



Coordinated by: 

2020 Application Form & Vendor Rules

Time: Thursdays, 3 PM to 7 PM or dusk in fall

Dates: June 4, 2020 through October 22, 2020
21 weeks

Location: Green Bay Plaza parking lot
1505 W Mason St. Green Bay, WI 54303

Market Contact:

Leah Weycker
Director@MilitaryAve.org
www.MilitaryAvenue.org - website
425 S. Military Ave. #206
Green Bay, WI 54303
o. 920.544.9503 Leah's c. 612.810.0474

YOUR INFORMATION:

Contact Person: _____ Best Phone for This Person: _____

Contacts Mailing Address: _____ Street, City, State, Zip _____

Email: _____ Other Phone: _____

BUSINESS INFORMATION:

Business/Farm Legal Name: _____

Business Location/address: (Produce vendors – list location(s) where the produce grown? Others list where product is manufactured.)

Facebook: _____ Website: _____

We may use this information for advertising, tagging you, feature articles, and other marketing.

Help us to advertise by liking and sharing Military Avenue Business District, Market on Military (group and event), sharing fliers with your customers, and/or collecting email addresses for the newsletter.

TAX and LICENSING (IF required of your product or situation. It is your responsibility to know.)

WI Tax Account (15 digit number): _____

The State of Wisconsin requires that you have a WI Tax Account (formerly sellers permit) IF you sell taxable merchandise. See <https://www.revenue.wi.gov/pages/faqs/pes-seller.aspx> for more information.

License Number (and a copy) _____

IF this is required of you - to process/package food, sell from a food truck, make cheese, sell meat or eggs, etc. For more information see https://datcp.wi.gov/Pages/Licenses_Permits/FoodLicenses.aspx

I am exempt _____

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**. If you need a special arrangement for payment, call or email.*

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

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

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, and pre-approval.

BID member businesses/Community/nonprofit:

_____ For businesses located in the Military Avenue BID district.
The property owner must be up-to-date on fees.

Other:

_____ Contact Military Avenue, Inc. for information on rates. Committee approval needed.

PAYMENT:

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

VENDOR TYPE Check one (or more) type that best fits.

- | | | |
|--|---|---|
| <input type="checkbox"/> Fresh produce | <input type="checkbox"/> Processed/preserved food | <input type="checkbox"/> Jewelry (as main item) |
| <input type="checkbox"/> Fresh cut flowers/bouquets | <input type="checkbox"/> Hand-made craft/art | <input type="checkbox"/> Bakery/Breads |
| <input type="checkbox"/> Food to be consumed on site | <input type="checkbox"/> Live plants | <input type="checkbox"/> BID member/non-profit |

YOUR SPACE NEEDS:

Full season produce vendors have a priority and semi-permanent spots with room for one vehicle. All space assignments are subject to change based on the best market layout.

Please identify any special space needs you may have. (Extra-large vehicle, trailer, generator, hot equipment, etc.)

PARTICIPATION DATES **Month / Week Dates:**

Full Season Vendors: You are expected to attend all the dates, if possible, with a minimum of 15 dates. 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. Failure to attend without notice may cause the loss of your spot.

Daily Vendors: Please select the days you want to attend. Mark the dates below.

| | Thursday - Days of the Month | | | | 21 days |
|-----------|------------------------------|----|----|----|---------|
| June | 4 | 11 | 18 | 25 | |
| July | 2 | 9 | 16 | 23 | 30 |
| August | 6 | 13 | 20 | 27 | |
| September | 3 | 10 | 17 | 24 | |
| October | 1 | 8 | 15 | 22 | NO Mkt |

| |
|--|
| <p>Specials and Themes (subject to change)</p> <p>June – Grow! - Seed planting Throwback Thursday Flea Market</p> <p>July - Ice Cream Social</p> <p>Aug. – Dog Days of Summer</p> <p>Sep. – Music on Military</p> <p>Oct. - Fall Festival (no Market on Oct. 29)</p> |
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EBT card/voucher acceptance: This is ONLY for food stamp (SNAP) eligible products.

This program can increase YOUR sales. If your product is eligible to be purchased with Electronic Benefits SNAP (EBT) programs, we encourage you to accept them. We value the ability for all to buy at the Markets.

EBT payments _____ YES _____ NO, why? _____ _____ I need training

NOTE: We pay for a machine to process EBT cards and will reimburse you with cash for the vouchers you accept, on a daily basis. Training and information for EBT will be provided.

WIC/Senior Vouchers:

This program can increase YOUR sales. If your product is eligible to be purchased with WIC/Senior Vouchers, we encourage you to accept them. We value the ability for all to buy at the Markets. If needed, we can coordinate training for you from an authorized State of WI program coordinator. After training, you will receive instructions for reimbursement.

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

Product Information:

IMPORTANT: Our market is advertised as **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. Only 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 NO, please explain and list: _____

Please list items you intend to sell at the market. **Items not listed and approved by Military Avenue market committee or staff may not be sold at the market. ALL ITEMS MUST BE LOCAL!**

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 or use the blank page (page 6) for more space.

This is a 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, vendor rules and guidelines, and I 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 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 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 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 _____

***** By signing, you also read and accept the following guidelines. Any violation of our guidelines listed below (pages 6-10) may result in immediate expulsion from the Market on Military.**

Our Values: We support and encourage our market to be a fun, healthy and enjoyable experience for all.

Please make a copy of this form for your records and return the original (pages 1-5) to us.

