2026-2027 WINTER MARKET PARTICIPATION & LICENSE AGREEMENT

This participation & license agreement is intended to inform prospective and participating vendors of the Winter Market rules, policies, and procedures. All vendors and at-market staff must adhere to the items listed in this document so that everyone—vendors, shoppers, staff, and volunteers alike—have a safe and enjoyable experience.

MANITOWOC WINTER MARKET

Select Saturdays, (November—April), 8 am-12 pm

- **Location:** The Venue at Union Square, 702 York Street, Manitowoc, WI 54220
- **Fees Due:** $150 per approx. 8ft table. Applications received after October 15th will cost an additional $50 per display area space.
- **Farmers Market Vendor Discount:** All 2026 Manitowoc Farmers Market vendors will receive a $50 discount on their space fee, making it $100 per approx. 8ft table.
- **Flex Vendor Fees:** $50 per week (max fee $150) with priority given to farmers/producers and those with unique product offerings.

Vendors must arrive in time to be completely set up by 8 am. Arrival and set-up may begin at 7:00 am. All vendors must be off site within one hour after completion of Market. ****DUE TO SAFETY & SPACE REASONS, NO LATE ARRIVALS OR EARLY DEPARTURES ALLOWED****

VENDOR SELECTION CRITERIA

The intended purpose is to showcase food and food products with an emphasis on locally or regionally grown and raised agriculture products. Priority is given to vendors with products grown, raised, processed, produced, and/or created by the vendor. Permission may be granted to current vendors for a limited number of supplemental products from other farms. These "supplemental products" should be Wisconsin grown when possible. All supplemental products must have their source of origin listed as required under the Food Safety Modernization Act. This information will include the location of farm, name of farm and farmer, address, and phone number.

The Market does not extend exclusive rights to any one vendor to sell any one product. However, if the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry. We are committed to creating a diverse market place with the highest quality, locally and regionally grown and produced products available.

Flex vendors allow the market to provide a variety of products and services to market goers. Flex vendors are allowed to attend only as space allows. Priority will be given to vendors who grow and sell produce; flowers/herbs; meat & meat products; eggs; dairy & cheese; baked goods and breads; and jams, jelly & condiments. All other product sales must be preapproved by the Market Manager.

Submission of an application does not guarantee acceptance to participate at the Market. Vendors will be notified upon review of application. No payments will be accepted until applicant has been notified of their acceptance by the Market Manager.

VENDOR REQUIREMENTS

The notes and guidelines included in this document are included as a courtesy and do not take precedence over governmental policy. Vendors must abide by all local, state, and federal regulations that govern sampling, production, labeling, and safety of every product offered at the Market. Further regulatory information is located below.

Farmers, Processors, Food Vendors must possess and maintain all required Wisconsin Department of Agriculture Trade and Consumer Protection (DATCP) licenses and permits. It is the vendor's responsibility to be familiar with all local, state, and federal regulations and permits that govern the products in which they sell. No distributors or reselling of products allowed. Please contact DATCP website at https://datcp.wi.gov/Pages/Homepage.aspx or by calling 608.224.5012 or the Manitowoc County Health Department at 920.683.4155 for the required regulatory requirements, food licenses, permits and certifications.

Artisan Crafters are persons selling quality craft items they made themselves. Soaps, lotions, and other body care items will be considered craft items. Crafters must create their craft products within the State of Wisconsin. Reselling previously manufactured craft items or flea items are not allowed. Secondhand items must be significantly re-worked, repurposed, altered, or enhanced. Photos of the craft process must be provided by craft vendors. ****REQUIRED**Each Artisan applicant must submit at least 3 photos of his/her work.** If more than one type of product is sold, i.e. you intend to sell pottery and paintings, please include at least 2 photos of each kind of product medium. Manitowoc Winter Market staff may require more pictures, at their discretion.

Vendors are responsible for knowing which requirements apply to their product(s). Below are resources:

SELLERS PERMIT

- Required for all vendors unless otherwise exempt.
- Vendor shall provide a copy of their Department of Revenue (DOR) issued Seller's Permit at the time of application.
- Vendors/ Sellers bear full responsibility for ensuring compliance with DOR permitting and other regulations. More information may be found at www.revenue.wi.gov/Pages/FAQS/pcs-seller.aspx or 608-266-2776.

WEIGHTS & MEASURES

- Sellers using a scale at the Market bear full responsibility for ensuring the type of scale and its use complies with Wisconsin Law.
- More information may be found at https://datcp.wi.gov/Pages/Programs_Services/WeightsAndMeasures.aspx.

FIRE SAFETY/USE OF FIRE SUPRESSION, FIRE EXTINGUISHERS AND COOKING UNDER TENTS

- Vendors who utilize cooking equipment must be in compliance with all state and local guidelines.
- Please contact the Manitowoc Fire Rescue Department at 920-686-6540.

TRANSIENT(TEMPORARY) FOOD PERMIT

- Required for all prepared food vendors.
- Contact Manitowoc County Health Department at 920-683-4155.

PROPERTY LOSS

Vendors assume all responsibility for any losses of property or money from the Market site. Booths should never be left unattended.

LIABILITY

The City of Manitowoc and The Venue at Union Square shall not be liable for any damage or injury to the Vendor, or any other person, or to any property, occurring on the Premises. **Vendors/Sellers bear full responsibility for ensuring they maintain appropriate insurance coverage for operation at the Market.**

DAILY MARKET RESPONSIBILITIES

1. Each vendor is responsible for maintaining his/her area in a clean, safe manner throughout the Market day. Vendors are further responsible for removing any waste generated during the market and disposing of same in designated dumpsters.
2. Vendor space is non-transferrable. In the event a vendor sells or transfers his/her business to another, the new owner must submit an application for approval. The City does not guarantee acceptance.
3. PROHIBITED at the Market:
    a. Animals.
    b. Amplified music (radios) heard beyond your stall.
    c. Approaching customers while they are at another vendor's location.
    d. Excessively loud speaking including calling out prices/products, items, or hawking.

e. Giving away food other than samples of product.
f. Smoking or vaping.
g. Subletting/Sublicensing booth space.
h. Dishonest merchandising, including, but not limited to: collusion to set prices among vendors; undercutting prices.

SIGNAGE

Vendors are REQUIRED to use market-supplied signage to identify their business name and, if applicable, acceptance of EBT.

SALES REPORTING

To assess the economic impact of the market, vendors will be asked and encouraged to anonymously share their sales data at the end of the market season. The information requested by market staff will include the types of products sold and the total sales.

ALTERNATIVE CURRENCIES

All vendors must accept U.S. currency. Vendors who sell eligible products, **must** accept EBT in the form of Market Bucks or Double Bucks and are required to display signage supplied by the Market. Reimbursement process and examples of currencies will be provided at the Market meeting. Questions regarding acceptable alternative currencies may be discussed with the Market Manager. *Vendors are not required to accept credit cards or checks directly at their booths.*

CANCELLATION POLICIES

The Market Manager will notify vendors via email and/or phone call of any Market cancellations due to inclement weather conditions.

Vendor cancelations of Market dates due to health, business failure, or other circumstances must be made to the Market Manager via email, phone call, or voicemail.