



2022-2023 Application Form & Vendor Rules **Vintage/Thrift Vendors**

Time: 1st, 3rd and 5th Saturdays
9:00 AM to 1:00 PM

Dates: Vintage Dates on
January 7 through
April 29, 2023- 9 possible dates

Location: Green Bay Plaza
1535 W Mason Street
(former Office Depot next to Big Lots)
Green Bay, WI 54303

Market Contacts:

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

YOUR CONTACT INFORMATION:

Contact Person: _____

Best Phone for This Person: _____

Contacts Mailing Address: _____

Street, City, State, Zip

Email: _____

Other Phone: _____

BUSINESS INFORMATION:

Business Legal Name: _____

Business Location/address: _____

Facebook: _____

Website: _____

We may use this information for advertising, tagging you, feature articles, and other marketing. Video and images from the market will be used in marketing unless you expressly opt out. Let us know if you do NOT want to be featured.

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

TAX (IF it is required of your product or situation, it is your responsibility to know what you need, to be legal to sell. If you are selling a taxable item, you **must** have a State of WI tax account.) YOU MUST FILL OUT ONE OR MORE OPTION BELOW.

WI Tax Account/ID (15 digit number): _____ - or **FILL OUT FORM S-240**
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/pcs-seller.aspx> for more information.

I am exempt _____, I checked the government guidelines, I sell all non-taxable products, and I do not need any tax number or license to sell my product.

RATES:

Daily Rate:

*Spaces are approximately 11' wide and 11' deep (space sizes may vary) and are non-transferable. Your tables may be left, at your own risk, in the space **only if** you are attending the following market.*

This is a new idea, so let's see how it goes. Feel free to share ideas with us.

All items left at the site are your sole responsibility. Take all high value items and cover others.

- One space is \$20.00/daily
This is for one space, on one market date, with pre-approval from the Market coordinators.

PAYMENT: *No need to send money until you are approved.

Deliver cash, pay at the market, or send a check or money order payable to:
Military Avenue, Inc., 425 S Military Ave. # 206, Green Bay, WI 54303

Flea/Vintage VENDOR and PRODUCT TYPE Check one (or more) type that best fits.

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Vintage | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Kitchen wares |
| <input type="checkbox"/> Antique (older than vintage) | <input type="checkbox"/> Clothing | <input type="checkbox"/> Glassware |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Tools | <input type="checkbox"/> Collectables |
| | <input type="checkbox"/> Furniture | <input type="checkbox"/> Coins/money |
| | <input type="checkbox"/> Other _____ | |

YOUR SPACE NEEDS:

All space assignments are subject to change based on the best market layout, as determined by staff. Sorry, **NO electricity is available.** You need to bring your own table and chairs and product covers if planning to leave items.

Please identify any **special space** needs you may have. This is important for our best layout.

PARTICIPATION DATES **Month / Week Dates:**

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

Market is held on 1st, 3rd, and 5th Saturdays of the month from 9 AM to 1:00 PM

2023 Jan. 7th Jan. 21st Notes: _____
 Feb. 4th Feb. 18th
 Mar. 4th Mar. 18th
 Apr. 1st Apr. 15th
 Apr. 29th

Product Information:

The flea/vintage part of the market has different guidelines from our regular, local vendors. We do not want garage sale items. We would like to see vintage and antique treasures. This is a broad description so ask if you question an item, we will monitor this.

No guns, weapons, toxic items, stinky items, or offensive items.

<u>OFFICE USE:</u>			
Accept: _____	W/conditions _____		
Decline: _____	Reason _____		

Date: _____	Confirmed: _____	Payment: _____	Insurance _____
Space _____			

Are you accepted as a vendor?

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.

Fees should be sent after approval.

I understand that, as a requirement to be a vendor and sell at the Military Avenue Market on Military, I am responsible to obtain any and all permits and will label my products as necessary based on the requirements from the City, County and/or State as required of me and my product.

Vendors are strongly encouraged to carry liability insurance coverage protecting them in their participation at the market. Our insurance does not cover you.

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 coordinating committee.

