



NEW for 2008....

Each week you attend, you will receive a \$10.00 gas card!!

March 10, 2008

Dear Marketplace Vendor:

The 2008 Marketplace will be held on Thursdays from June 19th through September 18th on the City Square (400 Block) in Downtown Wausau.

We are also pleased to announce the theme for our Thursday midday entertainment: ***Live @ Lunch***. In conjunction with the River District Marketplace, we will have either a concert or entertainment on the following dates: June 19 & 26 and July 17 & 24. We believe that this will make the Marketplace a fantastic destination for potential customers.

Wausau Area Events is also producing ***Harvest Fest*** on **Saturday, September 20th**, from 10:00am-3:00pm. Last year, we had approximately 2,000 attendees! Join us for a great family day filled with activities and you qualify for a **\$300 Gas Card**, exclusively for Marketplace vendors.

A vendor meeting has been set for Monday, June 2nd at 5:00 at the Wausau Area Events office.

Please mark your calendars for the following dates:

- June 2 at 5:00pm – Vendor Meeting (Wausau Area Events office)
- June 19th-September 18th *Marketplace Thursdays* 9:30am-2:00pm
- June 19, 26 and July 17, 24 ***Live @ Lunch*** entertainment
- September 20th *Harvest Fest* 10:00am-3:00pm

We are excited for the upcoming season and hope you are too! If you have any questions or comments, please do not hesitate to call me.

Leah Alters
Executive Director
Wausau Area Events
715/843-0748

River District Vendor Guidelines

1. 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 phone her (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.
2. Our **Live @ Lunch series** will be featured during Marketplace on the following Thursdays: 6/19 & 6/26; 7/17, 7/24. These dates will feature a concert and/or entertainment.
3. All vendors must register and be approved through the Wausau Area Events’ office.
4. Setup begins on the corner of Scott and Third Street and moves toward Jefferson Street.
5. No vendor fee is required for the 2008 season.
6. Vendors should be present for 80% of the scheduled market dates or make arrangements with the Wausau Area Events’ office for a different schedule, if necessary for seasonal reasons.
7. All vendors must be ready to sell at 9:30am and remain open until 2:00pm. Exceptions may be made per request and approval of the River District Marketplace Committee.
8. All vendors must supply their own tables, chairs, tents, or any other equipment needed to set up their display.
9. Each vendor will have a 12’ x 12’ space.
10. Spaces are unassigned, and available on a first-come, first-serve basis. Exceptions may be made per request and approval of the River District Marketplace Committee. Examples include electrical requirement or handicap accessibility. A committee member will be present at set-up time to help organize booth locations.
11. Food and craft vendors will be departmentalized in the square. Layout will be determined by Wausau Area Events, Inc.
12. It is the intention of the market to feature products that are produced directly by vendors. Exceptions may be granted upon request from the vendor and with the approval of the River District Marketplace Committee. All vendors must be ready to supply the growing location of their produce and provide their relationship to the grower. All craft vendors must be prepared to show proof of workmanship.
13. This is a WIC and Senior Farmer’s Market Nutrition Program (FMNP) approved market through the Department of Health and Family Services. Any vendor willing to accept these vouchers must contact Deb Grutzik, FMNP contact for Marathon County, at 715-675-5449, to be trained. Approximate training time is 15 minutes.
14. Vendors can only advertise as organic if they are certified organic.
15. All vendors must supply Wausau Area Events with a list of sellable goods for the purpose of advertising.



River District Vendor Contract

Vendor Name _____

Address _____

City/Zip _____

Phone _____

Email address _____

List products to be sold _____

Check the month/s you plan to be at the market:

June July August September

Dates I am unable to attend: _____

I acknowledge that I have read and accept the 2008 River District Marketplace Guidelines provided to me by Wausau Area Events, Inc. I agree to participate in the event as outlined.

Vendor signature

Date

Please return and send to: Wausau Area Events 426 Third Street Wausau WI 54403