



## **2019 Application Form & Vendor Rules**

**Market Time:** Thursdays – 3:00 p.m. to 7:00 p.m. or dusk

**Dates:** June 06, 2019 through October 24, 2019 - 20 weeks  
No market on the 4<sup>th</sup> of July

**Location:** Green Bay Plaza parking lot  
1505 W Mason St.  
(Near the former Sears building)

**Market Contact:** [Director@MilitaryAve.org](mailto:Director@MilitaryAve.org)  
www.MilitaryAvenue.org - website  
425 S. Military Ave. #206 Green Bay 54303  
o. 952.544.9503 Leah's c. 612.810.0474

### **YOUR INFORMATION:**

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

Business Location: (Produce vendors – 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 \_\_\_\_\_

Email: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Facebook: \_\_\_\_\_ Website: \_\_\_\_\_

*We may use some of this information for advertising you and other participating vendors at our market.*

### **RATES**

**Full Season Rate:** Spaces are approximately 12'x12' and are non-transferable. Full season rates are for vendors attending 15 or more market dates with prepayment.

\_\_\_\_\_ One space for the full summer season - \$150

\_\_\_\_\_ Two spaces for the full summer season is - \$200

\_\_\_\_\_ I need a special arrangement. \_\_\_\_\_

**Daily / Monthly Rates:** For vendors attending less than 15 markets.

\_\_\_\_\_ One space is \$12.00/daily

\_\_\_\_\_ This is for one space, on one market date. This date must be approved **before** attending that day.

**BID member businesses/Community/nonprofit:**

\_\_\_\_\_ For businesses located in the Military Avenue BID district and the property owner is up to date on fees.

\_\_\_\_\_ Contact Military Avenue, Inc. for information on rates. Others must be approved by the committee.

**VENDOR TYPE**

Check one (or more) type that best fits.

\_\_\_ Fresh produce

\_\_\_ Processed/preserved food

\_\_\_ Jewelry (as your main item)

\_\_\_ Food to be consumed on site

\_\_\_ Hand-made craft/art

\_\_\_ **BID Member**

\_\_\_ Fresh cut flowers/bouquets

\_\_\_ Live plants

\_\_\_ **Community/Nonprofit**

**YOUR SPACE NEEDS:**

Full season produce vendors have a priority and semi-permanent spots. Most sites have space for one vehicle. All vendors must be preregistered to set up. We will assign vendors to open spaces based on the best layout. All space assignments are subject to change.

Please identify any special space needs you may have. (Car, van, trailer, generator, hot equipment, etc.)

**PAYMENT:**

Send check or money order made payable to –  
Military Avenue, Inc., 425 S Military Ave. # 206, Green Bay, WI 54303

**PARTICIPATION**

**Month / Week Dates:**

**Full Season Vendors:** you are expected to attend all the dates, if possible, with a minimum of 15. If there are dates that you know you cannot attend during the entire season, please mark them off so we can fill in your space that day.

**Daily Vendors:** please select the days you want to attend.

	Thursday - Days of the Month				20 days
June	6	13	20	27	
July	NO	11	18	25	
August	1	8	15	22	29
September	5	12	19	26	
October	3	10	17	24	NO

<b>Specials and Themes</b> (dates/events subject to change)
June 6th + 13th – Grow! (seed planting)
July 4th – No market
August 8th or 15th – Dog Days of Summer
Sep. 19 <sup>th</sup> – Music on Military - Dirty Martinis
Oct. 31 – No Market

**WIC/Senior or EBT card/voucher acceptance:** (local fruit, veggies and edible, non-prepared food.)

This program can increase YOUR sales. If your product is eligible to be purchased with WIC/Senior Vouchers or Electronic Benefits SNAP (EBT) programs, will you accept them?

EBT payments         YES     NO     I need training for EBT

WIC/Senior Vouchers  YES     NO     I need training and a certificate

NOTE: We have a machine to process EBT cards and will reimburse you with cash on a daily basis. Training for EBT will be provided by us. We can arrange for you to have WIC/Senior Voucher training.

We encourage vendors to accept one or more of these methods of payment, if eligible.

**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 what you sell can be grown by other **local** farmers. **Local** is the key word. Some exceptions may apply per committee approval.

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

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

Please list items you intend to sell at the market. **Items not listed and approved by Military Market staff may not be sold at the market.** Handmade Craft/Art, please submit photos.

*Please identify product(s) you have that we may not want to duplicate. All local produce is welcome and specialty produce is encouraged. Our committee reserves the right to refuse to accept certain products.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional page(s) if necessary.

**\*\* Vendors, you will receive a letter/email/or call of acceptance confirming your membership for the season.**

Contract between you and the Military Avenue, Inc. Market on Military

*Have you been approved? \*\**

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

I understand that if necessary, I will obtain any and all proper permits from the City, County and/or State as required to be a vendor and sell at the Military Avenue Market on Military. ***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 me, my business, 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 Military Ave Partners LLC, AAM Green Bay Plaza LLC, and MLG Management 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 Military Avenue Market on Military; whether such injury, theft, or damage occurred prior, during, or after the Military Avenue Market on Military season.

