

Berlin Farmers & Artists Market Inc

2025 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 3rd and end on September 30th, 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 2025 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 & the Berlin Farmers & Artists Market 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 a **different block, not on the same block as the park!** Vendors may arrive for set-up as early as 2:00 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. 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.

4. 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 2 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 & have a pop-up style tent under which they place their tables & displays. There is limited shade at the market, so a tent greatly helps to provide shade!

5. Wisconsin seller's permits are required for any vendor that has an accumulative annual sales (in any venue) of \$2,000 or more of taxable goods. That permit number is required on your application.

6. **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.**

7. **ARTISTS MARKET:** Handmade items of most kinds are allowed, as well as many repurposed or up-cycled items. A limited amount of resale items are allowed but may not exceed 25% of the booth's total products. All items are subject to the approval of the Market Committee and/or City Clerk. Direct Sales Businesses are welcome at the market but will require a separate registration/fee for the season. The Market is currently assigning Direct Sales spaces at a 3/1 ratio. For every three artisan/produce spaces we are accepting one direct sales business. We will continue to add direct sales businesses from a wait list as more artisan/produce vendors register.

8. **FOOD VENDORS:** We limit our prepared food vendors (egg rolls, pizza, etc) to 3 vendors. Our Non Profit Food Vendor isn't counted in this, as we select the weekly lineup. Limiting the number of Food Vendors allows us to try and ensure that everyone has the same opportunity to be successful at the market, and to not oversaturate like products at the market.

9. **BAKED GOODS:** We reserve the right to limit like-items. This really goes for everything at the market, but specifically in baked good items. As stated before in other categories, in our best efforts to make sure the market isn't over saturated in like-items, we will limit to our best discretion, which items we'll allow based on our market size and total vendors.

10. **EBT/SNAP:** The BFAM has implemented a token system for accepting EBT/SNAP benefits. In an effort to support our mission, and provide the community a place to shop for locally grown and produced items, we require anyone selling those EBT/SNAP items to accept and participate in our token program. Items include fresh produce, canned or dried produce, mushrooms, eggs, meats, baked goods, sauces, syrups & honey. Ask a committee for more info!

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

12. 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.

13. 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 originates from milk, eggs, fish, shellfish, tree nuts, peanuts, wheat or soybeans.)

14. **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.
- Non family friendly items - ex. no nudity, swear words, etc

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.

15. **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.

16. **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.

17. **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.

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

19. **VIOLATION:** If a vendor is in violation of any of the policies, 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.

20. **ATTENDANCE POLICY:** 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 9:00 am the day of that market by texting the BFAM Text number at (920)238-8123, emailing berlinfarmersandartistsmarket@gmail.com, message the BFAM Facebook Page, or texting/calling Catrina at (920)229-9860. However, a 24 hour notice is greatly appreciated. There are multiple ways to notify us!

- A. After 2 no-show-no-call events, we reserve the right to reassign your location.
- B. After 3 no-show-no-call events, we will take that as your withdrawal from the market, and remove you from the map/vendor lineup. No refunds will be given for early termination.
- C. After 3 excused absences, we reserve the right to relocate your booth as we see fit.

21. **WEATHER SCENARIOS:** If weather is predicted to be in the green (light rain) the market will go on as planned. It's important to note how many shoppers still come to the market when it's raining! The only catch is music may not perform due to rain. Up to the discretion of the musician. If weather is predicted to be in the red (strong to severe storms) the market will cancel. **HOWEVER**, if you would like to still set up after a cancellation, please be aware that you assume all liability! The BFAM Committee has to take into consideration the safety of EVERYONE who comes to the park, not just vendors. So please be respectful of this hard decision. Believe us when we say, we don't like making this call, it's a very stressful decision for us to make! IF there's a weather cancellation, the BFAM will make every best effort to have a staff member at the park in case anyone decides to still set up! At the end of the day- safety comes first! We try our best to make cancellations by Noon on Tuesdays, however weather changes can happen quickly. Watch your text messages, as this is how we'll communicate any changes or cancellations!

22. CODE OF CONDUCT: Market attendees, participants, vendors and their employees shall conduct themselves in a pleasant and courteous manner towards all market patrons, volunteers and staff. Verbally and/or physically threatening behavior, and/or acts of violence at the market or by electronic means, will not be tolerated. Any person who engages in this behavior will be reprimanded and/or removed from the premises. No early termination refunds will be given.

23. PARKING & SET UP: Please note that all vendors are expected to move their vehicle from the Nathan Strong Park block all together, after setup. Please park on any side streets. Also note, when the road closure signs are up on North Church Street for our special events, you are not permitted to unload past 3:00 pm (unless previously cleared with the BFAM Committee. Vehicles must be moved off of the Park Block by 4:00pm! Parking is also available at the Saving Grace Parking Lot NE of the park! **See Map!

