



Village of Baldwin
Main St. Farmers Market

400 Cedar St., PO Box 97
Baldwin, WI 54002

2016 Rules and Regulations

****NOTE: All items must be grown, processed, designed or handmade by vendors!!***

Eligibility

1. All vendors must complete the 2016 Main St. Farmers Market application. Vendors cannot sell until they have turned in the completed application prior to date of attendance.
2. Applications are due June 1, 2016.
3. Any applications submitted after June 1 must be approved by the Farmers Market Managers before participation.
4. At the time of application, vendors must provide a list that is inclusive of **ALL** the products to be sold throughout the season.

Products

1. Items must be approved by a market manager. A manager has the discretion to decide if the item fits into the local farmer's market theme.
2. A market manager reserves the right to refuse acceptance of any vendor or item that is not in keeping with the rules or quality of the market.
3. All products being sold at the market must be grown and produced by the vendor. Products sold under a brand name, other than the vendor's own, are not allowed to be sold at the market.
4. All packaged products must be labeled with vendor's name, address and phone number.
5. All processed products must be labeled in accordance with the WI Dept of Agriculture, Trade and Consumer Protection – Division of Food Safety. Vendors must list the name of the product, ingredients, net weight and name and address.
6. Craft items sold must be hand-crafted by the vendor. Absolutely no "kit" crafts are allowed.
7. **Potentially Hazardous Foods:** Potentially hazardous foods means any food which consists, wholly or in part, of milk, milk products, eggs, meat, poultry, fish, shell fish, edible crustaceans, or other ingredients, which is capable of supporting rapid and progressive growth of pathogenic, infectious or toxicogenic microorganisms. **Proof of product liability insurance is required** for all vendors of potentially hazardous products.
8. **Food Sample Regulations:**
 - a. Samples must be stored in rigid, covered containers until serving.
 - b. All samples must be pre-cut away from the sales area.
 - c. All samples of processed foods must be prepared in accordance with DATCAP regulations.
 - d. Samples should be of adequate size and proportionally spaced to minimize customer handling.
 - e. All samples must be held and dispensed under clean and sanitary conditions, i.e. toothpicks must be provided for sampling.
 - f. All vendors giving free samples **MUST** provide a waste container in a prominent place and labeled for use by the public.

9. **Sales Not Permitted Without Proper Licensing:** Vendors are not permitted to sell eggs, meat, fish, milk, prepared food or other value-added products at the market without the appropriate State of WI license, even though some of these products may be legally sold to customers at the vendor's farm. Fish, meat and poultry must be sold frozen. Eggs must be sold refrigerated.
10. **Organic producers** are governed by the USDA National Organic Program. Any vendor who labels or advertises that their products are "organic" must be certified by an organic certification company. A copy of the certification **must** be posted during the market hours.

Booths/Fees

1. 10 x 10 single booth
2. No fees will be charged for 2016.

Senior Farmers' Market Nutrition Program (FMNP) and WIC Program

We are an approved market for the Senior Farmers' Market Nutrition Program and WIC program through the State of WI. If you are interested in becoming authorized to accept these program vouchers, please contact Health Services in New Richmond at 715-246-8361. **Only authorized vendors can accept vouchers from this program.**

Code of Conduct

1. Respect other vendors and the market's customers. Profanity, yelling and heckling will not be tolerated.
2. Vendors may not sublet space. A market manager retains the right to approve and facilitate all arrangements pertaining to subletting space. Failure to comply will result in fines or loss of participation privileges.
3. If a vendor is not in attendance for a period of two weeks without prior notice, the vending space will be considered open to other vendors.
4. Consuming alcoholic beverages is not allowed in the market or on village streets or parks. If you smoke, we ask that you do not do it in proximity of other vendors or your own booth.
5. Pricing of items for sale, terms of sale etc. are solely between buyer and seller.
6. All vendors agree to abide by fair business practices.
7. Any damages caused to the parks, streets or sidewalks of the Village of Baldwin by a vendor, a vendor's family member, or employee during the market day, is the responsibility of the vendor.

Taxes, Licenses, Permits and Insurance

1. All permits and licenses required by the State of WI and/or the St. Croix County Public Health Dept. are the sole responsibility of the vendors.
2. It is the responsibility of every vendor to know if they are required to collect and remit WI Sales Tax. For more information, contact the WI Dept of Agriculture, Trade and Consumer Protection.
3. Each vendor is responsible to carry their own liability insurance coverage.
4. Weights and Measures: Vendors must use a legal-for-trade, certifiable scale. The use of non-certifiable scales, such as kitchen scales, UPS scales etc. is illegal. Information re: weights and measures can be found at the WI Dept of Agriculture, Trade and Consumer Protection. This is the sole responsibility of the vendor.

Maintenance, Set Up/Take Down

1. Vendors are expected to set up and be ready to greet customers by 9:00am (start of market).
2. Vendors are expected to stay for the entire market hours. Take down will not occur prior to 1:00pm.
3. Vendors will be assigned booths in the order in which the applications are received prior to the first market day. Booths will be assigned ONLY to the weeks you specified on your application.
4. Vendors must furnish their own tables, tents, chairs, brooms, dustpans and garbage removal. Vendors are responsible for cleaning their booths at the end of each market day. Garbage must be removed from the market.
5. **Leftover produce may NOT be placed in trash bins.**

Market Hours

1. The market will begin promptly at 9:00am. No sales are allowed prior to this time. **Vendors may not come late to the market** as the unloading process will disrupt customers and other vendors. Vendors may begin to tear down their booths at the conclusion of the market (1:00pm).
2. The market will occur rain or shine. A manager will contact you under special circumstances when the market has to be closed (ie – severe weather warnings etc).

Signs

1. Vendors may not advertise that they have organic produce unless they have been certified organic.
2. It is suggested that all permits and licenses be displayed for customers to view.

Pets

1. Pets are not allowed at the market.

Resources

WI Dept. of Agriculture, Trade and Consumer Protection (DATCP)
Division of Food Safety - 608-224-4683
Division of Weights and Measures - 608-224-4942

Wisconsin Department of Health Services
Division of Food Safety and Recreational Licensing – 608-266-1865

Wisconsin Local Food Marketing Guide, 2nd Edition – for paper copy call 608-224-5101 or search the web for a pdf version.

St. Croix County Health and Human Services – Public Health – 715-246-8361

The Village of Baldwin Main St. Farmers Market will enforce all rules and regulations. Disregard for any market rules will cause action to be taken. The Village of Baldwin Main St. Farmers Market retains the right to prohibit a vendor from participating in the market, if rules are broken or if deemed necessary.

For questions, please contact:

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