

RULES AND REGULATIONS FOR THE WATSON STREET FARMERS MARKET



See Application Form to Sign Acceptance of Rules

Saturday Market will run from June 2, 2018 through October 27, 2018. Hours open to the public will be 7:00 am until noon.

Tuesday Evening Market will run from June 5, 2018 through October 30, 2018. Hours open to the public will be 4:00 pm until 7:00 pm.

1. Produce and all other vegetation sold at these markets, unless previously approved by Ripon's Downtown Manager, will be restricted to that being grown in Wisconsin.
2. There will be no crafts, rummage, second-hand, or flea-market-type items sold at the market. Agriculture vendors have priority over all other vendors. Fine artist and crafters will be permitted on a juried basis (submit photos for review). Please remember, this is a **Farmers Market**.
3. Open spaces will be filled from the current waiting list and be of a good "mix" for the markets.
4. Prepared Food Vendors shall possess and maintain all required state, county and local permits.
5. For the 2018 season, space in the market is available to Vendors on a first come, first served basis. Stalls may not be reserved. Ripon Main Street, Inc. allows the use of the Village Green free of charge. ***Donations to cover expenses associated with lawn maintenance, marketing, porta-potties, etc. are greatly appreciated.***
6. For safety and public perception reasons, early take down and departure are not allowed.
7. Vendors are to leave their site in good condition and clean. Remove containers, waste and trimmings before leaving the market.
8. Ripon Main Street, Inc. reserves the right to prohibit anyone from selling at the market.
9. Prior to participation in the Market, all prepared food vendors shall present to Ripon Main Street, Inc. a valid COI (certificate of insurance) in the amount of \$1,000,000 **OR** proof that they have included a liability incidental business insurance endorsement on either their farm or homeowners insurance policy including no less than \$1,000,000 of liability coverage.
10. Coverage shall be maintained without interruption for the duration of the vendors' participation in the market.
11. It is advised that all vendors carry \$1,000,000 General Liability Insurance to cover your operations at the market. Consult your insurance agent for advice.
12. All vendors will be neat, suitably dressed, and deal with the public and fellow vendors in a courteous and appropriate manner.
13. Space dimensions must be respected. Do not block the view of other vendors or the flow of traffic or encroach on areas utilized by other vendors.
14. For those operating as a mobile food vendor, please provide the following:
 - Wisconsin Seller's Permit #: _____
 - Fond du Lac County/State of WI Health Certificate #: _____
 - Will the mobile food vendor establishment be utilizing a device for weighing, counting or measuring that would require a weight and measure inspection by the City Sealer?
___ Yes (Please provide Certificate of Examination and Approval from the Sealer of Weights and Measures) ___ No

PLEASE PRESENT THE FOLLOWING INFORMATION FOR EXAMINATION:

- Copy of driver’s license or another form of identification bearing the photograph of the applicant.
- State of Wisconsin Seller’s Permit, unless the establishment is tax exempt. Must show proof of exempt status if the mobile food vendor is Exempt under Wis. Stat. CH. 440.42.
- Fond du Lac County Health Department Certificate or State of Wisconsin Health Certificate.
- Hold Harmless Agreement.
- Certificate of Insurance showing: a.) General liability insurance for a minimum of \$1,000,000 insuring the individual mobile food vendor and/or their company and naming the Ripon Main Street, Inc. as an additional insured. **The Certificate of Insurance must state that Ripon Main Street, Inc. is an additional insured.** b.) Auto liability insurance for a minimum of \$500,000 per occurrence combined single limit bodily injury and property damage.
- Copy of Vehicle Registration.

PROCEDURAL VIOLATIONS: Ripon Main Street, Inc. will give warning and written notification of the violation to the vendor upon the first violation. The vendor shall be requested to sign a copy of the letter to indicate his/her understanding of the regulations and willingness to comply. If the vendor returns the signed copy as requested and thereafter complies with the market rules and regulations, no further action will be taken.

For an immediately correctable violation, such as exceeding stall width, violators will be given oral warning indicating the offense and requesting compliance with Market rules. Ripon Main Street, Inc. shall record the issuance of each warning. If the problem is not corrected in a reasonable time, the Main Street shall issue a written warning.

A Seller may be suspended or removed from the market or have selling privileges in the market conditioned or limited by Ripon Main Street, Inc. for failure to obey or conform to the above rules and regulations.

A seller is responsible for the actions of its employees.

FOR ALL QUESTIONS OR CONCERNS PLEASE CONTACT

**Ripon Main Street, Inc.
920-748-7466**

OFFICE LOCATED AT 114 SCOTT STREET, RIPON, WI 54971

Watson Street Farmers Market Application

Name (_____) _____
Phone

Address City State Zip

Type of merchandise: _____

E-mail: _____ Website: _____

I have read and agree to the attached rules (applications not signed will not be considered)

Signed _____ Date _____

Ripon Main Street, Inc.
114 Scott Street, P.O. Box 365
Ripon, WI 54971



Hello to all returning vendors and hopefully a couple of new faces this year. The Ripon Farmers Market will once again provide the opportunity for vendors to sell their locally grown fresh produce. The market, which runs June through October, takes place at the Village Green located at the corner of Watson and Seward Street in Downtown Ripon. Details are provided below:

Saturday Market will run from June 2, 2018 through October 27, 2018. Hours open to the public will be 7:00 am until noon.

Tuesday Evening Market will run from June 5, 2018 through October 30, 2018. Hours open to the public will be 4:00 pm until 7:00 pm.

Once again, mobile food vendors and nonprofit organizations are welcome to participate in the market. Nonprofit groups are encouraged to sell food related products (i.e. bake sales, cook-outs, brat frys, etc.) at the market to raise funds for their programs. Please contact the Ripon Main Street office for additional information.

Reminders:

- If you sell anything that requires state sales tax, make sure you have a Seller's Permit and number and provide it to the Ripon Main Street office.
- Wisconsin farm markets are governed under the same laws as other retail business establishments. Compliance with Wisconsin's Weights and Measures law is an integral part of fair trade among businesses and fair treatment of customers. Please review the Dept. of Ag, Trade and Consumer Protection Farm Market Handbook.
- ***Only Wisconsin Grown produce can be sold at the Watson Street Farmers Market unless previously approved by the Downtown Manager. See all market rules attached.***
- Parking spaces are at a premium and we need to make room for the customers. Only one vehicle per vendor is allowed on the Village Green or on the adjacent streets. Please leave room for the customers.

Call Craig Tebon, Ripon's Downtown Manager, at (920) 748-7466 with questions.