My Business/Farm further agrees to indemnify, defend and hold harmless Military Avenue, Inc., AAM Green Bay Plaza LLC, Military Ave Partners LLC, and MLG Management 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.**

*Please make a copy of this form for your records and return the original (page 1-4) to us as soon as possible.*

**OFFICE USE:**

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

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

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

# GENERAL MARKET INFORMATION and GUIDELINES

## **Logistics:**

- The market will open at 3:00 PM for customer sales and end at 7:00 PM or dusk, later in the season. Set up can begin at 1:30 PM.
- There will be no moving vehicles allowed after 2:30 PM inside the market area.
- Vendors must remain in place until the close of the market unless there is an emergency.
- Due to a negative look of empty spaces, we are assigning space on a first-come, first-serve basis. Your space may change if you are absent a day.
- As space allows, vendors are allowed to sell out of their vehicle but must also have a table and canopy to display their items.
- If you have a large enough space, vendors must park their vehicle (only one) in the assigned spot.
- Move your empty vehicle to give our customers the best parking spots! Plenty of parking is available near the market.
- 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. No use of the general customer trash receptacles, please.
- Electricity is not available on the market grounds.
- Smoking is prohibited within the market grounds.

## **Vendor Transactions:**

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

## **Equipment and Appearance:**

- Canopy tents are required by all vendors. At times, wind conditions may warrant a tent free day.
- Vendors are required to provide their own tables, chairs, canopy tent, **canopy weights**, and any other items needed for their safe display in their respective assigned stall 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.
- All market vendors should represent themselves in an appropriate manner, dress, and state of cleanliness.
- Shirts and shoes should be worn at all times.

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

- The Market may be cancelled due to severe inclement weather. Every effort will be made to prevent canceling. Please check our Facebook page at Military Avenue Business Association for weather related closings or announcements. Weather related closings will be announced by 9 AM. We make every effort

to NOT cancel. Our customers grow to expect that we will be there.

- If you need to cancel your **contract** with us, please give us a two week notice or contact us as soon as possible. A prorated amount may be returned to you with your proper notice. [Director@militaryave.org](mailto:Director@militaryave.org) or 920.544.9503.
- If you are unable to attend a certain day that you had included in your application, please contact us by Tuesday of the market week or as soon as possible. No refund will be made for that day. Director @militaryave.org or 920.544.9503
- For last minute communication, call the market coordinator's cell phone at 612-810-0474.

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

- The Military Avenue information booth will accept and coordinate vouchers for EBT payment. Signs will be available if you are willing to accept this form of payment. Training will also be available. We strongly encourage taking advantage of this program as it increases your sales. We offer a cash reimbursement at the end of the market day.
- There will be a "Community Booth" for businesses, community members, other non-profit agencies, or causes approved by the committee.
- *Extra produce?* We will take your unwanted products to **House of Hope**. They are located one block north west of our district and provide shelter for young mothers and their children under the age of 5.
- Portable, accessible rest room 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 a source for updates and news. Please share, like, post, and repost to help us.
- Possible entertainment such as music, demonstrations, themes, or guests will be scheduled when possible. Please host your own specials also.

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

#### **All Market on Military Vendors –**

*\* items marked with a \* are required to be submitted with your applications.*

- The flavor of our market is *Local, Hand-crafted, and Homemade*. Please help us form a positive and unique environment.
- Specialty and unique items are especially welcomed and encouraged!
- All vendors must have a sellers permit from the State of Wisconsin if required. This link will help you decide <https://www.revenue.wi.gov/Pages/FAQS/pcs-seller.aspx>. Produce only vendors do not need a permit.
- Our market is kid friendly. We try to have an activity and chalk each market.
- Our market is dog friendly.

**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.
- All vendors must have sign(s) displaying their name.

- Must be personally cultivated by you or the business you own and address listed on the application. Only 20% can be other, local produce.
- Items you sell must be listed on the Product Description Form. (To help us avoid too much duplication.)
- Samples may be cut if proper safe food conditions are followed.
- \*Certified Organic vendors must include proof of certification in order to promote “organic.”
- Practice all safe food handling procedures and obtain any license or permits required for your product.
- 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.
- Scales may be available for rent from UW Extension office. Ask for more info.

**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 and comply with Wisconsin labeling law requirements. Proof of license is required for Brown County Health Dept. inspections at the market. Check to see if you are exempt here [DATCPDFSLicensing@wi.gov](mailto:DATCPDFSLicensing@wi.gov) (new “pickle law”)
- Practice all safe food handling procedures and guidelines for your product.
- 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.
- Scales may be available for rent or purchase from UW Extension office. Ask for more info.

**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. Brown County Health Dept. Inspections will be at the market at random times.
- 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.
- Scales may be available for rent from UW Extension office. Ask for more info.
- Only the food listed on your application may be sold by the vendor preparing the food.

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

- Items sold must be of your original design or creation.
- No used or garage sale type items may be sold. (unless we host a flea market)
- Person displaying the items must be the creator. (sorry, no sales reps or pyramid products)
- All vendors must have signs displaying their name.

If you have any questions related to your application, please send an email to [Director@MilitaryAve.org](mailto:Director@MilitaryAve.org) or call 920.544.9503.

**\*\* If you are accepted, vendors will receive a letter/email/call of acceptance confirming their membership for the season. Thanks for your interest in Market on Military! Share this with your friends.**