



2023 Season

Thank you for your interest in the Lake Mills Artisan & Farmers Market!

We have made some exciting changes to our market this year! Our 2023 season dates are Wednesdays, May 17 through October 4, **from 2 PM to 6 PM on the first, third, and fourth Wednesday, and 4 PM to 8 PM on the second Wednesday of the month.** The purpose of this is to better serve our community!

Applications will be accepted throughout the season, however, those applications submitted complete on or before April 15, 2023, will receive consideration for vendor location preferences.

For acceptance into the Market and to receive consideration for approval, the Legendary Lake Mills office must receive all of the following:

- 1) A completed Application Form
- 2) A completed Wisconsin Temporary Event Form (WI-240)
- 3) Your payment (payment may be made by cash, check or PayPal)
- 4) Certificate of Insurance naming Legendary Lake Mills as an additionally insured*
- 5) Copies of proper permits from the Health Department*

* Items required by for food/beverage or processing vendors only; does not include raw produce.

Completed applications with required attachments should be submitted to:

Legendary Lake Mills, 200E Water Street, Lake Mills, WI 53551

There will be a pre-season meeting on Wednesday, May 3rd at 4 PM at the Community Room of the Lake Mills City Hall (200 Water Street, Lake Mills, WI). All accepted vendors are encouraged to attend!

This Market is organized and supported by Legendary Lake Mills, the local Chamber Main Street organization, which is a non-profit community-based program dedicated to the enhancement of the Lake Mills, Wisconsin, downtown and surrounding area.

THANK YOU!

Jessica Smith, Program Assistant
Legendary Lake Mills, farmersmarket@legendarylakemills.com

Legendary Lake Mills, 200E Water Street, Lake Mills, WI 53551
920.648.3585 | <http://LegendaryLakeMills.com>

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LAKE MILLS ARTISAN & FARMERS MARKET 2023 VENDOR APPLICATION

(Applications accepted throughout entire season)



PLEASE PRINT CLEARLY. Applications submitted on or before April 15 will receive consideration for requested booth location.

VENDOR NAME:		FARM/BUSINESS NAME:	
MAILING ADDRESS:		CITY, STATE, ZIP	
FARM ADDRESS (REQUIRED FOR PRODUCE):		CITY, STATE, ZIP	
CELL:	LAND:	EMAIL:	
LICENSE PLATE:	WERE YOU HAPPY WITH YOUR SPOT LAST YEAR?		YES NO

List *all* items offered for sale (with brief description), in order of priority. Attach additional sheets if needed. Items added during the market season must be pre-approved by the Market Manager.

1)	5)
2)	6)
3)	7)
4)	8)

Booth spaces are approximately 10' x 10'. Electricity is limited and only available to full season vendors

FULL SEASON: \$100 per booth (2 for \$200, etc.). START SELLING: _____ END: _____

OPTIONAL ELECTRICITY FOR FULL SEASON VENDORS : \$20 per season

MONTHLY RATE: \$50 per booth (2 for \$100, etc.). START SELLING: _____ END: _____

DAILY RATE: \$10 per booth START SELLING: _____ END: _____

Booth location assignments for full season vendors will be emailed to accepted vendors prior to opening day.

ALL vendors must complete and return, along with this application, payment and Wisconsin Temporary Event Form (WI-240).

Vendors selling or processing any kind of food or beverage (does not include raw produce) must adhere to Jefferson County Health Department Guidelines and regulations. Copies of permits must be submitted. **Note: Please contact the Jefferson County Health Department at 920-262-8094 for permit information.**

I, the vendor, have read, understand and agree to abide by the attached Lake Mills Artisan & Farmers Market Rules & Regulations.

To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify and hold harmless the elected and appointed officials, employees and volunteers and others working on behalf of the Legendary Lake Mills Chamber Main Street Organization and/or the City of Lake Mills, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Lake Mills and/or the Legendary Lake Mills Chamber Main Street Organization, by reason of personal injury, including bodily injury or death and/or property damage, including the loss of use thereof, which arises or is in any way connected or associated with the Farmers' Market. **All applicants must file a new application every year.**

Applicant's Signature: _____ Date: _____

Please return the completed application and applicable materials with payment* to: **Legendary Lake Mills, 200E Water Street, Lake Mills, WI 53551**

*Checks returned Non-Sufficient Funds (NSF) will be assessed a \$25 fee by Legendary Lake Mills.

