

OSHKOSH SATURDAY FARMERS MARKET, INC.

June 1 - October 26, 2019 8:00 a.m. - 12:30 p.m.

400 & 500 Blocks N Main St. and 100 Block Church Ave. ~ Oshkosh

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.

SUMMER POLICIES

1. General Requirements

- a. As a general rule everything sold at the Market must be grown by, made by, or cooked by the vendor. Commercial products are permitted only if solely manufactured by the "local" vendor.
- 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. If requested, vendors must permit Market Management Representatives to inspect their growing area. All produce shall be sold by weight, measure or count in accordance with Wis. Stats § 98.06, Wis. Admin Code § ATCP 91.03.
- c. 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 2019 scales permit sticker and/or receipt. After July 1, 2019 a new permit/sticker will be required. Scales will be certified at the all-vendor meeting in April 2019. If you do not attend, an appointment must be made for certification at State of Wisconsin Weights and Measures Inspection office.
- d. Vendors that do not have a certified scale with which to weigh their products will be required to rent a Farmers Market scale if selling anything by weight at any time during the market season. The Market has four rental scales available and vendors who need them will be placed together in order to facilitate their shared use.
- e. Sellers of fresh fruits, fresh vegetables, fresh herbs, honey, sorghum, ciders, and syrups are not required to be licensed.
- f. Vendors of any other 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. Call Winnebago County Health Department with additional questions.
- g. Vendors are responsible for assuring that all licenses and/or permits shall be readily available on-site.
- h. All foods, including fresh fruits and produce, shall be stored in a way that protects it from contamination, such as in clean baskets, a cleaned bed of a truck or on an impervious material placed on the ground. Utensils, scales and any other equipment used to store or display food shall be in good condition and kept clean.
- i. 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.
- j. 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
- k. If potentially hazardous foods do not meet safe temperature requirements, the product will be ordered off sale.
- l. Sampling of raw agricultural products is not permitted if processing (cutting, etc.) is required in order to be tasted. Vendors of prepared food items who wish to offer samples should contact the Winnebago County Health Department to ensure that proper sanitary requirements for their specific product are being followed.
- m. 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 items with your name, brand or logo. Beverages may only be sold by licensed vendors of prepared food.
- n. All vendors of prepared foods, potted plants, cut flowers, dried herbs, and handcrafted items require a Wisconsin Seller's Permit (Tax Account Number) and must collect and pay sales taxes when the vendor's annual sales (not profits) surpass \$1000 from all sources.

2. 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

State of Wisconsin Weights and Measures Inspection – Curt Klaske – (920) 236-5046

City of Oshkosh Weights and Measures Registration – John Zarate – (920) 236-5119

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

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.

Vendors selling approved foodstuffs will receive training before the opening day of the Market.

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3. Stall Space Assignment and Miscellaneous Info

- a. Vendors will not be assigned a stall space until a fully completed application, appropriate fees and certificate of insurance have been received, and the vendor has been approved by Market Management.
- b. Vendor stalls cannot be subleased. This includes sharing a stall with a non-registered Vendor or selling items for a non-registered vendor.
- c. Vendors using power MUST adhere to the power available at their space by using a 15amp surge protector/power strip and/or using a QUIET RUNNING generator. Excess moisture can cause the GFCI (at the top of the pole) to pop, and we can reset those. If power abuse causes the fuse (inside the pole) to blow, you will be without power for the remainder of the day and will be charged \$100 to have the circuit repaired.
- d. No live animals are permitted to be sold or given away at the Farmers Market.
- e. No pets are allowed on the premises.
- f. Smoking is discouraged in the vendor/customer area.
- g. Prior to participation in the Market, vendor shall present to the Oshkosh Saturday Farmers Market a valid COI (certificate of insurance) including no less than \$300,000 of liability coverage OR proof that they have included a liability incidental business insurance endorsement on either their farm or homeowners insurance policy including no less than \$300,000 of liability coverage. Coverage shall be maintained without interruption for the duration of the vendors' participation in the market.
- h. 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.
- i. Stalls are numbered and assigned. Each stall is 10' x 10'. Renting adjacent spaces for vehicles will not be automatic, but will be considered vendor-by-vendor, based on the type and size of the products being sold. A maximum of six adjoining spaces may be allowed, and those will be very limited. If you rent more than 2 adjoining spaces, your vehicle MUST be parked within those spaces.
- j. Entrance barricades open at 6:00 a.m. and will be closed at 7:30 a.m. Vendors arriving after 7:30 a.m. without market management permission may not be allowed to enter. Vehicles will be unloaded and moved to vendor parking areas before booths are set up. Market opens at 8:00 a.m.
- k. Entrance barricades will open at 12:30 p.m. Vendor vehicles will not be allowed to enter or leave before 12:30 p.m. Booths will be completely disassembled before bringing a vehicle into the Market area for loading. Vehicles must be removed from the market as soon as they are loaded. Vehicles may not be left parked in the market area, unless cleared by Market Management.
- l. Moving barricades in order to enter or exit between 7:30 a.m. and 12:30 p.m. is forbidden and may lead to permanent dismissal from the market.
- m. Returning 2018 vendors who meet the returning vendor deadline have priority over new vendors.
- n. Agricultural Vendors are given priority over all other Vendors.
- o. Prepared Food Vendors are given priority over Non-Agricultural/Prepared Food Vendors.
- p. Full and Partial Season Vendors are given priority over Weekly Vendors.
- q. 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 Market Managers prior to 8:00 p.m. on Thursday will suffice. But the sooner the better. Cancellation after 8:00 p.m. on Thursday will be considered an unexcused absence.
- r. A warning notification will be made after the first and the second unexcused absences. Subsequent unexcused absences will result in a \$20 fine per incident beginning with the third unexcused absence. Unpaid fines, over 30 days, will result in the vendor being dismissed for the remainder of the season with no refunds given and vendor will not be permitted to apply for future markets until all fines are paid in full.
- s. Restrooms for vendors and customers are available from local businesses.
- t. Several weekly spaces may be available at no cost to local non-profit Community Outreach organizations on a first-come, first-served basis. These organizations will abide by all of the Market rules and Policies. Donations may be accepted, but not solicited.
- u. Vendors may not "promote" products, programs, or services by directly approaching customers in the street way. Samples, handouts, and "sign-ups" may be available within the assigned area but, again, passersby should not be approached in the street 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.

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

For additional information contact:

Michelle Schmid-Schultz, Market Manager

Oshkosh Saturday Farmers Market Inc

P0 Box 1201, Oshkosh WI 54903-1201

Ph: (920) 509-1830 Email: manager@osfmi.com

**NEW CONTACT INFORMATION
PLEASE MAKE A NOTE OF IT**

Web: www.OSFMI.com

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