

Farmers' Market on Broadway | 2021 Vendor Rules

2021 Market Dates & Times

Wednesdays beginning May 26 through September 29, 2021 (19 weeks)

3 – 8pm | Markets end at 7pm after Labor Day (September 7, 2021)

- I. **Pandemic Guidelines** – All vendors must adhere to the COVID-19 guidelines put forth by the On Broadway, Inc. staff. Guidelines are based on the recommendation of local officials and the Brown County Health Department.
 - a. **Your Health and Safety**
 - i. Stay home if you are sick or do not feel well, you will not be penalized/marked against if you are unable to attend do you covid symptoms.
 - ii. Face masks are required by ALL vendors.
 - iii. Keep 6 feet or more from other vendors and customers.
 - iv. Hand sanitizer will be available, but you are encouraged to bring your own as well.
 - v. Wash or sanitize hands often.
 - vi. Set customers purchase down, for them to pick up, to eliminate any touching.

Additional covid safe guidelines to come and must be adhered to at the market.

II. Absence Policy and Participation

- a. It is understood that you will be attending all markets as noted on your application. If a change needs to be made, you must email or call On Broadway, Inc. (OBI) at 920-437-2531 or allie@onbroadway.org at least ONE WEEK prior to the market you will miss.
- b. Emergency Absence – an emergency is an unforeseen, unplanned situation such as a death in the family, funeral or medical emergency. The Market Manager may grant you up to two (2) emergency absences.
- c. Poor weather is not considered an excused absence. If there is severe weather threatening on the day of a market, the market manager will decide whether to cancel the market by 10am that day.
 - i. Vendors will be notified by email of a cancellation.
 - ii. Cancellations will also be posted to the website (downtowngreenbay.com) and Facebook page (Farmers' Market on Broadway).
 - iii. Please do not contact the office to inquire of the market cancellation prior to checking the above resources. This becomes a very busy time for the office, and it will tie up the ability to put out information.
- d. After two (2) unexcused absences from the market, your vendor status will be terminated.

III. Market Operations

- a. Booth Designations – vendors are assigned booth(s) at the beginning of the season.
 - i. No vendor may switch booths without the approval of the Market Manager. Booths will not be moved unless there is valid reason that directly impacts the market.
 - ii. In the event there is an empty booth next to you, permission must be granted by the Market Manager for a vendor to occupy that stall. Empty booths are intentionally placed throughout the market for access to sidewalks and fire code purposes.

b. Set Up

- i. No vendor is allowed to set up prior to **1pm** for any reason.
- ii. Vendors must furnish their own booth items such as tents, tent weights, tables and chairs. **Staking is prohibited.** Umbrella use must be approved by the Market Manager.
- iii. All tents or objects must be secured by a minimum of a 25-pound tent weight on each leg. The vendor is responsible for damage done by their tent or any other items.
- iv. All vehicular movement must stop by **2:30pm** and not start before **8:15pm** or otherwise approved (7:15pm after Labor Day). Due to street closure timing and pedestrian safety, violations will not be tolerated.

If you have a conflict that consistently prevents you from being able to set up on time you may be removed as a vendor from the market without a refund of fees.

c. Closing

- i. The market will close at 8pm (7pm after Labor Day) with no sales after that time. Clean up of your space must be completed within one hour of market end due to the streets reopening.
- ii. Vendors will not be allowed to leave prior to the market closing time. If a vendor has an emergency and needs to leave, please contact the Market Manager for options/an exception.
- iii. If a vendor sells out of a product early, they are required to stay in their booth space and should post a “sold out” sign until the close of the market.
- iv. **NO VEHICULAR MOVEMENT IS ALLOWED BEFORE 8:15pm** (7:15pm in September)
- v. The market will be held rain or shine. If the market closes for any reason, no refund will be given. If a vendor chooses to stay, then they are staying at their own risk.

d. Trash Management

- i. Vendors must clean up their sales areas completely before leaving and haul the waste away.
- ii. Vendors must **NOT** discard trash of any kind in or around trash receptacles on event grounds.
- iii. Leaving stalls with litter or trash will be considered a procedural violation and market policies will be enforced. You must sweep your booth space at the end of each event.
- iv. Any vendor using grease products must have a drop cloth or plywood underneath their booth to prevent spills. Any grease spill must be treated with oil dry and cleaned up. The vendor is responsible for any clean up fees incurred because of their booth.