I agree that Military Avenue, Inc., along with Military Ave Partners LLC, AAM Green Bay Plaza LLC, and AAM - Green Bay Plaza Inland Companies, Inc dba Colliers 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., along with Military Ave Partners LLC, AAM Green Bay Plaza LLC, and AAM - Green Bay Plaza Inland Companies, Inc dba Colliers and their respective officers, employees, agents, and consultants for and against any claims for such injury, theft, or damage.

Signed _____ Dated _____

Printed Name _____

By signing, you also read and accept the following rules and guidelines. Any violation of our 2022-2023 guidelines may result in immediate expulsion from the Market on Military.

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

GENERAL MARKET ON MILITARY INFORMATION, RULES and GUIDELINES

Read, and keep this for your records

A. Contact Info:

If you have any questions about the guidelines or your application for the Market on Military, please contact: Leah Weycker, Executive Director Military Avenue
Director@MilitaryAve.org (preferred method is email)
Or call o. 920.544.9503 c. 612-810-0474

B. Logistics:

It is important to follow these guidelines for the safety of you and our customers.

1. For GPS, our address is 1535 W Mason Green Bay, WI 54304. Green Bay Plaza
2. This is the former Office Depot. If rented out, we will be given a 30+ day notice.
3. The market will open at 9:00 AM for customer sales and end at 1:00 PM.
Set up can begin at 7:30 AM or later.
4. There are front and back door loading/unloading points. Be aware of curb cuts to allow carts to enter. Do not block them, please. Some back door spots are for meat vendors needing to grab frozen products.
5. Vendors **must stay until the close of the market** unless there is an emergency. Let us know before you leave.
6. Space assignments are subject to change.
7. **Give our customers the best parking spots!** Move any unnecessary vehicle away from the market entrance. Plenty of parking is available within a short walking distance and some spots in the back of the building.
8. Electricity is **not available** in the majority of the spaces.
9. Smoking is prohibited.

C. Pandemic/Public Health considerations:

Your Health and Safety

1. Stay home if you are sick or do not feel well. Please text to let us know. TEXT to Leah's cell phone 612-810-0474. Identify yourself in the text.
2. Wash or sanitize your hands often and keep your space clean.

D. 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 seller.
3. Prices should be clearly posted for customers. This helps to encourage sales.

E. Equipment and Appearance:

1. You are required to provide your own signage, tables, chairs, and any other items needed for display in your respective assigned stall space.
2. All items must be contained within the space assigned and may not infringe on adjacent vendors. Please pay close attention to, and correct any trip hazards.
3. 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.
4. All **trash generated by you or your samples, must be taken with you** and **NOT** put in the general customer cans.
5. All market vendors should represent themselves in an appropriate manner of dress and state of cleanliness. Shirts and shoes should be worn at all times.

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

1. We make every effort to NOT cancel the market. Our customers have grown to expect that we will be there. If necessary, the Market may be cancelled due to severe inclement weather or snow. You will be sent an email plus you can check our Facebook page at Military Avenue Business Association for weather related closings or announcements. Weather related closings will be announced as soon as possible.
2. If you are unable to attend a certain day that you had included in your application, please contact us by Thursday, or as soon as possible. No refund will be made for that day. Director @militaryave.org or 920.544.9503
3. For **last minute communication**, contact the market coordinators: Leah 612-810-0474. We are at the market site several hours before the start of the market and not watching emails.
4. Two unexcused (no call or no show) absences may result in expulsion, additional charges, or loss of a space assignment.

G. Special Services and Features at Market on Military:

1. The Military Avenue information booth will sell, accept and coordinate vouchers for EBT payment. Signs will be available for those accepting this form of payment. Training will 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 most vouchers under \$50 as available. Checks may be drafted later for higher amounts.
2. There may be a “Community Table” 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. Signage and other methods of advertising will be done to promote attendance.
5. 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 re-post to help us. It is best for all of us to advertise!
6. By attending the market as a vendor, you are authorizing us to use your image and that of your booth for marketing purposes. You must notify us if you want to opt out of any image or representation of your booth being used.
7. Possible entertainment such as music, demonstrations, themes, or guests will be scheduled when possible. Please post your own specials, too. Let us know ahead of time so we can help you promote your specials.
8. The building is very large with a walking track and kid’s entertainment, bounce houses.

