



Wisc. Rapids Winter Market
Moravian Church
310 1st Ave So
Wisconsin Rapids, WI 54495

Rules & Regulations 2022-2023

Wisconsin Rapids Winter Market (Winter Market)

Saturdays 9:00 AM - 1:00 PM

CONTACT

Wisconsin Rapids Winter Market
(715) 697-9762 wrwintermarket@gmail.com

1st Session

No Sessions in 2022 (1st Session will resume fall of 2023)

2nd Session

January 7th - April 29th, 2023

REGISTRATION & LICENSING

- a. **All vendors must be registered** in order to sell at the market. **Completed Registration** includes:
 - A signed contract acknowledging receipt of an agreement to follow Rules and Regulations
 - Proof of Commercial General Liability insurance listing the Wisconsin Rapids Moravian Church as additional insured.
 - Documentation of licensure and / or authorization to vend per municipal and county requirements
Vendor License - Any vendor selling foods such as eggs, meat, processed items (egg rolls & other items not defined as Wisconsin grown fruits & vegetables) must have a license to sell those items. The market manager must have a copy of the license on file valid for the entire season. Information is available at the Wood County Health Department.
 - Payment for space
- b. All information and documentation must be on file with market management prior to set up at market.
- c. Cost will be **\$20 per Saturday**. Discounted pricing is available for monthly reservations. All space is available on a first-come, first-served basis; reservations are recommended.
- d. **No refunds** will be given after registration and payment for the market.

TYPE OF PRODUCT ALLOWED

Only Wisconsin-grown or made products may be sold or displayed at the Wisconsin Rapids Winter Market. While we prefer products from Wood, Portage, or Marathon counties, all Wisconsin-produced items are welcome at the Wisconsin Rapids Winter Market. No imported items allowed. Market Management reserves the right to have any items that do not meet these requirements removed at any time during the market hours. Products approved for sale include:

- a. **Produce:** fruit, vegetables, maple syrup and/or honey products
- b. **Plants:** flowers, seedlings, veggie starts, etc.
- c. **Artisan Goods:** All items must be handcrafted by the vendor. Examples include Jewelry, Fiber arts/clothing, Woodworking, Photography/paper products, Bath/body products, Pottery. (No Flea Market items are permitted.)
- d. **Meat Products:** The product must be comprised 100% of product from animals raised by the vendor. Vendor must follow all State of Wisconsin Health Department guidelines for maintaining freshness.
- e. **Miscellaneous:** Bakery, eggs, and lightly processed items (jams, maple syrup, honey, etc.)

Food safety is a priority. All foods, including fresh fruits and produce, shall be stored in a way that protects it from contamination. Utensils, scales, and any other equipment used to store or display food shall be in good condition and kept clean. Meats, poultry, cheese, milk, eggs and any other potentially hazardous foods must be continuously refrigerated or stored on ice. Product, hot or cold, must be kept at appropriate temperatures. Vendors selling potentially hazardous foods are subject to Wood County Health Department inspection at any time and without notice.

Prepare and Serve Onsite Vendors (sometimes referred to as Ready to Eat Vendors), must make arrangements in advance to assure compliance with local health and safety codes. Those preparing hot or cold ready-to-eat foods, must make a best effort to include ingredients sourced and purchased from the Wisconsin Rapids Winter Market vendors and supply healthy options. Food items must be prepared fresh. Food vendors are responsible for appropriate licensing and inspection.

VEHICLES AND DROP-OFF TIMES

Set up time is 8:00 - 9:00 AM

Load Out / Clean Up time is 1:00 - 2:00 PM

So potential market customers can easily access the market, vendor **vehicles may NOT park in parking spaces of the church parking lot, (9:00 AM - 1:00 PM)**. Vendors may bring vehicles into these spaces prior to the market start to set up beginning at 8:00 AM. Vehicles must be removed by 9 AM. Vendors may park in the lot to the east of the building across Goggins Street. Vendors may also load in through the basement door facing 1st Avenue South. Vendors may move vehicles to load out at the end of the market after 1 PM.

