

VENDOR APPLICATION

The Market

Saturdays | May 4 –October 26 | 9 AM–2 PM

Riverside Park, 303 Mansion ST.
Mauston WI

VENDOR CONTACT

Contact Name:

Business Name:

Mailing Address:

Phone Number(s):

Email(s):

ONSITE CONTACT(S)

Contact Name:

Phone Number(s):

**Please note: It is important we have an email address for you and your on-site business partners/employees. We distribute emails during the season that include updates, concerns, and other important market information.*

The Market

RULES AND REGULATIONS

I. DATES, HOURS OF OPERATION, LOCATION

The Market (Mauston's Farmers' Market, Mauston's Riverside Farmers' Market) is a farm-based market located in Riverside Park, Mauston, Wisconsin

The 2024 Market will open on Saturday, May 4 and will run every Saturday through October 26. Market selling hours are from 9 AM to 2PM, with the first Saturday(flea market, Saturday) open at 8am-2pm . Vendors are expected to be present every week for which they signed up, unless notified by The Market Manager that the Market will be closed due to inclement weather.

II. MARKET OPERATIONS

Set up and closing procedures

Vendors must be on site to set up no earlier than 8:30 AM. Vendors are required to have arrived, unloaded, parked, and displayed their products at least 15 minutes prior to the official opening time of 9 AM. Vehicles must be parked in their designated spot, the public parking lot across the street from the park. Trash containers provided by Mauston Parks are for customer use only. Tents cannot be staked, but must provide 20# weights for the safety of guests.

You must be at your stall from 9 AM till 2 PM, no early departures.

Market attendance

If you cannot attend a particular market day you were assigned, he/ she must notify the Market Manager as early as possible. Vendors may not sublet their market space at any time during market season. Unannounced absences may result in the vendor losing their ability to attend any further events. Vendors should look for email or text messages if they are questioning weather.

Space assignment

Display tables of each vendor must stay within the boundaries of the allotted space and may not encroach into another vendor's space. The Market Manager will require a vendor to rearrange stall signage or a display if it is blocking another vendor or impeding traffic flow. Market Management has the right, at any time, to relocate a vendor to another space, at the Market Manager's sole discretion. Vendors are expected to be available in their booths during open hours. Each vendor will be given an assigned parking spot for one vehicle that is in close proximity to their sales area.

Signage

All vendors are required to display a sign with their name.

Reports

The Market requests an email, within 24 hours of sale date, be sent to the Market Manager reporting sales/donations at the market. This information will be used by the Market Manager to project growth of the market, promotion of the market, and to be included in the annual report. If the Wisconsin Department of Revenue requests the information, a form will be submitted.

The Market is not responsible for loss or theft.

Farmers Market Best Practices will be used as a guideline. No yelling or loud music will be permitted. No smoking is permitted in your booth area. The Market Manager reserves the right to send home a vendor due to illness. If you are ill and are sending a representative, it is your duty to make sure they understand the market's rules, and follow them. For health reasons, we encourage all tables to be covered, bags should have a single use, nothing should be stored on the ground, and each vendor should be aware of their personal hygiene and that of their representatives.

III. MARKET VENDOR AND PRODUCT GUIDELINES

. Any item sold must be approved by the Market Manager and the committee. Vendor items falling outside of the market's mission are subject to review and acceptance by the committee. Juneau County Health Department reserves the right to remove any products they feel do not meet regulations.

All vendors are required to comply with applicable local (municipal/ county), state and federal laws, rules and regulations. Vendors are required to obtain all appropriate permits and licenses. Valid permits/licenses must be brought to each market and copies of permits, licenses and insurance must be provided to The Market with vendor application.

V. LIMITS ON MARKET PARTICIPATION

Approval of Selling Privileges

The Market's approval of selling privileges for a vendor is always for a specified period and never exceeds one market season and ends November 1 of the same year.

VI. REVISION OF RULES

These rules govern the operation, administration, and management of The Market. The market will implement and enforce all rules and regulations pertaining to the operation of The Market. may change, delete or modify these market rules and regulations from time to time, and take any reasonable action to enforce them.

VENDOR COMMITMENT

I have read and understand The Market rules and regulations and will adhere to them. I will share them with my representatives and be responsible that they follow them as well.

Name:

Business / Organization Name:

Mailing Address:

Email:

Signature: Date:

Please note: This sheet needs to be signed and returned before market day.

PLEASE RETURN APPLICATIONS TO:

Angie Cain

The Market

1roadsidedogs@gmail.com