H. Accepting Vouchers and other forms of payment

EBT – Electronic Benefits Transfer *Can be used to purchase **ONLY food** for the household. Do not accept this form of payment for flea market items.

Market Bucks – At times, we offer promotions or specials with “Market Bucks”. Please **READ** them before accepting them. Some have restrictions or expired. No change should be given.

Market Coupons – A neighborhood calendar has a \$3 Market coupon to be used like cash, with no change given. Please **READ** them before accepting them. Some have restrictions or expired.

I. Vintage/Antique/Flea Market type products

1. All vendors selling a taxable produce 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>. You are responsible for the sales tax.

2. Our market is family/ kid friendly, make sure your products are, too.
3. We encourage the use of re-usable, bio-degradable and/or compostable containers and bags.
4. We do not want garage sale items, but would like to see vintage and antique treasures. This is a broad description so we will monitor items.
5. No guns, weapons, toxic items, smelly items or offensive items.

J. Behavior:

1. We operate in a manner encouraging everyone to participate in the market, as a customer or a vendor.
2. Threatening behavior, both verbal and physical, and acts of violence at the market, office or by electronic means will not be tolerated.
3. Hate speech or symbols and acts of discrimination are considered to be threatening and violent. Any person who engages in this behavior shall be warned and/or removed from the premises.
4. An offender may be banned from the premises pending the outcome of an investigation for acts deemed unacceptable in an inclusive market.
5. Written complaints may be submitted to the market manager in person or via email at Director@militaryave.org.

K. Acceptance and Priority:

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

RESOURCES and CONTACTS FOR YOU

CITY OF GREEN BAY WEIGHTS AND MEASURERS

Jason Stubble P. 920-448-3413 EMAIL: JasonSt@GreenBayWI.gov

BROWN COUNTY HEALTH DEPARTMENT

Random inspections for food. P. 920-448-6400 Ready-to-eat food vendors must call to see what YOU need to do. A license and insurance is necessary to serve food at our market.

<https://www.browncountywi.gov/departments/public-health/general-information/>

COVID-19 Brown County document - <https://www.browncountywi.gov/community/covid-19/general-information/>

WIC (Women Infant Children) and Senior Vouchers *can be used for: Only for fruits, veggies, and herbs. CONTACT: Jamie Campbell, RD, CD, IBCLC. WIC Project Nutritionist and Vendor 610 S. Broadway Green Bay, WI 54303 wic.west@newcommunityclinic.org Phone: 920-431-0243 Fax: 920-431-0248

LICENSING and PICKLE LAW/COTTAGE LAW INFO w LABELING REQUIREMENTS

Local Food Marketing Guide w good resources

https://datcp.wi.gov/Documents/DAD/LocalMarketingFoodGuide_1_16.pdf

Selling Home-Baked Goods | [wicottagefood \(wisconsincottagefood.com\)](http://wicottagefood.com) and the most recent ruling can be found here <https://ij.org/case/wisconsin-cottage-foods-ii/>

[Homemade for Sale: How to Set up and Market a Food Business From Your Home Kitchen](#)

Cottage food business start-up resource

[Wisconsin Food Processing Guide](#)

If you're interested in selling a food product not covered under cottage food law

Note: You can download the pdf for free

[Selling High Acid Canned Items under the Pickle Bill](#)

[Printable Judge's Ruling](#)

Print and carry the following documents in case you are questioned.

[Doc 1](#) [Doc 2](#)

STATE OF WISCONSIN SELLERS PERMIT

<https://www.revenue.wi.gov/Pages/FAQS/pcs-seller.aspx>

GOOD FACEBOOK GROUPS

Military Avenue Business District and Market on Military (group and page)

[Farm Direct Wisconsin Really good partnerships and advertising for farmers/growers.](#)

[Your Successful Farm Business Discussion Group Really good farming related info!](#)

COMPOSTABLE. ECO FRIENDLY PACKAGING

Where possible use sustainable products!!

Nashville Wraps <https://www.nashvillewraps.com/pages/greenway>

Food Biz Supply <https://www.foodbizsupply.com/>

Elevate Packaging <https://elevatepackaging.com/>