

# Chippewa Falls Farmers Market

## Policies, Roles, and Responsibilities

Thursdays, June 13 – October 17, 2024

Noon – 6 p.m.

### Location:

The Chippewa Falls Farmers Market (CFFM) is in Allen Park at the corner of River Street and State Highway 124.

### Who may sell:

It is the intent of the CFFM to support local producers. All products must be homegrown or homemade by the vendor. The vendor includes the person producing the product, an immediate family member of the producer, or an employee of the producer.

### What may be sold:

Quality Wisconsin-produced products may be sold including but not limited to: fresh produce, flowers, plants, honey, maple syrup, meat, and baked goods. Items must be packaged and marketed in accordance with federal, state, and local regulations. All products must be produced by the vendor. NO resale or rummage items are allowed – new or used.

### Market spaces:

Market spaces are assigned by Chippewa Falls Main Street. Past vendors are offered their spots from the previous year. If they do not register by the given deadline, that spot is offered to another vendor. Spaces are approximately 12 x 30 feet. If more space is needed, a vendor may register for more than one stall if space is available. Products are to be sold from a table provided by the vendor that fits within their space.

**Cost:** One assigned vendor spot is \$200 for every Thursday for the entire season (June 13 – October 17, 2024). There are no refunds.

**Shade:** Each vendor is required to have a tent, no smaller than 8 x 8 feet to cover their space.

**Vehicles:** Vehicles owned by the vendor are allowed in the market area, provided they fit within the boundaries of the assigned space. All vehicles must remain turned off once the market begins. Vehicles cannot be operated, moved, or turned on while the market is open for public sales.

**Attendance:** Vendors must notify Chippewa Falls Main Street at (715) 723-6661 by the Wednesday before the market if they are unable to attend. CFFM reserves the right to reassign any slot that is empty at the start of the market for that day. If the vendor does not attend two markets, the vendor forfeits their assigned spot and is not eligible for a refund of any fees.

**Misc:** No vendor may bring pets to the market; only service animals are allowed. Vendors may not smoke or consume alcohol in the vicinity of the market.

**Vendor responsibilities:**

1. Submit a completed and signed registration form and prepay registration fees.
2. Set up, clean up, and safely operate their assigned space.
3. Refrain from any use of vehicles on the market lot during public market hours.
4. Sell products only during market hours.
5. Notify Chippewa Falls Main Street if you will be delayed or are unable to attend the market.
6. Obtain and display all necessary permits for federal, state, and local licensing and/or ordinances.
7. Display signage identifying the vendor's name and location of farm, business, etc.
8. Competitive pricing is encouraged; however, pricing is at the discretion of the vendor.
9. If participating in WIC, obtain WIC certification and show proof of certification at booth.
10. Abide by market rules and regulations as well as all federal, state, and local laws.
11. Help foster an orderly, friendly, cooperative market atmosphere.

**Violations:**

Violations of any of the policies or responsibilities listed in this document are grounds for termination. If the vendor is terminated, no fees will be refunded.

**Grievances or concerns:**

Grievances and concerns should be put in writing and include a clear and specific description of the situation given to the market manager or director of Chippewa Falls Main Street. All violations and grievances are resolved by Chippewa Falls Main Street.

**Market management:**

The Market Manager(s) are seasonal vendors who manage the market on a day-to-day basis. They maintain a friendly and orderly market by:

- \*announcing the opening of the market
- \*making sure facilities are available
- \*displaying materials, as needed
- \*removing traffic cones and signage at the end of the market day

For this service, Market Manager(s) do not pay a seasonal fee.