



FARMERS MARKET VENDOR & FOOD TRUCK POLICIES

1. **Electricity** – No electricity is available at vendor sites located in the Community Center parking lot.
2. **Assigned Spaces** – Vendor spaces will be assigned. Regular weekly vendors are required to set up in the same assigned space each week.
3. **Occasional Vendors** – Vendors who participate occasionally will be assigned available spaces and may not receive the same space each time.
4. **Set-Up & Take-Down Times** – Booths must be fully set up by **4:00 PM** and may not be taken down before **7:00 PM** to avoid vehicle traffic during market hours. (Set up may not begin prior to 3:15PM)
5. **Canopy Weights** – All canopies must be properly secured with a minimum of 25-pound weight on each leg. No spikes are allowed to be driven into ground or asphalt.
6. **Canned Goods & Licensing Requirements**-See Information: [Quick Tips for Farmers Market Vendors](#)
 Vendors selling canned goods must post a sign stating:
*“These canned goods are homemade and are not subject to state inspection” and
 All canned goods must be properly labeled including an ingredient statement.*

 Farmers, processors, and food vendors must possess and maintain all required licenses and permits from the Wisconsin Department of Agriculture, Trade and Consumer Protection.

 Vendors are responsible for being familiar with and complying with all local, state, & federal regulations governing the products they sell. For information regarding food licenses, permits, and certifications, contact:

 Wisconsin Department of Agriculture, Trade and Consumer Protection – (608) 224-4932
 Manitowoc County Health Department – (920) 683-4155
7. **Permits & Sales Tax** – Vendors are responsible for obtaining all required local, county, state, and federal permits and for complying with Wisconsin sales tax regulations. See Information on:
 Food Licensing in [Wisconsin Quick Tips & Seller’s Permit Guide for Farmers Market Vendors](#)
8. **Fire Safety Requirements** – See Separate Sheet for regulations.
9. **Professional Conduct** – Vendors must be considerate of fellow vendors. Actively encouraging customers to leave another vendor’s booth to purchase your products is not permitted.
10. **Behavior Policy** – Disruptive behavior or verbal abuse toward fellow vendors or the Market Manager will not be tolerated and may result in removal from the market. Vendor Fees are not refundable.
11. **Trash Removal** – Vendors are responsible for removing all trash generated by their stand. Park trash receptacles are for park patrons only.
12. **Food Waste** – No produce or food waste may be placed in park trash cans.
13. **Scales & Compliance** – Vendors using scales are responsible to ensure the type of scale and its use comply with Wisconsin law.
 For more information: datcp.wi.gov/Pages/Programs_Services/WeightsandMeasures.aspx
14. **Cancellations** – Village of Valders Representatives or the Market Manager will notify vendors via email and/or phone call of any market cancellations due to inclement weather conditions.

For questions or concerns, please contact the Valders Farmers Market Volunteer Managers listed below:

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