



In order to ensure safe, efficient, and customer-friendly markets, Kenosha Public Market (KPM) informs each prospective and participating vendor of KPM's rules, procedures and policies. It is intended to serve as a briefing in order for vendors at KPM markets to have a safe, fun and successful market experience.

All vendors, including business owners and at-market staff, are expected to adhere to the rules.

OPERATING SCHEDULE

2021/2022 Indoor Winter Season

- Day: Saturday
- Dates: November 6th to April 30th (24 weeks)
- Time: 10am to 2pm
- Setup: Setup is directed by market staff at 8:30am.
- No Show: No show will forfeit that day's fee and will be marked as unexcused.
- Attendance: Please submit requests for reschedule or cancelation **TWO WEEKS** in advance. Unplanned emergencies will be on a case by case basis reviewed by the board of directors.
- KPM2GO: Vendors are invited to list their products on our Online Sales Portal-KPM2GO. KPM promotes this platform in order to increase the number of sales completed before the market opens every week. Orders open Saturday noon thru Friday 9am with pick-up at the market or curbside.

APPLICATION SUBMITTAL & ACCEPTANCE

1. KPM is committed to creating a diverse market with the highest quality, locally-produced products available.
2. KPM reserves the right to deny a vendor application, prohibit anyone from selling at the market, and/or prohibit any product from being sold at the market.
3. Vendors are invited to submit their online application at least 14 days prior to the date requested for participation.
4. All prospective vendors must fully complete and sign a KPM online vendor application and agreement.
5. All vendors must read all rules, procedures, policies, regulations and apply for a required license before each market season to ensure a full understanding of all requirements.
6. The application process can be found on our website at “Join Our Market”
7. “Meet Our Vendors” Online Roster
 1. KPM makes available the participating vendor roster on the KPM website. Information about individual businesses, including websites and phone numbers, is available to the public. This information is sourced directly from vendor application MarketWurks.
 2. The vendor roster will not be shared or sold by KPM to vendors, prospective markets or competitors for the purpose of soliciting vendors.

PAYMENT PROCESS & METHODS

Upon approval, a confirmation email will be sent. A separate email with an invoice and online **payment link is due in full upon receipt of the invoice. All partial payments must be pre-approved and only full season vendors will be considered.**

Vendors have the following payment method options:

- Credit Card (payment available online)
- Check (\$25 returned check fee)
- Cash

If you are paying by check, please make payable to:
Kenosha Public Market, Inc.
Attn: Treasurer
6633 Green Bay Road
Kenosha, WI 53142

Pre-Approved Partial Payment Monthly Invoice

1. **Partial payments requests** can only be made by full season applicants and will be reviewed by the KPM board on a case by case basis. Full season vendors wishing to request partial payment should email the board at ContactUs@KenoshaPublicMarket.com
2. Full time vendor must pay the first three Saturday's in advance of start date. Monthly invoices are mailed the first week of the month prior to the month being billed and are due upon receipt.
3. Payments may be made by cash, check or online credit/debit card.
4. Monthly invoicing is available only to vendors who are able to pay according to our terms (payment is due upon receipt) and do not show a pattern of late payments.

5. Any vendor that has more than three late payments during the season will lose the option for monthly invoicing and will be required to either prepay for each month they participate in the market.
6. Invoices will be sent to vendors by email. Payment is due upon receipt.

PRODUCT CATEGORIES

Only the following types of vendors are considered for our markets:

1. **Farmers/Food Processors:** Vendors who are actively involved and invested in the planting, growing and harvesting of agricultural product on owned, leased, rented, or share-cropped land in the United States of America, but preferentially in the Midwestern Region, with seasonal exceptions to allow for fruit and vegetables to bridge unavailability. This vendor type includes ranchers, dairymen, and fishermen. This category also includes vendors who sell value-added products made from their own farms' products.
2. **Food Processors:** Vendors who sell foods that they have personally prepared or processed. Food Processors offer 'hands on' processing of fresh food products, such as, prepared meats (jerky), baked goods, condiments, jams, etc., that have added value to their product through some sort of "hands on" processing.
3. **Food Court:** Vendors who offers freshly made foods onsite or in commercial kitchens, available for immediate consumption and/or pick up. Vendors must provide a generator & 12 gauge electrical cords for electric service.
4. **Fair Trade Products:** Vendors who offers products designed to support sustainable development of small producer organizations and agricultural workers in developing countries.
5. **Artist/Crafter:** All art/craft products must be handcrafted in the community by using tools and equipment to produce their product that require skill, personal handling, and or/manipulation.
6. **Services:** One who provides a service onsite such as knife sharpening, tailoring, spine screening or massage. Currently social distancing guidelines may not permit some services.
7. **Nonprofit & Charities:** A nonprofit organization offering education regarding market-related and/or community services. The requesting organization may choose up to 2 times per market season for free. Religious and politically affiliated organizations will not be permitted. The requesting organization must provide tents, table, chairs, and weather protection.

The following will not be accepted at our markets:

1. Franchises/Chains
 2. Imported 'non-fair trade' products
 3. Multi-level Marketing
 4. Direct Sales
 5. Industrial mass produced products
 6. No religious or political affiliated organizations
 7. Secondhand items (exception: those vendors who take a secondhand item and recycle/upcycle that item into a new use)
 8. Live Animals
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9. Vendors whose products or practices place them in more than one category are subject to all of the requirements of each category. The category in which such vendors are officially placed, and their associated rates, will be determined by the Vendors' Committee.

