

## 2018-2019 Application Form & Vendor Rules



Time: Saturdays – 9:00 a.m. to 2:00 p.m.

When: 1st and 3<sup>rd</sup> Saturdays plus Small Biz Saturday  
Starting Nov. 3, 2018 to Apr. 20, 2019

Location: 1481 W Mason Street, Green Bay Plaza,  
corner of Fisk and W Mason Streets

Market Contacts: Leah [Director@MilitaryAve.org](mailto:Director@MilitaryAve.org).  
o. 952-544-9503 c. 612-810-0474  
425 S Military Ave. Green Bay, WI 54303

Paula – [TSDB2001@gmail.com](mailto:TSDB2001@gmail.com)  
c. 920-660-0805

### YOUR INFORMATION:

Business/Farm Name: \_\_\_\_\_

Business Location: (for produce vendor – where is the produce grown, others list where product is manufactured.)  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Best Phone for This Person: \_\_\_\_\_

Contacts Mailing Address: \_\_\_\_\_ Street, City, State, Zip \_\_\_\_\_

Business Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

*We may use some of this information for advertising.*

### GOAL OF THE WINTER MARKET

The goal of the winter Market on Military is to provide a variety of locally sourced products and food from Wisconsin that meet the needs of our customers and neighbors. See the attached rules to see if you may qualify before applying.

Priority and consideration will be given to:

- Prepaid daily vendors.
- Seniority from the summer Market on Military
- Farm or business' distance from the market
- Quality, diversity, and desirability of the product
- Hand-crafted product from locally sourced materials
- And lastly, on a first come first served basis.

**RATES**

**Daily Rates:**

\_\_\_\_\_ 10' x 10' space is \$10.00/daily  
this is for one space, one-time. All spaces are on a first come first serve basis. Reserved space for prepaid "full season" vendors only. An unexcused absence can result in the loss of a reserved space.

**Full Season Rate:**

\_\_\_\_\_ 10% discount for selection of 10 or more dates with prepayment.

**Special arrangements needed:**

\_\_\_\_\_ I need a special arrangement. Please call to discuss. 920.544.9503

**I need electricity:**

\_\_\_\_\_ An additional fee of \$10 per day will be charged for access to electricity.

**PAYMENT:**

Send check or money order made payable to: Military Avenue, Inc.

Mailing address: 425 S Military Ave. Suite 206, Green Bay, WI 54303

**VENDOR TYPE**

Check one (or more) type that best fits.

\_\_\_\_\_ Processed/preserved food      \_\_\_\_\_ Fresh produce/product      \_\_\_\_\_ Meat, fish, egg, or poultry  
\_\_\_\_\_ Handmade craft/art      \_\_\_\_\_ Community/nonprofit cause      \_\_\_\_\_ Other \_\_\_\_\_

**PARTICIPATION**

**Month / 1st and 3rd Saturdays plus Small Business Saturday:**

Mark the dates you intend to participate. Priority will be given to product-approved vendors with prepayment of more than 10 market dates. See below for notice of absence to keep your priority space.\* 13 possible dates

|             | <b>1<sup>st</sup> Saturday</b> | <b>3<sup>rd</sup> Saturday</b> | <b>Special Dates</b>                |
|-------------|--------------------------------|--------------------------------|-------------------------------------|
| <b>Nov.</b> | 3                              | 17                             | 24 <sup>th</sup> Small Biz Saturday |
| <b>Dec.</b> | 1                              | 15                             |                                     |
| <b>Jan.</b> | 5                              | 19                             |                                     |
| <b>Feb.</b> | 2                              | 16                             |                                     |
| <b>Mar.</b> | 2                              | 16                             |                                     |
| <b>Apr.</b> | 6                              | 20                             |                                     |

\* If you are a prepaid and approved vendor with an assigned space, you must let us know, by Friday if possible, if you will not be attending one of your scheduled dates or you can lose your assigned space. It helps us to arrange the market if we know who will be attending each date.

**EBT card acceptance**

Are you interested in accepting EBT cards as a form of payment? \_\_\_\_\_ YES \_\_\_\_\_ NO

We have a machine to process the EBT cards and pay you daily, after the market. WIC or Senior vouchers are NOT valid for the winter. \*If too few vendors qualify for EBT we may not offer this service.

