



Wautoma Open Air Market Summer Policies

1. General Requirements:

- a. The greatest amount of produce sold by the Wautoma Open Air Market Vendor must be produced by that same Vendor or locally grown. 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. All produce shall be sold by weight, measure or count in accordance with Wis. Stats. §98.06, Wis. Admin Code §ATCP 9103.
- b. A scale is required for sale of products to be sold by weight. It shall be a Commercial scale labeled for legal trade. All scales shall be inspected by DACTP Weights and Measures or an outside licensed service company and certified prior to use for the Open Air Market according to the Weights and Measures Laws for Farm Markets.
- c. Sellers of fresh fruits, fresh vegetables, fresh herbs, honey, sorghum, ciders, and syrups are not required to be licensed.
- d. 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 Tri-County Environmental Health with additional questions.
- e. Vendors are responsible for assuring that all licenses and/or permits shall be readily available on-site.
- f. All foods must be stored and handled in accordance with State and Local laws as outlined in the Tri-County Environmental Health licensing. Unannounced, random inspections will be done throughout the season by Tri-County Environmental Health.
- g. 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 Tri-County Environmental Health to ensure that proper sanitary requirements for their specific product are being followed.
- h. Handcrafted items will be crafted by the Vendor selling them. No flea market or rummage sale items will be permitted. Beverages (non-alcoholic) may only be sold by licensed Vendors of prepared food.
- i. No live animals are permitted to be sold or given away at the Open Air Market.
- j. No alcoholic beverages are permitted to be sold or given away at the Open Air Market.
- k. 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 \$2,000 from all sources.

2. Permits and Licensing:

- a. It is the responsibility of the Vendor to apply and pay for all licenses and/or permits required by the City of Wautoma, Waushara 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-Angie Lochner-(608)339-1959
Tri-County Environmental Health-(920)787-6590

3. Stall Space Assignment and Miscellaneous Info:

- a. Vendors will not be assigned a stall space until a fully completed application, appropriate fees, certificate of insurance, and appropriate permits 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 (if available) 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. Smoking is discouraged in the Vendor/customer area.
- e. 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. Dumpsters can be found on the Market Map.

- f. Stalls are numbered and assigned. Each stall is 10' x 10'.
- g. Entrance barricades open at 7:00 a.m. and will be closed at 8:00 a.m. Vendors arriving after 8:00 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 8:30 a.m.
- h. Entrance barricades will open at 2:00 p.m. Vendor vehicles will not be allowed to enter or leave before 2:00 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 or by 2:00 p.m. Vehicles may not be left parked in the Market area, unless cleared by Market Management.
- i. Moving barricades in order to enter or exit between 7:00 a.m. and 2:00 p.m. is forbidden and may lead to permanent dismissal from the Market. We may close early due to inclement weather.
- j. Full Season Vendors are given priority over Weekly Vendors.
- k. Porta-Potties for Vendors and customers are available with hand washing stations.
- l. 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.
- m. Vendor Code of Conduct. The Wautoma Open Air Market reserve the right to have a respectable, friendly and safe Open Air Market. Any action from a Vendor identified by the manager as unacceptable may result in suspension and/or dismissal from the Market.

By signing the enclosed application, the Vendor agrees to all terms and procedures listed here in and on the application.

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:

John Nixon
Mayor, City of Wautoma
Ph: (920) 295-2600

For additional applications contact:

Shelley Calder
Administrative Assistant, City of Wautoma
Ph: (920) 787-4044 ext. 200
Email: shelleycalder@cityofwautoma.com

OR

All information is now available on the City's website:

cityofwautoma.com under the Community Tab