

OSHKOSH FARMERS MARKET - 2017-18 WINTER

November 4, 2017 – April 28, 2018 9:00am – 12:30pm

Every Saturday ~ *except Nov 25, Dec 23, Dec 30, Mar 31*

Merrill Middle School, Multi-Purpose Room, 108 W New York Ave, Oshkosh
Oshkosh Convention Center, 2 N Main St, Oshkosh ~ Dec 2, 9, 16

Oshkosh Saturday Farmers Market Mission Statement:

To foster the commercial, social, and community well-being existing in the Oshkosh area by providing a viable farmers market.

WINTER POLICIES

General Requirements

- a. As a general rule, everything sold at the Market must be grown by, made by, or cooked by the vendor. Retail vendors are not permitted.
- b. The greatest amount of produce sold by the Oshkosh Saturday Farmers Market vendor must be produced by that same vendor. A “small amount” of produce grown in other areas may be allowed, but must be prominently labeled as such; for example: Door County Cherries, Dane County Raspberries, Michigan Blueberries, Georgia Peaches, and Indiana Melons. ***This does not mean augmenting your produce with like items purchased at an auction or supermarket.*** If requested, vendors must permit Market Management Representatives to inspect their growing area.
- c. All produce shall be sold by weight, measure or count in accordance with Wis. Stats § 98.06, Wis. Admin Code § ATCP 91.03.
- d. A scale is required for sale of products by weight. It shall be of Commercial type meeting NIST Handbook 44 requirements. All scales shall be inspected and certified prior to use for weighing products intended to be sold at the Farmers Market. Vendors who use their own certified scale will need to show a City of Oshkosh scale permit sticker and/or receipt.
- e. Vendors that do not have a certified scale with which to weigh their produce will be required to rent a Farmers Market scale if selling anything at any time during the market season by weight. The Market has four rental scales available and vendors who need them will be placed together to facilitate their shared use.
- f. Sellers of fresh fruits, fresh vegetables, fresh herbs, honey, sorghum, ciders, and syrups are not required to be licensed.
- g. Vendors of any other processed food sold at the Market must be in compliance with applicable state and local laws; and will most likely require permits, licensing, inspection, and/or testing. Cooking on the premises is not permitted.
- h. Vendors are responsible for assuring that all licenses and/or permits shall be readily available on-site.
- i. All foods, including fresh fruits and produce, shall be stored in a way that protects it from contamination, such as in clean baskets or on an impervious material placed on the floor. Utensils, scales and any other equipment used to store or display food shall be in good condition and kept clean.
- j. Meats, poultry, eggs, cheese or any other potentially hazardous foods are always refrigerated or stored on ice. The product must be kept at safe temperatures. A metal stem thermometer, accurate to plus or minus 2°F is required.
- k. Mechanical refrigeration is recommended; but clean, chest-type coolers, free of cracks or open seams, and constructed of materials impervious to moisture, may be used with ice or dry ice as means of on-site cooling
- l. If potentially hazardous foods do not meet safe temperature requirements, the product will be ordered off sale.
- m. Sampling of raw agricultural products is not permitted if processing (cutting, etc.) is required in order to be tasted. Sampling of processed food products is only permitted by a licensed establishment and the product is individually served by the vendor. If samples are prepared on-site, proper hand-washing facilities must be available.
- n. Handcrafted items will be crafted by the vendor selling them. No flea market or rummage sale items will be permitted. Resale items will be limited to self-promotional or items; but solely at the Market Management’s discretion.
- o. All vendors of handmade crafts, cut flowers, potted plants, seedlings, books, or photos will be required to have a Wisconsin Seller’s Permit (Tax Account Number) and must collect and pay sales taxes when/if the vendor’s annual sales (not profits) surpass \$1000 from all sources.

Permits and Licenses

It is the responsibility of the vendor to apply and pay for all licenses and/or permits required by the City of Oshkosh, Winnebago County, or the State of Wisconsin.