OFFICE USE:

Accept: _____ W/Exceptions: _____ Decline: _____

Exceptions/Change:

Confirmed: _____ Date: _____ Payment: _____ Sign: _____

Note:

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GENERAL MARKET ON MILITARY INFORMATION and GUIDELINES

Keep this for your records

A. Logistics:

1. The summer market will open at 3:00 PM for customer sales and end at 7:00 PM or dusk in the fall. Set up can begin at 1:00 PM.
2. There will be no moving vehicles allowed after 2:30 PM inside the market area. Safety first.
3. Vendors must remain in place until the close of the market unless there is an emergency. Let us know if that is the case, before you leave. We can assist with your exit.
4. Due to the 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. Space assignments are subject to change as we may need to rearrange for the best market layout.
5. As space allows, vendors are allowed to sell out of their vehicle but must also have a table and canopy to display their items. Weather related issues may be an exception.
6. Most sites have room for one vehicle only.
7. Give our customers the best parking spots! Move any unnecessary vehicle away from the market. Plenty of parking is available within a short walk.
8. The market managers have the authority to move and reassign stall space to enhance or facilitate the market operations.
9. All vendors are responsible for their own **garbage removal**. Please do not use the customer trash receptacles.
10. Electricity is not available on the market grounds. Generators use must be quiet and considerate to all. Please place in a spot as to not disturb others.
11. Smoking is prohibited within the market grounds.

B. Vendor Transactions:

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

C. Equipment and Appearance:

1. Canopy tents are required for all vendors. At times, wind conditions may warrant a tent free day.
2. Vendors are required to provide their own tables, chairs, canopy tent, **35# - 50# per foot canopy weights**, and any other items needed for a safe display in their respective assigned stall space.
3. All items must be contained within the space assigned and may not infringe on adjacent vendors.
4. 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.

5. Removal of **your own garbage** is required. Market receptacles cannot be used, ...please.
6. All market vendors should represent themselves in an appropriate manner of dress and state of cleanliness.
7. Shirts and shoes should be worn at all times.

D. Needing to cancel: For your contracted days or weather related problems

1. The Market may be cancelled due to severe inclement weather. Please check our Facebook page at Military Avenue Business Association for weather related closings or announcements. An email will be sent if we need to cancel for our safety. 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.
2. 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 or 920.544.9503.
3. 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
4. For last minute communication, call the market coordinator's cell phone at 612-810-0474 - Leah.

E. Special Services and Features at Market on Military:

1. The Military Avenue information booth will accept and coordinate vouchers for EBT payment. Signs will be available for those accepting 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 for vouchers under \$50.
2. There will be a "Community Booth" for businesses, community members, other non-profit agencies, or causes approved by the committee.
3. If you have 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.
4. A portable, accessible rest room will be available on the market site.
5. Signage and other methods of advertising will be done to promote attendance.
6. 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. It helps for all of us to advertise.
7. Possible entertainment such as music, demonstrations, themes, or guests will be scheduled when possible. Please host your own specials also. Let us know ahead of time so we can help you promote your specials.

F. Specific Product Information for Vendors :

All Market on Military Vendors –

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

1. The flavor of our market is *Local, Hand-crafted, and Homemade*. Please help us form a positive and unique environment. Local, local, local!
2. Specialty and unique items are especially welcomed and encouraged! These items bring in more customers and can be a good story to tell.
3. 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>.
4. Our market is kid friendly. We have an activity for kids/adults and chalk available at each market.
5. Our market is dog friendly for well behaved, dogs with owners having control at all times. Pet products sell well.
6. We value the acceptance of payment by EBT, WIC, and Senior Vouchers to encourage healthy eating for all.
7. We are a family friendly, honest, no-frills farmers market with easy in-out customer access.

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

1. Must be locally grown within 100 miles of Green Bay. The only exception is blueberries that can come from Michigan.
2. All vendors must have sign(s) displaying their name.
3. Must be personally cultivated by you or the business you own and address listed on the application. Only 20% of your sales can be other, local produce. But, all must be locally grown.
4. Items you sell must be listed on the Product Description Form. (To help us avoid too much duplication.)
5. Samples may be cut if proper safe food conditions are followed.
6. *Certified Organic vendors must include proof of certification in order to promote “organic.”
7. Practice all safe food handling procedures and obtain any license or permits required for your product(s).
8. 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. They have checked in the past.

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

1. All food must be processed by you or the business you own. Only 20% of your products can be processed by other properly licensed, local vendors.
2. All vendors must have signs displaying their name or farm name and the town they are located in.
3. *Processed food items may need to 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.
4. Practice all safe food handling procedures and guidelines for your product.

5. 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. They have checked in the past.

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

1. *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. does random inspections at the market.
2. 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.
3. 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.

1. Items sold must be of your original design or creation.
2. No used or garage sale type items may be sold. (unless we host a flea market)
3. Person displaying the items must be the creator. (sorry, no sales reps or pyramid products)
Only 20% of your products can be of another local artist or creator.
4. All vendors must have signs displaying their name.
5. Photos representing your work must be submitted with your application.

G. Contact Info:

If you have any questions related to your application, please contact:

Leah Weycker, Military Avenue

Director@MilitaryAve.org (preferred method is email)

Or call o. 920.544.9503, c. 612-810-0474

H. Acceptance:

If you are accepted as a vendor, you will receive a letter, email, and/or call of acceptance confirming membership for the season.

Thanks for your interest in Market on Military! Share this application with your friends and quality vendors.