



The market season begins Saturday May 25th, 2024

and ends Saturday October 5th, 2024.

***Market hours are: 8:00AM to 12:00PM***

**2024 RULES & REGULATIONS**

The Elkhart Lake Chamber of Commerce and the farmers market committee has established these rules and regulations, which are subject to change. Complaints and concerns regarding the Elkhart Lake Farmers and Artisans market should be addressed to the market manager or Elkhart Lake Chamber of Commerce staff.

***Code of Conduct:*** market attendees, participants, their families, and their employees shall conduct themselves in a courteous manner towards all market patrons, volunteers and staff. Threatening behavior, both verbal and physical, and acts of violence at the market, office or by electronic means will not be tolerated. Any person who engages in this behavior shall be warned and/or removed from the premise.

***Rule Violation Policy:*** Violation of any of the rules and regulations or policies laid out in this, or future notices will be handled as follows:

1. First violation will result in a verbal or written warning, which may be issued by ELCOC staff, famers market committee or the market manager.
2. Second violation will result in removal from the market without refund for that day.
3. Third violation will result in expulsion from the remaining market season without a refund.

\*\*\*Violations the require intervention with police against a vendor may result in immediate and permanent expulsion from the market without refund for any/all fees.\*\*\*

**Market manager is onsite at 6AM every Saturday.**

* If you are a new vendor, please set up a meeting (phone or in-person) with a member of the ELCOC staff to further discuss the rules and regulations and any questions or concerns you may have.
* Vendors must complete their application (**Farmer**, **Artisan** or **Food**), pay the $20 application fee, date fees and complete the temporary event operator & sellers permit before being approved for the market season.
* Vendor spaces are 10’ x 10’(square) or 8’ x 6’(rectangle) based on location. The ELCOC reserves the right to assign spaces according to the needs of the market as a whole. Vendors are not to move, switch, or change spaces without the approval of the market manager.
* No harassment, disruptive behavior or verbal abuse of Market Manager or other vendors. Any complaints regarding above said behavior will result in the use of the *Rule Violation Policy.*
* The market is a place of business and public gathering; polite, professional behavior, as well as fair and honest business practices, are expected.
* All vendor products must comply with all applicable federal, state, county and local laws, regulations, and permits that govern the products which they sell. Vendors are responsible for obtaining all licenses or permits required for the sale of their product to the public.
* Market management reserves the right to conduct on-site inspections of farms, kitchens, workshops or other spaces where market products are made or produced.
* Seasonal vendors will be given preference and will have a pre-assigned space for the season. Weekly vendors are scheduled for spaces depending on space availability, product mix and market management discretion. Weekly vendors may be in a different space each week they are scheduled, though this will be avoided whenever possible. Day of decisions are made by the market manager.
* There will be NO SPECIAL VENDOR SPACE REQUESTS ACCEPTED.
* Vendors are responsible for their own setup and take down.
* All canopies MUST BE WEIGHTED DOWN! Each canopy leg must have AT LEAST 30lbs of weight. If at any time the market manager or any Elkhart Lake Chamber of Commerce staff member notices canopies not being weighted down, you will be told to remove your canopy. If you need ideas on how to do this, please ask the market manager or the ELCOC staff.
* Keep in mind the railroad tracks are private property and the rules for the railroad will need to be followed.
* No use of buildings, water, or electricity will be allowed of the vendors.
* Vendors are responsible for cleaning their own area before leaving. Please take any garbage you have home with you.
* No smoking or vaping in the market.
* The use of drugs or alcohol is not permitted.
* Vendors must remain onsite for the duration of the market.
* The market is held rain or shine.
* Non produce vendors are responsible for collecting, reporting and paying sales tax.
* Questions regarding state permit can be directed to 608-266-2776 or DORBusinessTax@revenue.wi.gov
* Questions regarding county permits including temporary restaurant license for prepared food or sampling can be directed to Sheboygan Health and Human Services, Environmental Health: 920-459-3207 or public.health@sheboygancounty.com
* The health department conducts random checks to ensure vendors are in compliance with state regulations.
* If you would like to be a certified vendor for the WIC program, please call Madison at 608-261-8867 and they will give you the information needed to become certified for Sheboygan County.
* **NOTE:** In an effort to keep seasonal fees down – artisans who have paid for a seasonal space are required to notify the Elkhart Lake Chamber of Commerce Office if they do not plan to use their space on any given Saturday, so that it can be leased to another vendor. The open dates are important to know when non-seasonal vendors need a space. The deadline to do so is Thursday by 4:00 pm, unless weather is a factor. Booth fees are non-refundable but can be transferable.
* Vendors regularly appointed space will be forfeited if said vendor is not on the premises or has not talked to the Market Manager personally by 7:30 AM.
* Vendor booth #’s and map will be posted the Friday before each market on our website<https://www.elkhartlakechamber.com/farmers-market>
* Vendors are encouraged to create their own identity at the market.
* Vendor insurance is not required but strongly encouraged.

