



“HELLO SUMMER!” Craft & Vendor Show

to benefit the Menomonie Farmers Market, Inc

WILSON PARK, MENOMONIE WI 54751

Saturday, June 22nd – 8 a.m. to 1 p.m.

Vendor Guidelines & Registration Form

We would love to have you join us for our Hello Summer Vendor & Craft show to benefit the Menomonie Farmers Market, Inc. The event is scheduled for Saturday, June 22nd, from 8 a.m. to 1 p.m. Set up is from 6 a.m. to 8 a.m. All vendors must remain until the event has concluded.

1. Vendor spaces are located **outside**, in either the grass or concrete area. Event is happening rain or shine. **No** tables, chairs, tents or linens are provided. Please leave the area as you found it when you arrived. No stakes can be used in the park – please use weights to secure your tents.
2. Priority to use spaces under the pavilion will be given to farmers market regular season vendors.
3. Each vendor space is 10 feet wide by 10 feet deep. Registration fee must be paid at time of sign-up via cash or check. **Registration forms are due June 15, and payment is non-refundable.**
4. Limited electricity is available. If you would like electricity, please indicate such on your registration. You must bring your own extension cords. Electricity is an additional \$5. It is also first come, first served. (You will be refunded if you pay for electricity and it is unavailable)
5. Booth fee is \$25. You are also asked to consider donating a prize (product/gift certificate/service) for a Chinese raffle. Please bring your donation the day of, and drop it off at the raffle table.
6. The Vendor & Craft show is a benefit for our Menomonie Farmers Market.

7. The Menomonie Farmers Market show coordinators and volunteers are not responsible for damage/accidents. You are expected to keep your space clean and clear for shoppers.
8. Vendors are to drive up, unload and move their car/trucks immediately to allow space for other vendors. Vendors may not start organizing their booth while their car remains parked in the customer parking space.
9. Vendors are prohibited from driving into the Pavilion or on the grass.
10. Vendors MUST Park in the designated vendor parking area after unloading. Parking near the pavilion is reserved for those coming to shop! If you are found to have left your vehicle close to the pavilion/park, you will be asked to leave, and will not be invited to future events.
11. It is the responsibility of every vendor to know if it is required to collect and remit Wisconsin Sales Tax.
12. Vendors may not bring animals to the market unless it is a Service Animal and is required due to a disability.
13. Respect other vendors and market customers. Profanity, yelling, and heckling will not be tolerated.
14. Vendors may not sublet space. The Market Manager retains the right to approve and facilitate all arrangements pertaining to subletting space.
15. Consuming alcoholic beverages and smoking are not allowed in the market area. This applies to vendors, helpers, and customers.
16. Price and terms of sale are solely between buyer and seller. All prices must be displayed. All vendors agree to abide by fair business practices.
17. Market management will do their best to share vendor's posts to the market page, if the post is made public. Management cannot see vendor's posts on social media if they are blocked.
18. Use of Menomonie Farmers Market logo or images taken by the market staff is allowed with written permission only.
19. Note that this is a special event, and representatives of the direct sales companies will be allowed.

Please return the completed second page with payment to

Menomonie Farmers Market, PO Box 223, Menomonie WI 54751.

Please make checks payable to "Menomonie Farmers Market".

If you have any questions, please email menomoniefarmersmarket@gmail.com

Please complete and return this page with payment.

Please print legibly!

Name _____

Address _____

Phone _____ Email _____

Name of the Business: _____

Description of Items to be Sold

Electricity? (Add \$5): Y / N

10 x 10 space @ \$25: _____

Total due: _____

Special requests (We will do our best to accommodate (corner booth, end of row, near a friend, etc.)):

By signing, I understand and agree that the Menomonie Farmers Market, Inc., Show Organizers and Volunteers are not liable for theft, loss, or damage at the show. I agree to keep my space clean and clear of unnecessary hazards. I agree to abide by the terms set in this contract.

Signature: _____ Date: _____

PLEASE SEND SIGNED REGISTRATION PACKAGE WITH APPROPRIATE PAYMENT

(CHECK OR MONEY ORDER MADE PAYABLE TO **Menomonie Farmers Market, Inc.**)

TO:

Menomonie Farmers Market
PO BOX 223 Menomonie WI 54751

Menomonie Farmers Market Inc will charge a \$50 fee for any checks that are returned due to NSF.