

2019-2020 Application Form & Vendor Rules



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

When: 1st and 3rd Saturdays plus Small Biz Saturday
Starting Nov. 2, 2019 to Apr. 18, 2020

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

Market Contacts: Leah Director@MilitaryAve.org.
o. 952-544-9503 c. 612-810-0474
425 S Military Ave. #206
Green Bay, WI 54303

Paula – 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: _____

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. LOCAL is the key word.

Priority and consideration will be given to:

- Prepaid full season 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:

_____ Space is \$10.00/daily

_____ this is for one space, one-time. Space size varies from 8’ to 10’ selling side(s). Reserved spaces for prepaid “full season” vendors only. An unexcused absence can result in the loss of a reserved space. We may need to move your space for the best layout.

Any special space size or needs? _____

Full Season Discounted Rate:

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

Special arrangements needed:

_____ I need a special payment arrangement. Please call to discuss. 920.544.9503

I need electricity:

_____ An additional fee of \$5 per day will be charged for access to electricity. Availability is limited.

PAYMENT:

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

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

	1 st Saturday	3 rd Saturday	Special Dates
Nov.	2	16	30 th Small Biz Saturday
Dec.	7	21	
Jan.	4	18	
Feb.	1	15	
Mar.	7	21	
Apr.	4	18	

* If you are a prepaid and approved vendor with an assigned space, you must let us know, by Friday, 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. An empty space looks bad for all of us.

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. This is a federal food support program. *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. _____

Attach additional page(s) if necessary.

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

Contract between you and the Military Avenue, Inc. Market on Military – 2019-2020

*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 Newmark Knight Frank, Inc, 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 2019-2020 season.

My Business/Farm further agrees to indemnify, defend and hold harmless Military Avenue, Inc., AAM-Green Bay Plaza, LLC, and Newmark Knight Frank, Inc 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 o. 920-544-9503, c. 612-810-0474
Paula – TSDB2001@gmail.com c. 920-660-0805

Weather Related info: For weather cancelations, we will send out an email and/or post 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.**You must stay until the end.
- Vendors are allowed to begin set up at 7:30 AM.
- Stall spaces are roughly 8' to 10' x 8' and will fit your 6' - 8' foot table and chairs.
- All vendor vehicles should be parked away from the doors after unloading. Give our customers the good spots! A large lot is available at the back of the building and will be available for customer parking also.
- Vendor booths will be assigned on a first come first serve basis, good market layout, and a priority for full time 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.
- 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: our contract or days attending or due to 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 or 920-544-9503 or cell 612-810-0474.
- 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 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. We will also post on Market on Military and Military Avenue Business District pages.

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!***