VENDOR BOOTH SPACE(S)

- o **All vendors are assigned designated space(s)** in the market. Vendors must utilize only the space assigned throughout the entire season unless otherwise directed by the Market Manager. The spaces are arranged to allow adequate foot traffic and accessibility. Vendor placement is at the discretion of the Market Manager, based on attendance records and visitor feedback.
- o **The standard indoor vendor space is for an 8' table.** Vendors are not to go over their booth space boundaries into the space next to them unless they have purchased the space and/or it has been agreed upon through market management and the neighboring vendor(s).
- o **Vendor is responsible for maintaining and cleaning their space.** Trash must be stored in vendor provided garbage receptacle during the Winter Market. A dumpster is available outside the Northeast side of the building for the end of the day.
- o **Vendor stalls cannot be subleased.** This includes sharing a stall with a non-registered vendor or selling items for a non-registered vendor. Only one independent business or household is allowed to use a single vendor space.
- o **Nonprofit and For-profit.** The market supports local organizations and will provide the opportunity to connect with community members to promote their mission and organization as space is available. Organizations must contact market management to confirm booth availability prior to arrival at the market. If organization is selling products, a \$20 day fee will be collected. If organization is only promoting their business, there will not be a fee.
- o **NOTE:** Market management will be on site during Wisconsin Rapids Winter Market.
- o The accessible entrance to the building is on the 3rd Avenue Side
- o Accessible bathrooms are available.
- o To show the benefit of the market on the community, **Vendors are asked to submit anonymous sales slips at the end of each Market day.** This information is NOT shared with the IRS, will NOT count against your taxes or personal finances and will NOT determine vendor spaces. It is just used to demonstrate the value of the Winter Market.

GENERAL REGULATIONS

- a. **No solicitation of any kind** is allowed at the Wisconsin Rapids Winter Market. This includes religious, military or any other type. Vendors may not promote products, programs, or services by directly approaching customers physically or verbally. Give-a-ways and samples are permitted.
- b. **No animals are allowed** in the Winter Market unless they are registered Service Animals of vendors or visitors.
- c. **Vendors are expected to treat their fellow vendors with respect and courtesy.** This includes anything relating to parking, set-up, pricing of their items, or any activity they may engage in while at the Wisconsin Rapids Winter Market.
- d. **No Smoking** in the Winter Market. Tobacco use is limited to outside of the building. Vendors are expected to clean up and use appropriate receptacles to dispose of tobacco products.
- e. **No live animals, firearms, or alcohol** are permitted to be sold or given away at the Winter Market.

Violation of any of these rules will result in one verbal warning. Any further violations by the same vendor will result in revocation of the vendor's permission to vend without reimbursement. Additionally, they will be removed from the mailing list and no longer permitted to sell at the Wisconsin Rapids Winter Market.

VENDOR ATTENDANCE

- a. **All vendors must be** at the market by 8:45 AM, after that time, vendor forfeits their booth space. **Vendor attendance** is taken by market management. Attendance is important to ensure a viable and visible market presence. **Market management reserves the right to move vendors to a different appointed booth space without notice.**
- b. **Vendors are expected to notify the market manager when they will be unable to attend a market day.** Vendors must notify management, by phone or email, the day before the market day.

Please contact Market Director, Michael Barnes, at 715-697-9762 if you will be absent from your assigned market day. Text is available at this number.

SEVERE WEATHER POLICY

A city of Wisconsin Rapids Winter Weather / Snow Emergency will result in cancellation of the Winter Market. Visit <https://www.facebook.com/WIRapids> for updates. *If the winter market is open prior to the Winter Weather / Snow Emergency*, market management will notify vendors and visitors the market is cancelled. Additional Weather and Cancellation Information:

- Winter Market management reserves the right to cancel the market at any time. In the event of a funeral or Wedding for that day, the market will be cancelled. Refunds or credit towards another day will be arranged.
- Vendors are responsible for checking weather and City Advisories / Snow Emergencies prior to the arrival at the Winter Market each day. Market management will make reasonable efforts to notify vendors by phone and by Facebook at <https://facebook.com/wrwinterfarmersmarket/> of any cancellation.
- The market is not responsible for travel arrangements, travel fees, or any expenses incurred by vendors as a result of a cancellation.
- It is at the vendor's discretion to vend on any day that poses a risk for inclement weather.
- Vendors may decide to exit the market at any time following market rules as they pertain to vehicles.
- If the market has not been cancelled and vendors decide not to vend, vendors must follow the rules found under "vendor attendance" in the rules and regulations document.
- If the market is cancelled, it is cancelled for the full duration of the day; it will not be reopened or delayed. For questions regarding vending, coordination or other activities at the Winter Market contact:
- Market Director: Michael Barnes: (715) 697-9762 email: wrwintermarket@gmail.com