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**2024 Application Form & Vendor Rules**

**Time:** Thursdays, 2 PM to 7 PM (or dusk)

**Dates:** June 6, 2024 through
October 31, 2024 - 21 weeks. No July 4

**Location:** 216 South Military Avenue (Old Shopko Parking Lot)
Green Bay, WI 54303

Coordinated by:

**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

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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.)

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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, page 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** YOU MUST FILL OUT ONE OR MORE ITEMS BELOW.

It is your responsibility to know what you need in order to be legal to sell. **ALL VENDORS MUST FULL OUT AN S240 FORM WITH EITHER A WI TAX ID ACCOUNT OR S240 EXEMPTION.**

**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 or Daily

**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 - $250 (Must attend 18 or more dates)

­­­­\_\_\_\_\_ Two spaces for the full summer season - $375 (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 unless 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.

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**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. We will let you know about daily availability.

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 |

**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:

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**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)

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

**Fresh Produce and Grocery type food vendors:**

**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, on a daily basis, 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)

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.

**OFFICE USE:** Accept: \_\_\_\_\_ W/conditions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Decline: \_\_\_\_\_

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Confirmed: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ Payment: \_\_\_\_\_\_\_\_