

# Berlin Farmers & Artists Market Inc

## 2022 Policies and Procedures

The Berlin Farmers & Artists Market Inc exists as an opportunity to give support to local producers & artisans. The market strives to be a valuable community experience to locals & tourists. The market will start on June 7th and end on September 27th, meet on Tuesdays, 4:00-7:00 pm in Nathan Strong Park (East Side Park) in Berlin. In order to better plan the season we are asking vendors to provide the dates they plan to be in attendance. You will find spaces to mark these dates on the signature page of this document.

1. For the 2022 season, registration and approval from the Market Committee is required before a vendor will receive a spot. Copies of all licensing & required legal papers should accompany registration. Registration 24 hours prior to any market date is required unless otherwise approved. The City of Berlin reserves the right to prohibit anyone from selling at the market.
2. The Market Committee will assign vendor spots. Vendors are asked to park on side streets **ACROSS** from the park - as to leave space for customer parking. Vendors may arrive for set-up as early as 3:00 p.m., and sales may start at 4:00 p.m. (All vendors are required to be at the park & set up no later than 4:00 pm so that the market can be sustainable for the community.) Tear down should be no sooner than 7:00 pm. Vendors should consult with the Market Committee for any exceptions.
3. Vendors will bring their own tables, chairs, tents, etc. to the spots assigned. Each space is 10 feet of sidewalk “frontage” and 10 feet deep to be placed 3 feet back from the sidewalk. Space dimensions must be adhered to. It is important that the market appears clean & orderly and all vendors treat customers & each other in a courteous & appropriate manner (as required by the City of Berlin). All vendors are strongly encouraged to display items on a table covered in tablecloth or have a pop-up style tent under which they place their tables & displays.
4. Wisconsin seller’s permits are required for any vendor that has a total annual sales (in any venue) of \$1000 or more & that permit number is required on their application.
5. Produce & vegetation should be grown in WI. Approval from the Market Committee for out-of-state or wholesale produce must be obtained prior to market sales. **ALL PRODUCE AND VEGETATION VENDORS MUST HAVE A SIGN STATING WHERE FOOD IS GROWN.**

### 6. Artists Market-

Newly updated this year (3/10/2022) There will be three categories of the Artists Market portion. Handmade crafts are always welcome (at the discretion of the market committee). Direct Sales Businesses and Small Businesses will follow the 1:3 ratio.

#### *1:3 Ratio-*

*For every 3 **Handmade & Vegetable/Farm** vendors, 1 **Direct Sales** or **Small business** will be allowed. This is to ensure the majority of our market is still handmade.*

The following are the 3 Artists Market Categories-

1. **Handmade** crafts of most kinds are usually allowed at the BFAM committee's discretion. Ex. Handmade soaps, sewn items, handcrafted jewelry, wood crafts, etc 75% of your booth must be handmade products. All items are subject to the approval of the Market Committee.
2. **Direct Sales Businesses (MLM businesses)** 1:3 ratio -Businesses such as Pampered Chef, Tastefully Simple, Norwex, etc. \*No duplicate companies will be allowed. Ex- two Pampered Chef booths would not be allowed. All items are subject to the approval of the Market Committee.
3. **Small Business (Retail Sales)** 1:3 ratio -Businesses such as storefront boutiques, online boutiques, pop up shops without handmade items. All items are subject to the approval of the Market Committee.

7. Food Vendors selling prepared foods ready to consume at the market will be limited to 4 vendors. This ensures that sales are adequate for all.

8. Honey & maple syrup may be sold with the proper labeling as defined by the state regulations & must be processed by the vendor.

9. Eggs, meat, baked goods, dairy products & canned tomatoes must be processed by the vendor and must abide by all state requirements with licensing & regulations. Please review the Dept. of Ag., Trade & Consumer Protection Farm Market Handbook.

10. Canned items that are either naturally acidic or are acidified by pickling/fermenting may be sold at the market. (Examples: salsas, pickles, jellies & jams.) Proper labeling according to state regulations is required, according to the WI Pickle Bill. Labels must include, in this order: Name & address of person who did the canning, date of canning, the statement "This product was made in a private home not subject to state licensing or inspection" & all ingredients in descending order of prominence (including the common name for any ingredient that originate from milk, eggs, fish, shellfish, tree nuts, peanuts, wheat or soybeans.)

11. Prohibited items include, but are not limited to:

- \* Rummage, second-hand, or flea-market-type items at the market.
- \* Potentially hazardous foods as described by the state without the appropriate labeling & permits.
- \* Pets or animals of any kind.

Prohibited items may not be displayed, bartered, or given away at the market. The City of Berlin reserves the ability to decide what is a prohibited item.

12. Licenses & Permits: It is the responsibility of the vendor to obtain & provide copies of all licenses & permits required by law for the sale of their products at the market. This is to be done with registration.

13. Weights & Measures: All produce sold in the market will be sold by legal weights & measures. Vendors are responsible for obtaining the required scale & keeping them certified for compliance annually. All vendors need to post prices and keep scales visible to customers. Please review the Dept. of Ag., Trade & Consumer Protection Farm Market Handbook.