Market Manager: Barb Brandel Phone: 920-648-3585 Email: farmersmarket@legendarylakemills.com

ADMINISTRATIVE USE ONLY	
LIST PERMITS RECEIVED:	
<input type="checkbox"/> SEASONAL <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	DATE APPROVED: _____
PAYMENT RECEIVED: \$ _____ DATE: _____	DATE DECLINED: _____
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> OTHER: _____	BOOTH #: _____

LAKE MILLS ARTISAN & FARMERS MARKET

2023 RULES & REGULATIONS

Please keep for your records

Market Dates, Times and Location

- ❑ Season: Wednesdays, May 17 through October 4, 2023
- ❑ Hours: **2 PM to 6 PM on the first, third, and fourth Wednesday of the month, and 4 PM to 8 PM on the second Wednesday of the month.**
- ❑ Location: Commons Park, downtown Lake Mills.
- ❑ Pre-Season Informational Vendor Meeting: Wednesday, May 3rd at 4 PM at Lake Mills City Hall.

Rental Payment

- ❑ Cost per booth is \$100 for the full season; once per month \$50; and daily rate \$10.
- ❑ Full season vendors paying by April 15, 2023, will receive consideration for preferred or prior location.
- ❑ Daily vendors must pay **before** they are assigned a location on the day of the Market and must have contacted the Market Manager to reserve a booth the day prior the Market.

Booth Assignments and Information

- ❑ Booth assignments will be made at the discretion of the Market Manager with consideration given to full season vendors, the time that the application is received complete and the years of attendance by the vendor.
- ❑ Each booth is approximately 10' x 10'. Booth will be located & marked by the Market Manager or Committee representative. Vendors must stay within these boundaries.
- ❑ Booths are not transferable.
- ❑ Vendors must furnish their own booth items such as tent, tent weights, tables and chairs.
- ❑ Park picnic tables and benches are for public use, not vendor use.
- ❑ Do not extend into adjoining spaces or onto the sidewalk.
- ❑ All products sold at the Market must be displayed and sold in a manner which meets Jefferson County regulations.
- ❑ Vendors may only sell the products described and approved on their application. Additional items require approval from the Market Manager or Committee prior to bringing the product to the Market.
- ❑ Limited electrical outlets may be available to seasonal vendors for an additional \$20/season. All generators must be of the "whisper quiet" variety.
- ❑ The playing of electronic music or sound recordings at vendor booths is not allowed during Market hours.
- ❑ Live animals and/or pets are not allowed at vendor booths.
- ❑ Masks may be required per Wisconsin State Health Department guidelines.

Market Set Up Procedures

- ❑ Full Season and Monthly Vendors:
 - **Vendors arriving late must call the Market Manager by 11 AM on Market Day** or it will be assumed that you are not attending, and your space may be offered to a daily vendor.
 - Vendors consistently setting up late may lose their assigned booth location and be moved at the discretion of the Market Manager.
- ❑ Daily Vendors:
 - Must contact the Market Manager by the Tuesday prior to Market Day (aka the day before) to reserve a space. Location may change each week at the discretion of the Market Manager.
 - **On Market Day, Daily Vendors must check in at the Market Information Table** and meet with the Market Manager to verify all necessary paperwork/permits are complete and to pay the booth fee **before any booth set up occurs.**

❑ Parking:

- From 1:30 PM to 8 PM, **no vendor vehicle parking is permitted next to Commons Park** (e.g. along E. Lake Street, N. Main Street or E. Madison Street). Vendors may park near their booth to unload. **Vehicles must be moved after unloading and before setup begins.**
- Backing into the parking stall is against Market policy, and the Market is not responsible for damage that may occur by backing into a stall.
- Vendor parking is available in the municipal lot located on Water Street, across from City Hall and behind the buildings on Lake Street.
- Vendors with special needs must make arrangements with the Market Manager on an individual basis **prior** to Market Day.

Market Opening and Closing Procedures

- ❑ The Market hours are 2 PM to 6 PM on the first, third, and fourth Wednesday of the month, and 4PM to 8PM on the second Wednesday of the month.
- ❑ Full season vendors may arrive between 12 PM - 1:30 PM to unload and set up on the first, third, and fourth Wednesday of the month, and 2 PM - 3:30 PM on the second Wednesday. All other vendors must check in with the Market Manager prior to booth set up. **No setup is permitted prior to 12 PM.**
- ❑ All vendors must be ready to sell/vend by 2 PM or 4 PM (dependent on day), when the Market opens.
- ❑ Booths must be left clean, taking all waste and garbage with you. Vendors will be charged a minimum fee of \$50 for any items left behind or a booth that requires clean-up.
- ❑ The Market will be held rain or shine. Closing of the Market due to severe weather (such as high winds, heavy thunderstorms, lightning, tornado warnings, etc.) will be at the discretion of the Market Manager.
- ❑ If the Market Manager closes the Market for any reason, there is no refund and vendors must leave. If a vendor chooses to stay, they do so at their own risk without endorsement.