State of Wisconsin Department of Revenue - Temporary Events - (920) 832-2910 or (608) 266-2776

City of Oshkosh Weights and Measures Inspection – Curt Klaske – (920) 236-5046

Winnebago County Health Department Sanitarian - Anne Boyce (920) 232-3000

Space Assignment and Miscellaneous Info

- a. All prospective vendors will be reviewed by the Farmers Market Managers.
- b. No live animals are permitted to be sold or given away at the Farmers Market.
- c. No pets are allowed on the premises.
- d. Smoking is not permitted on the premises by vendors or customers.
- e. **Prior to participation in the Market, vendor shall present to the Oshkosh Saturday Farmers Market a certificate of insurance with minimum limits of liability of \$300,000. Coverage shall be maintained without interruption for the duration of the vendors' participation in the market. The certificate holder shall read: Oshkosh Saturday Farmers Market Inc, 518 W Gruenwald Ave, Oshkosh WI 54901-2235.**
- f. Vendors are responsible for removing refuse and cleaning up spills in their area before leaving the Market. Market trash barrels are for customer use only.
- g. MERRILL: Space is numbered and assigned. Each space will be provided a 6-foot octagonal table and is approximately 7' x 10' in size. The table is set up in your space, so there is limited floor space. A maximum of one adjoining space for a total of two spaces may be allowed for ag vendors only, and those will be very limited.
OCC: Each space will be provided an 8-foot banquet table and limited to that table. No additional carry-ins will be allowed, no exceptions.
- h. MERRILL: Vendor parking is located in the lot across Kentucky Street, northwest of the building.
OCC: Vendor parking is located in the parking lot east of the Convention Center.
- i. MERRILL: Set up starts no earlier than 7:30am and will be finished by 8:30am. Vehicles will be unloaded at Doors 21, 22 or 23 on the building's north side and then moved to vendor parking area. Market opens at 9:00 a.m.
OCC: Set up starts no earlier than 7am and will be finished by 8:30am. Vehicles will be unloaded in the semi-circle on Ceape St or the east entrance off the driveway. They will then be moved to vendor parking area. Market opens at 9am.
- j. Vendors will not be allowed to leave the Market before 12:30pm. At the end of the Market, booths will be completely disassembled before bringing vehicle to loading/unloading area. Vehicles will not be allowed to enter the loading/unloading area before 12:30pm.
- k. Agricultural Vendors are given priority over all other Vendors.
- l. Full Season Vendors are given priority over Weekly Vendors.
- m. Vendors will not be assigned a space until a fully completed application, certificate of insurance, appropriate fees have been received and the vendor has been approved by Market Management.
- n. Vendor stalls cannot be subleased. This includes sharing a stall with a non-registered Vendor or selling items for a non-registered vendor.
- o. Vendors are expected to notify the Market when they wish to be excused from the week's Market. A phone call or e-mail to the Executive Directors (listed below) prior to 6:00 a.m. Saturday will earn an excused absence. **After 6:00am a phone call may earn an unexcused absence, however, notification by e-mail or text will be considered an unexcused absence.**
- p. A warning call will be made after the first unexcused absence and a second unexcused absence will result in the vendor being dismissed for the remainder of the season. No refunds will be given and the dismissed vendor will lose Returning Vendor status.
- q. Vendors that do not properly excuse themselves (see paragraph o) and fail to finish the season will lose Returning Vendor status.
- r. Restrooms for vendors and customers are available.
- s. Occasionally, spaces may be available, at reduced, or no cost, to local Community Outreach organizations on a first-come, first served basis. These organizations will abide by all the Market rules. Donations may be accepted at the Market, but not solicited.
- t. Vendors may not "promote" products, programs, or services by directly approaching customers in the aisle way. Samples, handouts, and "sign-ups" may be available within the assigned area but, again, passersby should not be approached in the aisle way, either physically or verbally. Hawking is not permitted. Wait for customers to stop at your space.

By signing the enclosed application, the vendor agrees to all terms and procedures listed herein and on the Application Introduction Letter.

Repeat violations may lead to dismissal from the Market; with no refunds, and loss of returning vendor status.

All vendors must abide by, and all products must comply with, all applicable local, state and federal regulations.

Wisconsin WIC Farmers Market Nutrition Program

The goal of the WIC (Women, Infants & Children) program is to increase the consumption of fresh fruits and vegetables grown in Wisconsin for WIC participants and improve the awareness and utilization of farmers markets.

If you would like to sign up to sell to WIC participants, contact: Barb Sheldon of the Oshkosh WIC office at (920) 232-3353.

EBT/SNAP/Quest Cards (Food Stamps) will be usable at the Market.

For additional information contact:

Karlene or Dennis Leatherman, Executive Directors

Oshkosh Saturday Farmers Market Inc

920 252-2533 920 252 2532

osfminc@sbcglobal.net