14. Liability - All vendors and customers are responsible for their own personal and product liability. The Berlin Farmers & Artists Market, The City of Berlin and volunteer helpers assume no liability for injuries resulting

from the use of the market or products sold there. Vendors will maintain their stalls in safe conditions and will indemnify and hold harmless the Berlin Farmers & Artists Market, the City of Berlin and volunteer helpers from injuries or damages, or claims of injuries or damages, sustained by any person in the vendor's stall.

15. Cleanliness: All vendors are asked to help keep the market area of the park clean. It is the vendors' responsibility to leave their spot as clean as they found it. Vendors are asked to **STEP AWAY FROM ALL BOOTHS FOR SMOKING BREAKS** out of respect to other vendors and their products.

16. The market will take place every Tuesday if the weather allows. If in question, feel free to check the Berlin Farmers & Artists Market Facebook page for any official cancellations. Vendors should inform the Market Committee of any dates they will be unavailable.

\* Vendors will be invited to several local events by other non profit organizations. Details will be distributed as they become available.

17. Violation: If a vendor is in violation of any of the policies above, they will receive a warning from the Market Committee in an effort to help them adhere to the guidelines. If the vendor continues to violate the policy, the vendor may be suspended or removed from the market. Vendors are encouraged to let the Market Committee know if violations occur. We want the market to be a positive experience for all involved & for the City of Berlin to allow the market to continue at the park & in the community for many years to come.

#### 18. ATTENDANCE POLICY:

Our attendance policy is a 'two strikes and you can be moved' rule. Every Vendor is expected to inform the market via their initial agreement what weeks they are planning to attend the market. If you are not able to attend for any reason a week you are slated to attend, we expect you to inform the market committee by noon the day of that market by emailing [berlinfarmersandartistsmarket@gmail.com](mailto:berlinfarmersandartistsmarket@gmail.com), message the BFAM Facebook Page, or texting/calling Catrina at (920)229-9860. After your first no-call-no-show event, you will be reminded of this rule and upon the second occurrence we reserve the right to reassign your location.

#### 19. PARKING & SET UP

Please note that all vendors are expected to move their vehicle from the "park side" of the streets surrounding the market after you've unloaded. Also note, when the road closure signs are up on North Church Street for our special events, you are not permitted to drive or park on North Church street at any time - this includes unloading,



# 2022 Berlin Farmers & Artists Market Inc. Registration Form

Legal Business Name: \_\_\_\_\_

Vendor Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ E-mail: \_\_\_\_\_

**How should we contact you in the event of a Weather Cancellation/Relocation:** (circle one) call or text

**Please check the dates you plan to attend the market this season:**

	June 7 Military Night	N A	July 5 CLOSED for Holiday		Aug 2 National Night Out		Sep 6
	June 14		July 12 Hometown Hero		Aug 9		Sep 13
	June 21		July 19		Aug 16 Touch a Truck		Sep 20 Customer Appreciation
	June 28 Farmer Appreciation		July 26 Christmas in July		Aug 23 BFAM Car Show		Sep 27 Closing Night
					Aug 30		

**Check the type of activity you plan on engaging in for this event:**  selling taxable merchandise/service

selling exempt merchandise/service  direct sellers, company name \_\_\_\_\_

exempt under occasional sales rule  display only  nonprofit organization

**Check the type of items you plan to sell:**

Handmade Crafts  Locally Grown Produce  Food Vendor  Direct Sales or Small Business

**Describe your products:** \_\_\_\_\_

For produce, provide growing locations: \_\_\_\_\_

*\*\*Please refer to our policies & Dept. of Ag, Trade & Consumer Protection Farm Market Handbook for information on produce sales.*

**Vendor Space Options:**  No Sales/Information Booth Only = no fee  one market day = \$10

Entire market season (single Space) = \$35  Entire market season with 20Amp Electricity = \$75

Entire market season (double space, side by side) = \$70 **\*\*If doing Direct Sales AND Vendor table select this.**

**Please check which sales category you fall under (see policy numbers 6 & 7)**

Handmade Artist  Direct Sales Business (MLM)  Small Business (Retail Sales)  Food Vendor

Vegetables/Farmer  Other \_\_\_\_\_

**Berlin Farmers & Artists Market Inc. Agreement:** I have read & understand the Farmers & Artists Market policies & procedures & agree to comply with all of the rules & regulations they contain, as well as any decisions made by the market committee & City of Berlin. I will be responsible for & agree to pay for any property damage or cleanup costs caused by activities or anyone assisting me. The City of Berlin & the Berlin Farmers & Artists Market Inc. will not be responsible for any personal injuries or property damage caused by me or anyone assisting me. I agree to hold harmless and indemnify the City of Berlin & the Berlin Farmers & Artists Market Inc for any damages, injuries, or claims resulting from my use of the Farmers' Market, including any attorney fees and court costs.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Make checks payable to Berlin Farmers & Artists Market Inc.

Please mail fully completed form to:

Attn: Annamae Caswell, Coulson's Tax Service

P.O. Box 189

Berlin WI 54923

Questions? Contact the BFAM via Facebook,

email [berlinfarmersandartistsmarket@gmail.com](mailto:berlinfarmersandartistsmarket@gmail.com),

or contact Michele at (920)267-2755 or Catrina at (920)229-9860

<b>Market Use Only:</b>	
Date Payment Received: _____	
Cash _____	Check # _____
Amount _____	