

# MARKET IN THE PARK

Wednesdays ~ July 19 – September 27, 2017 3:00pm - 7:00pm

South Park ~ Shelters #1 & #2 ~ W South Park Ave & Georgia St

## *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.

## WEDNESDAY 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 product sold by the Oshkosh Saturday Farmers Market vendor must be produced by that same vendor. A “small amount” of product from other areas may be allowed, but must be prominently labeled as such; for example: Door County Cherries, Dane County Raspberries, Michigan Blueberries, Georgia Peaches, Indiana Melons and Alaskan Salmon. If requested, vendors must permit Market Management Representatives to inspect their growing area. With the 2015 advent of paid market management, all produce vendors may expect to be visited at least once during the season.
- 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 or City of Appleton 2017 scales permit sticker and/or receipt. After July 1, 2017 a new permit/sticker will be required. Hopefully, you will be able to get your scales certified at the market during the first month. If not, an appointment must be made for certification at (920) 420-1149.
- e. 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.
- 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 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 920-232-3000 with additional questions.
- 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, 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.
- 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.
- 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 (items with your name, brand or logo). Beverages may only be sold by licensed vendors of prepared food.
- o. 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

City of Oshkosh 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

### 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. 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 discouraged in the vendor/customer area.
- e. **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.**
- 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. A dumpster is available for vendor refuse.
- g. Stalls are numbered and assigned. Each stall is approx. 11' x 30'. Your vehicle must be parked within this space.
- h. Set up starts no earlier than 1:30pm and will be finished by 2:30pm. Market opens at 3:00pm.
- i. Vendor's vehicles will not be allowed to enter after 2:30pm or leave before 7:00pm.
- j. Returning 2016 vendors who meet the returning vendor deadline have priority over new vendors.
- 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 stall space until a fully completed application and 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 using power MUST adhere to what power is available by using a 15amp surge protector/power strip and/or use a QUIET RUNNING generator. If you are the cause for blown fuses, (other than reset), you will be charged \$100 per offense.
- p. 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 1:00pm Wednesday will suffice. **After 1:00pm you must call (no text) one of the Managers' cell phones at either: (920) 252-2532 or (920) 252-2533. After 1:00pm Wednesday, notification by e-mail only or text will be considered an unexcused absence.**
- q. 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.
- r. 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.

#### 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  
518 W Gruenwald Ave, Oshkosh WI 54901-2235  
(920) 252-2533 (Karlene) (920) 252-2532 (Dennis)  
[dlkbleatherman@sbcglobal.net](mailto:dlkbleatherman@sbcglobal.net)

[www.OSFML.com](http://www.OSFML.com)



Oshkosh Farmers Markets



Market in the Park is sponsored by the Oshkosh Rotary Clubs (eClub, Downtown, Southwest)