**PRODUCT INFORMATION:**

We want our market to be LOCAL. All items in the market must be grown, produced, created, or manufactured locally. Local means that the product was produced by you or your company within 100 miles of the market. 20% of your product can be exempted from this rule. Exceptions will be discussed and must be approved before selling.

Do you grow or produce all your sale items? YES / NO

If not, please explain: \_\_\_\_\_

Please list **ALL** items you intend to sell at the market.

**Items not listed and approved may not be sold at the market.** Handmade Craft/Art, please submit photos.

*Example: onions, apples, beaded jewelry, etc.*

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Attach additional page(s) if necessary.

**\*\* Vendors will receive a letter/email/call of acceptance confirming their membership for the season. Thanks for your interest in our WINTER Market on Military.**

Contract between you and the Military Avenue, Inc. Market on Military – 2018-2019

***Have you been approved? \*\****

***Vendors will receive a letter/email/or call of acceptance confirming their membership for the season.  
This application alone does not mean that you are approved.***

You are responsible for conforming to all applicable Federal, State, and local laws that apply to your products and the sale of such. Individual product liability insurance and licenses are your responsibility. ***Vendors are encouraged to carry liability insurance coverage protecting them in their participation at our market.***

I understand that this document serves as a contract between my business (above farm name/business name) and Military Avenue, Inc. I have read, understand, and agree to conform to the conditions stated in this application and vendor rules and have provided truthful and comprehensive information on this form.

If I do not comply with the market guidelines, I may be asked to leave and forfeit any and all remaining vendor fees. As a vendor, I may petition to be re-accepted at the market if approved by Military Avenue, Inc. Market on Military planning committee.

I agree that Military Avenue, Inc., along with AAM-Green Bay Plaza, LLC, and MLG Commercial, LLC, and their respective officers, employees, agents and consultants are not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the Winter Market on Military; whether such injury, theft, or damage occurred prior, during, or after the Winter Market on Military 2018-2019 season.

My Business/Farm further agrees to indemnify, defend and hold harmless Military Avenue, Inc., AAM-Green Bay Plaza, LLC, and MLG Commercial, LLC and their respective officers, employees, agents, and consultants for and against any claims for such injury, theft, or damage.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**Any violation of our guideline(s) may result in immediate expulsion from the Market on Military. Please respect our efforts to make this a fun, healthy and enjoyable experience for all.**

***Thanks for your interest in our market!***

*Please make a copy of this form for your records and return the original to us.*

**OFFICE USE:**

Accept: \_\_\_\_\_ W/Exceptions: \_\_\_\_\_ Decline: \_\_\_\_\_

Exceptions/Change: \_\_\_\_\_

Confirmed: \_\_\_\_\_ Date: \_\_\_\_\_ Sign: \_\_\_\_\_ Note:

## **KEEP THIS SECTION FOR YOUR RECORDS.**

Market Contacts: Leah Weycker [Director@militaryave.org](mailto:Director@militaryave.org) o. 920-544-9503, c. 612-810-0474  
Paula Weber [TSDB2001@gmail.com](mailto:TSDB2001@gmail.com) c. 920-660-0805

Weather Related info: For weather cancelations, we will send out an email or find info on Facebook - Military Avenue Business Association and Market on Military group.

## **GENERAL MARKET INFORMATION**

### **Logistics:**

- The winter market will be located at 1481 W Mason Street, Green Bay, WI 54303. This is on the end of the Green Bay Plaza at the corner of Fisk and W Mason Streets.
- The market will open at 9:00 AM for customer sales and end at 2:00 PM.
- Vendors are allowed to begin set up at 7:30 AM.
- Stall spaces are 10' x 10' and will fit a 6-8 foot table and chairs.
- All vendor vehicles should be parked away from the doors after unloading product. Give our customers the good spots! A large lot is available at the back of the building will be available for parking also.
- Vendor booths will be assigned on a first come first serve basis, good market layout, and a priority for daily vendors.
- The market managers have the authority to move and reassign stall space to enhance or facilitate the market operations.
- All vendors are responsible for their own garbage removal.
- Smoking is prohibited.

### **Vendor Transactions:**

- Price, terms of sale, etc. are between buyer and seller only. All vendors agree to abide by fair business practices.
- Any required sales tax collections and remittances are the sole responsibility of the sellers.
- Prices should be clearly posted for customers.