Items Left Behind/Lost and Found

- ❑ Any items discovered should be immediately given to the Market Manager or Market representative at the Market Information Table. Contact the Market Manager at 920-648-3585 to arrange for someone to pick up the item(s) if you are unable to leave your booth.

Insurance

- ❑ Legendary Lake Mills does not carry insurance coverage for individual vendors. All vendors will be held liable for damage caused by their product, equipment, etc. **Vendors are responsible for their own general liability and product insurance.**
- ❑ Legendary Lake Mills requires Food/Drink vendors to furnish a certificate of liability insurance naming the organization as an additional insured: *Legendary Lake Mills, 200E Water Street, Lake Mills, WI 53551.*

Vendor Approval Guidelines for All Vendors

- ❑ All vendors require approval by the Market Manager and/or Committee jury process.
- ❑ The Market Manager and/or Committee reserve the right to refuse an application at any time for any reason, and without explanation.
- ❑ Vendors shall make available for inspection the lands or areas where their crops or products are grown or produced.
- ❑ Artisans/crafters shall make available for inspection the production of any item being sold at the market.
- ❑ The Market Manager and/or Committee has the right to reject any articles deemed not appropriate for the Market and to limit the amount of vendors selling any product.
- ❑ A copy of all permits, licenses and Certificate of Insurance, as required by the county and state, must be on file with the Market.

Produce Vendors

- ❑ All produce must be locally grown and cultivated by the vendor in the state of Wisconsin.

Art and Craft Vendors

- ❑ All art and craft items must be handmade by the vendor.

Food/Drink Vendors

- ❑ Vendors must have a copy of a State-issued or Jefferson County Health Department permit at the Market.
- ❑ All food and beverage items must follow Jefferson County Health Department Guidelines and be sold by the vendor preparing it.
- ❑ Bona fide processed food vendors that have full season booths can sell non-native shrimp and other shellfish. These products must be obtained from an approved source.
- ❑ All products sold will be reviewed and approved by the Market Manager and/or Committee prior to selling the product.

Non-profit Organizations

- ❑ A limited number of free spaces are allotted to member non-profit or governmental organizations each week. To reserve a space, you must contact the Market Manager by the Tuesday before the Market.
- ❑ The Market Manager and/or Committee will make all determinations regarding free member non-profit or governmental organization booth space; decisions are final.
- ❑ Member non-profit organizations may obtain free booth space up to three times per Market season.
- ❑ All information displayed and shared with the public, as well as items for sale, must be pre-approved.
- ❑ No active solicitation of passers-by will be allowed.

Grievance Policy

- ❑ Suggestions and concerns are always welcome and appropriate. Complaining to other vendors and/or customers is never appropriate and may result in removal from the Market.
- ❑ All complaints and concerns should be directed to the Market Manager. If you are uncomfortable bringing your complaint to the Market Manager, or if the Market Manager has not adequately resolved your complaint, please direct your complaint/concern **in writing** to any current member of the Legendary Lake Mills Board of Directors.

Termination

- ❑ The Legendary Lake Mills Board of Directors will handle any problems related to the administration of these rules and regulations.
- ❑ Disruptive behavior and/or frequent criticism and/or complaining regarding the Market to other vendors or customers will be cause for immediate termination.
- ❑ Repeated or continued violations of Market Rules and Regulations will be grounds for immediate termination from this Market. If termination occurs, no refund will be awarded.
- ❑ Selling prior to 1 PM or leaving prior to 6 PM (without making arrangements with the Market Manager) will be grounds for consideration of vendor removal from the Market at the discretion of the Market Manager and/or Committee.

Youth Vendors

- A limited number of free spaces are allotted for youth vendors, ages 9-16, who wish to sell produce, handmade goods, arts, crafts, food and/or drink. To reserve a space, you must contact the Market Manager by the Tuesday, before the Market.
- A legal guardian must fill the Farmers Market application and be present during the market hours.

Operator's Wisconsin Tax Number	Event End Date
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Part C: Vendor Information

If the vendor does not have a Wisconsin seller permit number and claims their sales are tax exempt, enter the exemption code number provided by the vendor.

- 1 - Exempt sales only or display only
- 3 - Nonprofit occasional sales exemption
- 2 - Multi-level marketing company pays sales tax
- 4 - Exempt occasional sales

Wisconsin Seller's Permit Number (15 digits starting with 456) 456- -		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
Legal Business Name (if not sole proprietor)		Doing Business As (DBA) Name (if applicable)		
Vendor/Contact Name (Last)	Vendor/Contact Name (First)		Vendor Phone Number	
Mailing Address		Email Address		
City	State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)	

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Reproduce this page as needed to report all vendors.
Page 1 must be included with your submission.

