



## **Market Application Form**

**“Saturdays on the Square”** is a new concept inviting all types of Vendors. We offer a variety of local, handmade products along with fresh local growers, food vendors. Our vision is to provide a market where everyone can sell their items and give visitors a great community market. We will be featuring an upcoming event, organization, or activity each week. Your input, ideas and help spreading the word is greatly appreciated.

We work hard to create a welcoming market for market-goers, volunteers, and vendors that is family-friendly, relaxed and community focused.

- **TRUST** is very important to us. The main building block of trust is Good Communication. If you have questions or concerns, you can bet that someone else has a similar thought. If you tell us, we can respond in a way that lets everyone know what's going on and informs everyone at once.

**Name of Business & Owner:**

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**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** ( \_\_\_\_ ) \_\_\_\_\_ **(Cell #)** \_\_\_\_\_

**E-mail** \_\_\_\_\_ \* you will receive information via e-mail unless otherwise requested \*



## Guidelines

**Market Time and Location:** Saturday on the Square runs Saturdays from May 18<sup>th</sup> through October 12<sup>th</sup> from 9:00 AM – 1:00 PM

- The 2019 season opens on May 18<sup>th</sup> and the last market is on October 12<sup>th</sup> for a total of 20 weeks. **No market on July 6<sup>th</sup> and August 31<sup>st</sup>.**
- The market location is Veteran's Park in Elkhorn.

**Inclement Weather:** All vendors are expected to come rain or shine. If Veterans park is “too wet” vendors will setup in North parking lot.

**Taste Samples:** Requires all vendors desiring to taste sample only sample low risk foods.

**Compliance with Local, State, and Federal Laws:** All vendors are responsible for obtaining all necessary county or state health and /or other permits and are responsible for compliance with all state and federal food and drug laws including proper labeling.

**Scales:** If goods are offered for sale by weight, the producer's scale must be in accordance with the local county requirements and with those established standards as set by the State of Wisconsin.

**Sales Tax:** Each vendor is responsible for the reporting of and the payment to the Wisconsin Department of Revenue of all required taxes resulting from the sales made at the Saturdays on the Square. Each vendor must have proof of his or her Wisconsin Department of Revenue Sales Tax Number Certificate. Failure to do so will result in the rejection of the Market application and his exclusion from the market.

**Clean-up:** Each Vendor is responsible for the removal of all waste, garbage and refuse from their space at the closing hour of each market day.



## Rates for the Season

One Space (12x 12) for the Full 2019 Market season (20 Weeks) is **\$150.00** (Non-transferable and Non-Refundable) this guarantees you a spot.

One Space (12 x 12) on a Weekly rate for the 2019 Market season (20 Weeks) is **\$15.00**. (Non-transferable and Non-Refundable) first come basis.

## Market Schedule

Please circle the dates below you are wishing to attend Saturdays on the Square.

May	18	25			
June	1	8	15	22	29
July	<b>6-No Market</b>	13	20	27	
August	3 * Corn & Brat day	10	17	24	<b>31-No Market</b>
September	7	14	21	28	
October	5	12			

\*Location of space not guaranteed\*

Electric Power Needed?  (Vendors must supply extension cords)

Farm Market Items  Handcrafted Items  Food

Commercial  Direct Sales

Community/Nonprofit Group

Specialty and unique items are especially welcomed and encouraged!



All vendors must have a seller permit from the State of Wisconsin if required. Our market is pet / children friendly.

My Business/Farm further agrees to indemnify, defend and hold harmless the Elkhorn Area Chamber of Commerce and respective officers, employees, agents, and consultants for and against any claims for such injury, theft, or damage.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**Fill out completely and type or print all information clearly and mail / Email to Elkhorn Area Chamber of Commerce. Make Checks payable to Elkhorn Area Chamber of Commerce & Tourism Center, Inc.**

**Payment & sign-up forms must be received by the Chamber no later than May 1<sup>st</sup> for the full season. Weekly signups are due Thursday by noon for that Saturdays market.**