



Two Rivers Main Street  
Farmer's Crafter's Market  
2017 Application Paperwork



[www.TwoRiversMainStreet.com](http://www.TwoRiversMainStreet.com)



## **Two Rivers Farmers/Crafters Market 2017 Vendor Policy**

### Season

Saturday, May 6<sup>th</sup> through Saturday, October 28<sup>th</sup>

### Days/Times

Wednesdays 1:00 pm until 5:30 pm

Saturdays 8:00 am until 1:00 pm

1. Market hours for the current season are; Wednesdays from 1:00 p.m. until 5:30 p.m. and Saturdays from 8:00 a.m. until 1:00 p.m. The market season begins **the first Saturday in May** and extends through **the end of October** (individual vendor's option), rain or shine.
2. The 2017 market season fee is **\$50** per space (approximately 12' x 12') with a limit of two spaces per vendor. This fee is for the entire season regardless of the number of market days the vendor participates. A single day fee of **\$20** per space is available for non-special event dates during the Two Rivers Main Street Farmers/Crafters Market regular season.
3. Vendors are encouraged to participate in scheduled market days through the whole season including any day that a community-based, special event is held. **Regular members will be charged an additional \$10 per special event that they participate in. Must be a farmer's market member in good standing to participate in special event markets. No one day passes will be granted.**
4. The Two Rivers Main Street Farmers/Crafters Market is unable to accept one-day registration for special event dates. Vendors interested **only** in a special event date must contact the appropriate event promoter. Special events held during 2016 regularly scheduled Farmers/Crafters Market season include the Cool City Classic Car Show (Saturday, June 24), Community Care Day (Friday, August 4), Ethnic Festival (Saturday, September 16) and Apple Fest (Saturday, October 14).
5. Vendors are asked to set up and be ready for business prior to the opening of the Market. If this is not possible, the late arriving vendor should be prepared to occupy a space at the end of the street in order to cause as little disruption to Market business as possible. Although vendors have the option of arriving earlier and staying later on Market days, vendors are encouraged to conduct business during the scheduled Market hours in order to create a dependable presence for customers.
6. The Two Rivers Main Street Farmers/Crafters Market fee must be paid prior to doing business at the Market. Vendors should mail or deliver their fee to the Two Rivers Main Street office at 1717 East Park Street, Suite 310 (City Hall), P.O. Box 417, Two Rivers, WI 54241. Payment may also be made to Farmers/Crafters Market committee members. Applications for vendor space will be accepted throughout the Market Season, including on-site registrations, and are subject to review by the Market Committee.
7. **Vendors are expected to have all required permits and to honor the Wisconsin sales tax regulations. All vendors must fill out, return and have on file in the Main Street office the Wisconsin Temporary Event Operator and Seller Information form provided in application.**

8. Growers are encouraged to apply for WIC/Senior Nutrition Program approval. Contact the Manitowoc County WIC office for details. After approval into the program, **WIC ID must be on display when accepting any voucher. WIC vouchers cannot be accepted by non-approved vendors.**
9. Vendors are community representatives and therefore are expected to have a positive and respectful attitude to customers and each other, a neat appearance, and to keep their sites neat and clean. **No produce/food garbage may be placed into the park's trash receptacles.** Please take such items home for disposal. Please provide an ash bin for your smoking customers to alleviate this kind of littering.
10. Disciplinary actions (use of foul language, arguments, disputes, unclean sites, unruly children, etc.) are handled by the Market Committee with the exception of activity requiring police or other official intervention. Any vendor who has been counseled by the Market Committee three times should expect to be asked to leave the Market for the remainder of the season. No fee will be refunded. Application for future seasons will be evaluated on an individual basis. Violations of any of the policies in this agreement may also be cause for dismissal from the market.
11. Vendors must sign the 2017 Statement of Acceptance and Vendor Contract and return, along with fee, to either the Main Street Office or a Market Committee member. Vendors are also encouraged to participate in promoting the Market by signing the 2017 Publicity Approval form.
12. Two Rivers Main Street Farmers/Crafters Market Committee handles organizational decisions, vendor admissions and any disciplinary actions. The Committee consists of three to six Market vendors, a representative of the Department of Parks and Receptions and a representative of the Two Rivers Main Street Program. Voting privileges for vendor Committee members is described as one per vendor entity (regardless of the number of individuals working a space). The Committee meets prior to the opening of each season, as needed during the season, and holds a follow-up meeting at the end of the season. When on-site decisions need to be made, all Committee members present will make said decision. Market Committee members maintain current, paid vendor lists.
13. Booth space will be assigned at Committee's direction. To request your previous year's location, your application must be completed, with paid fee(s), before April 18<sup>th</sup>. Final decision regarding booth space assignment will be made by the Committee. Once your spot is assigned, you are expected to set up only in that spot for the entire season.
14. Upon acceptance as a vendor, a yearly ID certificate will be given. This certificate must be visible for the committee anytime you are selling. All persons selling in each booth must be registered on application form.
15. Vendor products **shall be produced** by vendor or **purchased directly** from a local artisan or grower. Origin of the product must be clearly conveyed to customers and fellow vendors. Local is defined as within the northeastern quadrant of Wisconsin.
16. Produce vendors are encouraged to display "Locally Grown" signage.

