretion.

**As a Farmers’ Market on Broadway vendor or vendor representative, I have read and agree to abide by the 2018 Vendor Rules written above. I understand that the rules have been put in place to offer a positive market experience for all involved.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Booth Name

\_\_\_\_\_  
Date