IV. Code of Conduct – Market participants as well as their employees shall conduct themselves in a pleasant and courteous manner towards all market patrons, volunteers and staff. Threatening behavior, both verbal and physical, and acts of violence at the market, office or by electronic means will not be tolerated. Hate speech or symbols and acts of discrimination are considered to be threatening and violent. Any person who engages in this behavior shall be warned and/or removed from the premise.

V. Vendor Transactions – Vendors are responsible for all business transactions related to their booth. This includes the collection of all applicable sales tax. Prices should be clearly posted for customers. This encourages sales.

VI. General Requirements

- a. Products - Vendors may sell only those products they themselves have helped to produce. The sale of any goods not grown or produced by the seller, the reselling of goods, or the sale of foods that have been traded or bartered for is not permitted. All sellers must abide by and all products must comply with all applicable federal, state and local regulations. Violations are subject to disciplinary action, including market expulsion.
- b. Vendor booths, selling space, signage and vehicles must not extend beyond allotted boundaries of the stall space without prior approval. Display and selling techniques must not impair other vendors' ability to sell, nor create a hazardous situation for customers. Staff must limit sampling and soliciting to within the allotted selling space. Our intention is to create a visually enticing, legal, safe market for customers, and to enable all vendors to maximize their selling space.
- c. Prohibited Items – the sale of alcohol, drugs and animals is prohibited. The Market Manager is authorized to interpret the existing market rules and to approve or disapprove products at any time during the season. Brand name products (direct sales, third-party reps) which are processed and sold under a brand name other than the vendor's own are not allowed.
- d. Inspections – the Farmers' Market on Broadway (FMOB) has the right to conduct an inspection of the production areas of products sold by a vendor at the market. No notification is necessary prior to inspection. An inspection may include ownership information relevant to determining product legitimacy. Failure to allow an inspection will constitute a violation of market rules and may result in expulsion from the market.
 - i. It is the responsibility of the vendor to abide by the Health Department guidelines concerning the vending of products.
 - ii. If any vendor is deemed to be in violation of health codes pertaining to products, they will no longer be able to sell at the market that day and the proper regulatory agencies will be notified.
- e. Licenses, Permits and Insurance
 - i. It is the responsibility of the vendor to obtain all licenses and permits required for the sale of their products.
 - ii. Weights and Measures – vendors are responsible for having their scales certified for compliance annually by the City of Green Bay Weights & Measures.
 - iii. All vendors are required to hold their own insurance to protect themselves from any incidents that may occur at the event. **Please list On Broadway, Inc. as additional insured and send us a copy.**

- f. Noise and Fumes – no loud or disturbing noises shall be made, or action taken on the event grounds that will interfere with the rights, comfort or convenience of other vendors or the public. This includes but is not limited to, stereos/speakers, vocal solicitation, selling/promotion outside of your designated booth space, etc.
 - i. Generators **MUST** be **whisper quiet generators**.
 - ii. No open fires, charcoal grills, or propane heaters are permitted without prior approval. Propane grills are allowed.
- g. Parking
 - i. Limited seasonal parking passes are available to vendors through local business owners. OBI does not offer parking passes but will provide contact information for parking opportunities.
 - ii. Vendors must follow the posted signage for available parking spaces in surrounding lots or on surrounding streets. It is highly recommended that nearby parking be left for attendees of the event.

VII. Reporting Violations – a vendor, market customer or the market staff may submit to the Market Manager a written complaint against a vendor where there is reason to believe a violation of market rules exists. The identity of the complainant will not be revealed but no anonymous complaints will be accepted. Forms can be requested by contacting the Market Manager.

VIII. Market Policies and Violation Procedures – if any of the above rules are violated, the Market Manager will assume the following steps.

- a. First Violation – verbal warning and documented with Market Manager
- b. Second Violation – written warning and documented with Market Manager
- c. Third Violation – termination from FMOB
- d. The Market Manger has the right to expel any vendor from the farmers’ market at any time at their discretion.

As a Farmers’ Market on Broadway vendor or vendor representative, I have read and agree to abide by the 2021 Vendor Rules written above. I understand that the rules have been put in place to offer a positive market experience for all involved.

Signature

Print Name

Business/Vendor Name

Date