**Vendor Types**

**Full Season Vendors** are vendors that pay their full season fees in advance. They are assigned a space that they are permitted to set up in each market date. Full season vendors must commit to at least 16 market dates out of the 20 dates available.

**Weekly vendors / Part-time vendors / Drop-in Vendors** are vendors that have only chosen a select number of market dates to attend or who sign up on a week-to-week basis. These vendor types are assigned a space for the day depending on availability, product mix, and coordinator discretion. These vendors are not guaranteed the same space each market.

**Product Types**

Please note:all vendor types require vendors to provide a detailed product listing for approval and to help with placement of vendors. The ELCOC staff and farmers market committee will determine your vendor type based on products if you are unsure or if the ELCOC staff or farmers market committee determines that you are in an improper vendor type category based off products sold. Ultimately it is up the ELCOC staff and farmers market committee.

**Farmer** : Fresh produce, foods, flowers or plants that the vendor grows or cares for, and harvests. (fruits, flowers, vegetables, plants, herbs, eggs, meats, also canned items such as: pickles, beets, mixed vegetables, jams and jellies) This food is not processed or is minimally processed.

(NEW this year)

**Food** : Products that agriculture or non-agriculture businesses make from ingredients both purchased and/or grown. The food is made for immediate consumption (breads, baked goods, bakery, coffee, egg rolls, pretzels, desserts, lemonades, teas)

**Artisan** : Products that are handmade by the vendor. All work must be at least 50% handmade. The farmers market committee requires that all work must be at least 50% handmade. The farmers market committee is aware that sometimes vendors fall into a “gray’ are where it may be hard to prove whether or not their products is 50% handmade. It will be stressed that they will be evaluated on their own design work and originality. All artisan vendors are required to submit images of all their products for approval. If you have done this from the previous year and your items have basically stayed the same, you do not need to resubmit each year. New/add on items will need approval from the ELCOC staff or farmers market committee. Direct sale, resale or franchise items are not accepted. Any negative products will not be allowed at the market and will be deemed “negative at the discretion of the farmers market manager, ELCOC staff and/or the farmers market committee.

Antiques and classic collectables will be allowed at the discretion of the farmers market committee.

If you are not accepted into the market, we will notify you.

Vendor forms are available online <https://www.elkhartlakechamber.com/farmers-market>, can be picked up at the Chamber of Commerce office at 41 East Rhine Street Elkhart Lake WI, 53023 or can be mailed or emailed directly to you but please contact the office at 920-876-2922 to provide your mailing address.

Any questions or concerns can be directed to the Elkhart Lake Chamber of Commerce.

Thank you for your participation!

Elkhart Lake Chamber Commerce and the Farmers Market Committee

**Loading and Unloading rules**

* Street closures begin at 7AM
* Please drive slowly!
* In order to assure safety to all: Vehicles must enter on South Lake Street, turn left on Elm Street, turn left on South East Street and follow to Square Street.
* You may unload/load per vehicle via one lane traffic. Please be courteous and mindful of other vendors wanting to unload/load. You must put your items in your space and return to your vehicle and park to maintain a steady flow of vendor traffic. Then you may set-up your space.
* If you choose to park and unload/load on South Lake Street or Rhine Street, you must be in a parking stall. You must move your vehicle from those spaces to approved off site parking. For quick unloading/loading it is best to utilize your flashers as well.
* Driving map is on the Elkhart Lake Chamber of Commerce website <https://www.elkhartlakechamber.com/farmers-market>
* Elkhart Lake downtown businesses ask that you respect their customers’ desire to park in front of or near their establishments. Please remember to move your vehicle to the village parking lot along North East Street or to another side street at least a block away from the market after you have unloaded all your products.
* Any vendor not following the parking or loading/unloading rules will be in violation of our rules and regulations. Businesses and police will take note of vehicles license plates and take further action. This may result in utilizing our ***Rule Violation Policy.***

