

2024 Application Form & Vendor Rules



Coordinated by:



Time: Thursdays, 2 PM to 7 PM
Dates: June 6, 2024 through October 31, 2024 - 21 weeks. No July 4
Location: 216 S Military Avenue (former Shopko) Green Bay, WI 54303

Market Contact:
Leah Weycker
Director@MilitaryAve.org
www.MilitaryAvenue.org - website
425 S. Military Ave. #206
Green Bay, WI 54303
w. 920.544.9503 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 is grown? Others list where your 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. You must **OPT OUT** if you do **NOT** want your name/product used. _____*

TAX and LICENSING It is your responsibility to know what you need in order to be legal to sell. All vendors with taxable item sales must have a WI Tax ID or S240 exemption. YOU MUST FILL OUT ONE OR MORE ITEMS BELOW.

WI Sales Tax Account/ID (15 digit number): 456-_____

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.

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 _____, I checked the government guidelines and I do not need any tax number or license to sell at the Market. You will need to submit Section C of form WI S-240.

<https://www.revenue.wi.gov/DORForms/s-240f.pdf> Instructions for S-240

<https://www.revenue.wi.gov/DORForms/s-240-instr.pdf>

- Attach your insurance documents and any license you need to sell your product when submitting your application.
- Be aware of labeling requirements if you operate under the Home Baker guidelines.
- Info for vendors will be sent to the State of WI based on the Special Event form S-240.

RATES: Two options

Full Season Rate:

*Spaces are approximately 10'x10' and are non-transferable. Full season rates are for vendors attending 18 or more market dates with **prepayment**. If you need a special arrangement for payment, call or email. Full payment or a prearranged deposit of your rate **must be** made before attending.*

_____ One space for the full summer season, - \$235 (Must attend 18 or more dates)

_____ Two spaces for the full summer season - \$360 (Available for produce/food vendors **only**)

Daily / Monthly Rates:

For vendors attending less than 18 markets in the season.

_____ One space is \$25.00/daily

This is for one space, on one market date, with pre-approval.

BID member or nonprofit: _____ Military Avenue, Inc., Committee approval is needed.

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

Deliver cash or send a 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.

- Fresh produce Jewelry (as main item) Processed/preserved food
 Cut flowers/bouquets Hand-made craft/art Bakery/Breads
 Food to be consumed on site Live plants/seeds BID member/non-profit
 Meat Eggs Cheese
 International or specialty product Other _____

YOUR SPACE NEEDS:

Full season produce/food vendors have priority* and semi-permanent 10’ x 10’ spot with room for one vehicle. All space assignments are subject to change based on the best market layout as determined by staff. **NO electricity is available.** (Quite generators only allowed.)

Please identify any special space needs you will have. (Extra-large vehicle, trailer, generator, hot equipment, etc.) This is important for our best layout.

PARTICIPATION DATES **Month / Week Dates:**

Full Season Vendors: You are expected to attend all the dates, if possible, with a minimum of 18 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 not show, without notice, may cause the loss of your spot.

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

Note or circle the dates you want to attend:

	Thursday - Days of the Month				21 days
June	6	13	20	27	
July	no 4th	11	18	25	
August	1	8	15	22	29
September	5	12	19	26	
October	3	10	17	24	31

EBT card/voucher acceptance: This is only for SNAP (food stamp) 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 people to buy high quality, local food 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 accepted, daily, as supply allows. 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 (local, fresh fruit and veggies only), we encourage you to accept them. We value the ability for all people to buy high quality, local food at the Markets.

The Market on Military does NOT coordinate this program. See section H (rules pages) to enroll in this program. After training, you will receive instructions for reimbursement. We want you to accept this form of payment if you qualify.

WIC/Senior Vouchers _____ YES _____ NO _____ I need training and a certificate (Yearly)

Product Information:

IMPORTANT: Our market is **LOCAL**. **Local** means that the product was grown, raised, caught, produced, created, or manufactured by you - locally, within 100 miles of the market. Only 20% of what you sell can be grown by another **local** farmer. **Local is the key word.**

International specialty products and some exceptions may apply per committee approval. Non-farm vendors are encouraged to source at least 25% of your raw ingredients locally.

Do you grow or produce all your items? YES / NO If NO, please explain and list:

Products You Plan to Sell:

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.**

New vendors with **Handmade Craft/Art**, please submit photos via email to Director@militaryave.org and Director@militaryave.org.

*Please identify product(s) you plan to sell. All **local** produce is welcome and specialty produce is encouraged. Our committee reserves the right to refuse to accept certain products.*

If we have given you permission for non-local produce, a sign must be displayed with the growing location.

Your product list: (i.e. bedding plants, root veggies, etc. or list specific products)

Attach additional page(s) if necessary for more space.

PLEASE READ THE **MARKET ON MILITARY INFORMATION RULES and GUIDELINES**. They can be found at www.militaryave.org or ask for a copy.

_____ I read, understand, and will follow the Rules and Guidelines for the Market on Military.

**Attach your insurance documents and any license you need to sell your product when submitting your application.

<p><u>OFFICE USE:</u> Accept: _____ W/conditions _____ Decline: _____</p> <hr/> <p>Confirmed: _____ Date: _____ Payment: _____</p>

This is a Contract between you and Military Avenue, Inc.'s 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.
Fees should be sent after approval.***

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

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

Ready to eat food vendors MUST carry insurance and list Military Avenue, Inc., and our location owners. Please ask for current names and addresses. Supply a copy of the certificate to Military Avenue, Inc. 425 S Military Ave. Green Bay, WI 54303.

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 the property owners and management, 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., Henry Reale Estate Development LLC, 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 listed rules and guidelines. Any violation of our 2024 guidelines may result in immediate expulsion from the Market on Military.**

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