Policy creation 2004- Amended each year 2006 - 2017

**2017 Two Rivers Main Street Farmers/Crafters Market Committee**

Monica Johnson	920.755.4280	E-mail: hawkandhelga@tm.net
Robert Markham	920.755.4237	E-mail: eggtrain@frontier.com
Rob Sisel	920.973.1751	E-mail: rls5000@charter.net
Charlotte Swade	920.794.8127	E-mail: southriverhouse@lakefield.net
Suelynn Schneider	920.645.1623	E-mail: schneider_suelynn@yahoo.com
Roger Russove	920.794.1482	E-mail: director@tworiversmainstreet.com



**Two Rivers Farmers/Crafters Market 2017 Vendor Contract and Acceptance Statement**

Season

Saturday, May 6<sup>th</sup> through Saturday, October 28th

Days/Times

Wednesdays 1:00 pm until 5:30 pm

Saturdays 8:00 am until 1:00 pm

I/We have read the 2017 Two Rivers Main Street Farmers/Crafters Market policy and agree to abide by it. I understand that three policy violations can result in my expulsion from the Market. I understand that vendor products must be produced by vendor or purchased directly from a local artisan or grower and that I will clearly convey to customers and fellow vendors origins of said products.

I/We hereby release members of the Two Rivers Main Street Farmers/Crafters Committee, the City of Two Rivers and the staff and volunteers of the Two Rivers Main Street Inc. from any liability resulting from my participation in the 2017 Two Rivers Main Street Farmers/Crafters Market.

Please Print:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Number of space(s) required \_\_\_\_\_ X \$50.00 equals total fee enclosed of \$\_\_\_\_\_

I/We will be attending the Market primarily on Wednesdays \_\_\_\_\_ Saturdays \_\_\_\_\_ Both \_\_\_\_\_

I/We will be selling (check all that apply) Produce \_\_\_\_\_ Crafts \_\_\_\_\_ Other \_\_\_\_\_

If daily, the number of space(s) required \_\_\_\_\_ X \$20.00 equals total fee enclosed of \$\_\_\_\_\_

If other, please describe:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return signed contract and fee to the Two Rivers Main Street Office  
(Check payable to Two Rivers Main Street)

Two Rivers Main Street Office  
1717 East Park Street (in City Hall)  
PO Box 417, Two Rivers, WI 54241



**Two Rivers Farmers/Crafters Market  
2017 Publicity Approval**

Please Print:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

I/We will be attending the Market primarily on: Wednesdays \_\_\_\_ Saturdays \_\_\_\_ Both \_\_\_\_

I/We will be selling (check all that apply): Produce \_\_\_\_ Crafts \_\_\_\_ Other \_\_\_\_

I/We will agree to have a photo taken at the Market: Yes \_\_\_\_ No \_\_\_\_

(Please note: A colored photo is required for newspaper publication consideration.)

Please print or type a one paragraph description of product(s) that the Two Rivers Main Street can use for publicity purposes:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return signed contract and fee (check payable to Two Rivers Main Street) to the Two Rivers Main Street Office.

Thank you

Two Rivers Main Street Office  
1717 East Park Street, Suite 310 (in City Hall)  
PO Box 417, Two Rivers, WI 54241



The Two Rivers Main Street Farmers/Crafters Market and the City of Two Rivers Parks & Recreation Department have a wonderful working relationship. Understanding that this relationship works so well because of mutual respect, Two Rivers Main Street wants to remind vendors of the agreements for Central Park usage:

- No tent stakes or poking of items into the lawn is allowed.** There are expensive fiber optic, irrigation and utility lines running underneath the green areas of Central park. According to the agreement with the Parks & Recreation Department, the person who pokes tents/items into the ground that results in any service disruption will be financially responsible.
- Main Street wishes to help the City maintain the beauty of Central Park. Please provide appropriate garbage, including cigarette butts, disposal containers at your booth for your use and your patrons. Also, please pick up litter in Central Park that customers may leave behind. Vendors should not use the garbage cans on the street for disposal. A dumpster in the Recreation Department parking lot may be used for the trash incurred each Market day.
- Vendors are asked to move stands a few feet in a different direction each week to avoid constant grass wear. Raking up your area after removing your stand will help aerate the grass and assist with keeping Central Park grounds attractive and healthy.
- Vendor parking along Washington Street and in the spaces in front of the Community House will not be allowed.** Washington Street spaces are for customers and West Park Street will be closed on an as needed basis for customer safety and special events.

As a member of the Two Rivers Main Street Farmers/Crafters Market, I understand that it is a privilege for the City to allow our Market to setup in Central Park. I have read and will comply with the prohibitions on tent/item pegs/stakes.

Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_