### **Equipment and Appearance:**

- Vendors are required to bring their own tables, chairs, and any other items needed for their display in their respective assigned space.
- All items must be contained within the space assigned and may not infringe on adjacent vendors.
- The general cleanliness of the market area is everyone's responsibility. All vendors must keep their area neat while selling and make certain that the area is clean before leaving.
- Removal of your garbage is required. Market receptacles cannot be used.
- Please clearly display prices for all customers to see.
- All market vendors should represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn at all times.

## **Needing to Cancel: contract, days attending or weather related problems**

- If you need to cancel your contract with us, please give us a two week notice or contact us as soon as possible. **Leah** can be reached [Director@militaryave.org](mailto:Director@militaryave.org) or 920-544-9503 or cell 612-810-0474. **Paula** can be reached [TSDB2001@gmail.com](mailto:TSDB2001@gmail.com) or 920-660-0805.
- If you are unable to attend a certain day that you had included in your application, please contact us by Friday or as soon as possible. No refund will be made for that day. [Director@militaryave.org](mailto:Director@militaryave.org) o. 920.544.9503 or c.612-810-0474.
- The Market may be cancelled due to severe weather. Please call 612-810-0474 or 920-544-9503 or check our Facebook page at Military Avenue Business Association for weather related announcements.

## **Special Services and Features at Market on Military:**

- The Military Avenue information booth may accept and coordinate vouchers for EBT payment. Signs will be available if you are qualified to accept this form of payment. Training will also be available for qualified products and procedures.
- There will be a “Community Booth” for businesses, community members, other non-profit agencies, or causes approved by the committee.
- A rest room and a hand washing area will be available.
- Signage and other methods of advertising will be done to promote attendance.
- Facebook, MilitaryAve.org website and other social media will be used for advertising and as a source for updates and news.
- Possible music, demonstrations, or other entertainment will be scheduled as possible. If you have an activity or demonstration, please let us know.

## **PRODUCT INFORMATION FOR SPECIFIC VENDORS:**

**Fresh Produce Vendors** – Fresh picked and uncut vegetables, fruits, apples, melons, etc. Also seasonal decorations, living plants, fresh cut flowers etc.

- Must be locally grown within 100 miles of Green Bay (except peaches & blueberries or 20% total).
- All vendors must have signs displaying their name or farm name and the town they are located.
- Must be personally cultivated by you or the business you own.
- Must be listed on the Product Description Form you submitted to us.
- Samples may be cut if proper food safe conditions are followed.
- Must give address where produce is grown on the Business Address Form.
- Organic vendors must include proof of certification in order to promote “organic.”
- If you are selling products by weight, a class III scale is required by the City of Green Bay, for more information contact the City Of Green Bay’s Weights & Measures Inspection Division at 920.448.3300.
- Stall space is not transferable.

**Processed/Preserved Food Vendors** - Prepackaged foods such as pickles, salsas, honey, smoked, etc.

- All food must be processed by you or the business you own.
- All vendors must have signs displaying their name or farm name and the town they are located in.
- Processed food items should be sold with valid processing license or comply with Wisconsin labeling

law requirements.

- All vendors must have a sellers permit from the State Of Wisconsin if required.
- If you are selling products by weight, a class III scale is required by the City of Green Bay, for more information contact the City Of Green Bay's Weights & Measures Inspection Division at 920.448.3300.
- Stall space is not transferable.

**Food Consumed on Site Vendor** - Foods prepared on-site for immediate consumption.

- A temporary or mobile food establishment permit from the Brown County Health Department is required. Please contact the Brown County Health Department at 920.448.6400.
- All vendors must have a sellers permit from the State Of Wisconsin if required.
- If you are selling products by weight, a class III scale is required by the City of Green Bay, for more information contact the City Of Green Bay's Weights & Measures Inspection Division at 920.448.3300.
- Only the food listed on your application may be sold by the vendor preparing the food.
- Stall space is not transferable.

**Handmade Craft/Art or Décor Vendor** - Hand-crafted and home-made products and art.

- Items sold must be of your original design or creation.
- Person displaying the items must be the creator (no sales reps).
- All vendors must have signs displaying their name or farm name and the town they are located.
- All vendors must have a sellers permit from the State Of Wisconsin if required.
- Stall space is not transferable.

***\*\* Vendors will receive a letter/email/call of acceptance confirming their membership for the season.  
Thanks for your interest in our Market on Military!***