

April 2, 2009

Greetings Marketplace Vendors!

It is spring again which means Marketplace Thursdays are fast approaching. Enclosed you will find vendor guidelines and conduct and your vendor application. (Please note there will be no market June 25th)

There will be a few changes this year. Each week there will be assigned spaces for vendors. This should alleviate pressure to arrive early and save a spot, as well as ensure electrical availability for those who need it.

Instead of individual gas cards this year, there will be a weekly drawing for a \$25 gas card courtesy of Riiser R-Store.

We will be expanding our Live @ Lunch program. The events will take place from 11am to 1pm on seven Thursdays throughout the summer. These dates are: June 18th, July 2nd, 16th, 23rd, and July 30th, August 13th and 27th. We have a great line-up, including the famous Frisbee Dogs, the Chicago Boyz, and great local bands.

There will be a Marketplace meeting open to all vendors April 30th at 5:30pm. It is strongly suggested you attend to clarify our guidelines and ask any questions you may have about the upcoming season.

Thank you for your interest in the 2009 River District Farmers Market. As always, please call our office with any and all questions you may have. We hope to see all of this April for the meeting and on our first Market day, June 18th.

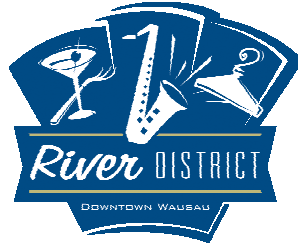
Wausau Area Events
Marketplace Committee
Kari Rasmussen
Event Coordinator
715/843-0748
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www.wausauareaevents.org
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River District Vendor Guidelines and Conduct

- A. **Market Schedule.** Thursdays, 9:30 am – 2:00pm, June 18 through September 17, 2009.
- B. **Market Location.** 400 Block/City Square in Downtown Wausau
- C. **Fees.** There are no fees for this farmer's market.
- D. **Allowable Sale Items.** The market will cater to high quality products. The following list may be expanded at the discretion of the Market Manager.
 - a. **Produce** – Fresh or dried fruits, herbs, vegetables, nuts, berries, sprouts or grains
 - b. **Miscellaneous** – Flowers, jewelry, bouquets, unprocessed honey, maple products, eggs, fresh or frozen meats, poultry, baked goods, preserves and crafts
- E. **Unallowable Sale Items:** Processed foods such as pickle, pesto, salsa, and dressing cannot be sold at the market. No garage sale or rummage sale items are allowed. No alcoholic beverages are allowed on the market site for sale or consumption.
- F. **Assignments/Attendance.** All vendors must register and be approved through the Wausau Area Events office. Seasonal vendors have pre-assigned sites for the season. Vendors must notify the Market Manager if they will not be present on any contracted Market day.
- G. **Stall Set-Up and Strike.** Stall set-up is from 8:00am to 9:30. Stall strike is from 2:00 to 3:00. Vehicles must be removed from the 400 Block by 9:30. NO EXCEPTIONS.
- H. **Reassignments of Stalls.** Market Manager will check-in vendors by 9:30 am. Late arriving vendors should notify the Market Manager as soon as they determine their arrival time. The Market Manager reserves the right to reassign the stall of vendors who do not occupy their stalls by 9:45am.
- I. **Size.** Sites are 10 feet wide by 10 feet deep. Vendors, product inventory, and display must stay within those measurements.
- J. **Display.** Vendors are expected to provide their own furnishings including tents, tables, and chairs. Vendors provide their own signage.
- K. **Signage.** Within the space, vendors may want to display signage with the name of his/her business and its location. Organic products may be advertised provided they are certified as organic. The Market Manager may ask to see a vendor's organic certificate at any time.
- L. **WIC.** Approved WIC vendors may display signage informing their customers of their approved WIC voucher status. Vendors interested in accepting these vouchers must contact Deb Grutzik at 715/675-5449, to be trained. Approximate training time is 15 minutes.

- M. ***Sales Practices.*** Vendors must adhere to Marathon County Health Department rules and regulations for food safety at temporary events. Email Kristal Knapp at ksknapp@mail.co.marathon.wi.us or call 715/261-1919 with questions to these rules. Read the “Safe Samples” and “Produce Safety Tips” guidelines provided by the Marathon County Health Department before attending.
- N. ***Behavior.*** Vendors are expected to conduct themselves in a courteous manner to other vendors, Market personnel and Market patrons. Threatening, abusive or harassing behavior constitutes a violation of the River District Farmers’ Markets rules and constitutes grounds for dismissal from the Market. Market Manager has the right to dismiss any vendor from the Market for an violation of rules.
- O. ***Parking.*** Vendors will receive ONE parking pass, which is good for the entire season. It is advised to use the parking ramps or an alternative location to directly next to the market. This benefits all – we need the parking for your customers!

2009 River District Farmers Market Vendor Contract



Vendor Name _____
Address _____
City/Zip _____
Phone _____
Email _____
Electrical Needs (amps, etc.) _____
Products to be sold (i.e. produce, meat, jewelry) _____

2009 Market Dates: Circle dates you plan to attend.

June 18	July 16	August 13	September 10
June 25 – NO MARKET	July 23	August 20	September 17
July 2	July 30	August 27	
July 9	August 6	September 3	

I acknowledge that I have read and accept the 2009 River District Marketplace Guidelines provided to me by Wausau Area Events, Inc. I agree to participate in the event as outlined.

I will hold harmless the sponsoring organizations, its officers and agents.

If I do not occupy my space by 9:45, it may be assigned.

Vendor signature

Date

RETURN SIGNED APPLICATION by April 28, 2009 TO:

Wausau Area Events
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Wausau WI 54403
715/843-0748 715/843-0938 fax
karir@wausauareaevents.org
www.wausauareaevents.org