

2023 Pewaukee / Lake Country Farmers Market Letter
W240N3103 Pewaukee Road, Pewaukee, WI 53072

January 19, 2023

Application Form

Dear Potential Vendor,

Christ Lutheran Church is planning to host the 2023 Pewaukee / Lake Country Farmers Market. By signing the application, you are agreeing to follow the Guidelines set forth by the 2023 Pewaukee / Lake Country Farmers Market. Please read the application carefully.

Enclosed with this letter are the 2023 Vendor Application and the Market Guidelines. The location of the Pewaukee / Lake Country Farmers Market will be Christ Lutheran Church's parking lot. All stalls will accommodate a **10'x10' tent**. The spaces are numbered on the pavement. Do not go past the markings at the front of your space. Every effort will be made to create an appropriate marketing environment.

Hours for the Pewaukee / Lake Country Farmers Market are **Wednesdays from 3:00 pm to 7:00 pm, June 7 through September 27, 2023.**

- **Daily Vendors pay \$40 per Wednesday.** Daily Vendors pay on the day of their attendance.
- **Full Season** (June 1 – Sept. 27) vendors pay \$300.
- **Peak Season** (June 28 – Sept. 27) vendors pay \$250.
- There will be an **Early Bird Discount of \$50** from above prices **if full payment, application, and certificate of insurance liability** (for \$100,000/\$300,000 aggregate) **is received before March 29, 2023.**
- **Vendors sending in their application after March 29, 2023 will pay full price.**
- Craft vendors are allowed to compose approximately 15% of the Farmers Market vendors. **Craft vendors must supply photos of themselves creating/assembling their items.**
- No brokers, agents, tiered sales, or commissioned sellers will be approved as vendors.
- **Make checks out to Christ Pewaukee,** on memo line please write **Farmers Market.**

The Pewaukee/Lake Country Farmers Market will open on Wednesday, June 7, 2023. It is important to have the stalls full on that day. Even if your product is not available for purchase that day, we strongly encourage you to attend and consider providing information on the products that you will have available.

If you are a new food vendor, you must include the necessary permits from the Health Department, or your application will not be accepted. If you have any questions, contact the Waukesha County Division of Environmental Health at 262-896-8326.

Vendors who intend to use a generator must indicate that on the application form. Generator use at the Market will be limited. You must have prior written or emailed permission from the Pewaukee / Lake Country Farmers Market to run your generator. Generators will be inspected by Market Management for noise level, fumes, disturbance to neighboring vendors, and safety. If your generator does not meet approval, you will need to plan for an alternative power source the following week. If your generator is deemed an immediate safety problem, you will be asked to stop the generator immediately.

Final vendor approval and vendor locations in the market will be at the discretion of Market Management. **Once you are assigned your space it will not be changed.** Unresolved disputes over issues can result in cancellation of a vendor's contract.

With your application, **you MUST provide copies of all licensing required by the State of Wisconsin and Waukesha County as well as a Certificate of Liability Insurance** listing Christ Lutheran Church and the Pewaukee / Lake Country Farmer's Market as Additional Insureds.

When completing your application, include the exact address where the produce is grown (not intersections or city only). Incomplete applications will not be accepted. Upon signing the form, you agree to an on-site inspection of your growing area and cooperation with the Market Management team.

If you have any questions, please feel free to contact us at 262-737-6170.

Thank you,

Pewaukee / Lake Country Farmers Market Team

2023 Pewaukee / Lake Country Farmers' Market Non-Profit Application

Christ Lutheran Church
W240 N3103 Pewaukee Road, Pewaukee, WI 53072
262-737-6170

Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Facebook _____

Website _____

Non-Profit Corporation EIN Number _____

Official Non-Profit Corporation Name _____

Federal Non-Profit ID Number _____

Please provide a brief mission statement or description of your activities at the Farmers' Market:

Preferred Market Dates: _____

Please note: With your application, you must provide copies of all licensing required by the State of Wisconsin and Waukesha County as well as evidence of insurance.

The renter of a market stall(s) holds harmless the Pewaukee / Lake Country Farmers' Market and Christ Lutheran Church from and against all causes of action, claims, demands, suits, liability, or expense by reason of loss or damage to any property or bodily injury to any person, including death, as direct or indirect result of use of any rented or occupied market space or in connection with any action or omission of the renter who shall defend the above, Pewaukee / Lake Country Farmers' Market and Christ Lutheran Church in any such cause of action or claim. By signing this form, I confirm that I have read and understand the rules of the Pewaukee / Lake Country Farmers' Market.

Signature _____ Date _____

Please return this form with all sections filled in, along with your Certificate of Liability Insurance listing Pewaukee / Lake Country Farmers' Market and Christ Lutheran Church as Additional Insureds, \$100,000/\$300,000 aggregate.

2023 Pewaukee / Lake Country Farmers' Market Special Guidelines

Christ Lutheran Church
W240N3103 Pewaukee Road, Pewaukee, WI 53072
262-737-6170

LOCAL PEWAUKEE / LAKE COUNTRY Service Organizations, Community Partners and Non-Profit Guidelines

The Pewaukee / Lake Country Farmers' Market has designed a space and an environment to best fit the community that the market serves. To make and keep that environment matching the design, the market management, without prejudice, will choose to accept vendors, service organizations, community partners and non-profit organizations to support their function. These organizations must follow the guidelines as shown below.

- Non-profit participants must provide their non-profit EIN number and official non-profit corporation name for verification purposes. The Pewaukee / Lake Country Farmers' Market reserves the right to verify your non-profit status.
- All organization must have an application on file with Pewaukee / Lake Country's Farmers' Market before attending the market.
- Each organization may only participate, during the duration of the 2023 market, four times, providing that their requested dates are approved.
- Each organization may participate at the market no more than once each month, providing dates approvals. Exceptions need approval by the Farmers Market Management.
- Participants from the organization may not wander around the market distributing materials, nor should they approach customers beyond six feet of their assigned booth space.
- Participants may not sell or give away any food or drink at the market.
- Any sale of products must be approved by the market management and may not compete with market vendors.
- Organizations should distribute the Farmers' Market flyers, along with any of their own materials.
- The location for setup will be chosen by the market management.
- Organizations must supply their own table and chairs. Set-up participants must be at the market by 2:00 pm on Wednesdays.
- **In Lieu of a fee or donation to the market we ask you to promote the Pewaukee / Lake Country Farmers' Market on your website and marketing materials.**
- Please provide market management with a certificate of insurance along with your application **Listing Pewaukee / Lake Country Farmers' Market and Christ Lutheran Church as Additionally Insured with limits of \$100,000/ \$300,00 Aggregate.**

We appreciate your assistance in creating the proper market environment. The market management recognizes that each and every organization plays a vital part in showing the cooperation and collaboration that makes the Pewaukee / Lake Country Farmers' Market a true and deserving destination for our wide-ranging community. Please remember that the market management retains the rights to modify booth selection and conditions at any time.

If you have any further questions, please feel free to call Market Management at 262-737-6170.