- 10. Vendors are required to submit a complete list of all products they wish to sell at the time of application to KPM.**
11. Exclusivity: KPM does not extend exclusive rights to any one vendor to sell any one product. However, if KPM believes the number of vendors offering the same or similar products are excessive, duplicate products may be denied entry.
12. In order to add products to the original approved list, a vendor must submit additions to KPM via email to ContactUs@KensoshaPublicMarkets.com. Requested product additions must be submitted a minimum of two weeks before vendor wishes to sell the product(s) at market.
13. Agriculture products must be grown/raised in the United States of America, but preferentially in the Midwestern Region, with seasonal exceptions to allow for fruit and vegetables to bridge unavailability. Vendors may sell a percentage of products provided by Farmers/Ranchers, but they must be marked with the name of the farm and the application must contain the physical address of the farm location(s). Vendors may not buy and resell products from wholesale outlets. KPM promotes and encourages farm-direct and sustainable agriculture practices.
14. Vendors selling wild-caught ocean fish and other seafood will be individually considered based on its origin and the uniqueness to our market.

PERMITS, INSURANCE AND LICENSING

All vendors are responsible for reading and understanding the rules/ordinances regarding safety and licensing requirements. This includes federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of products.

1. All vendors shall provide, at the time of application, copies of any permits and licenses applicable to the sale of their products.
2. All food vendors must follow the Kenosha County Division of Health Services rules and regulations. This department will provide information on food-related sales requirements, licenses and proper food preparation, labeling and handling.
You can visit their website at <http://www.co.kenosha.wi.us/340/Temporary-Food-Stands> or call 262-605-6700 for information on:
 - a. Temporary Restaurant Guidelines Booklet
 - b. Temporary Restaurant Checklist
 - c. Temporary Restaurant Application
3. All prepared food vendors must review the Kenosha Fire Department Fire Prevention Bureau documents for compliance as they will be conducting fire inspections. They are located on KenoshaPublicMarkets.org, “Join Our Market” page.
 - a. Electrical/Extension Cords document
 - b. Outdoor Event document
 - c. Mobile Food/Vehicles document
 - d. Food/Trailer Fact Sheet
4. All vendors are required to name Kenosha Public Market, Inc. (6333 Green Bay Road, Kenosha, WI 53142) on their business certificate of liability insurance for \$1 million coverage (some smaller vendors utilize their farm/homeowner’s insurance for this).
5. Vendors must have insurance in order to be approved and placed on the market schedule.
6. The KPM is not responsible for any loss or damage incurred or caused by vendors.

7. Vendors are responsible for uploading and maintaining insurance records. Please do not email or mail insurance forms to Kenosha Public Market.
8. Federal Tax ID: Retail sales taxes and other associated sales tax are the responsibility of individual vendors. Vendors who must charge sales tax are required by law to have a Federal Tax ID number and must supply this tax number when applying at the Market.
9. Vendors must provide KPM with copies of any permits and licenses applicable to the sale of their products if requested. Some examples are nursery licenses for bedding plants, organic certification, meat seller licenses, and licensed kitchens for processed foods.

Resource: University of Wisconsin <https://fyi.extension.wisc.edu/foodbin/licensing/>

TRASH DISPOSAL

1. All trash generated by vendors must be removed at the end of the day for off-site disposal.
2. On-site trash receptacles are for customer use only.
3. Before leaving the market, all vendors must clean their booth spaces ensuring that all litter, toothpicks, produce, and other product debris is removed.

VENDOR CONDUCT

This section highlights KPM market policies that have been implemented to create a safe environment for vendors and the public. It is not intended to be an exhaustive list but highlights the policies most relevant to the vendors and to on-site issues.

1. Fair and honorable marketing practices
 - a. It is preferred that vendors do not sell products before the opening time or after the closing time unless it is to another vendor.
 - b. Board member, volunteers and staff are not allowed to accept gifts and/or free products.
2. Unloading and loading protocol; parking and on-site driving
 - a. Depending on your Vendor Location, you will receive specific instructions on when to drive in and where to park.
 - b. Vehicle ignitions must remain off during market hours for an exhaust free environment.
3. Space assignment and appearance
 - a. Spaces are assigned to vendors. Vendors with their space assignments may occupy their spaces upon arrival. Reserved spaces not occupied 30 minutes prior to opening may be reassigned to another vendor unless market staff is contacted.
 - b. Space disassembly is not permitted until the market closes, without exception.
 - c. Vendors are responsible for keeping their space clean and attractive during market hours.
 - d. Vendors must clean up their space after the market closes removing any debris and removing all trash.
 - e. A vendor may not leave the market early, even if sold out, unless it's an emergency.
 - f. No part of a booth set up may extend into the common customer traffic areas.
4. Courtesy and customer service

- a. While at the market, vendors are expected to conduct themselves professionally at all times, behaving courteously toward market staff, customers, other vendors, and volunteers.
 - b. Vendors are not permitted to play radios or use other sound-generating electronics during market hours.
 - c. Vendors may not publicly disparage other vendors, products, or markets.
 - d. Vendors, their staff or market volunteers are not allowed to smoke within the market footprint at any time. This includes cigarettes, cigars, pipes and electronic cigarettes. Vendors who must smoke MUST stand at least 75 feet from the market entrance(s).
5. Transfer of booth space
- a. Vendors may not sublet or loan space to others. If a vendor sells his or her business, booth space does not transfer to the new business owner. The new owner must submit an application for approval. KPM does not guarantee acceptance.

CANCELLATIONS & ATTENDANCE POLICY

Once a vendor is approved for market dates they are obligated to attend and pay for all scheduled market days. Exceptions may be made on a case by case basis for seasonal delays for agriculture vendors.

1. Attendance tracking begins with the first scheduled market day.
2. Vendors who must cancel a market date must provide two weeks' notice. The board of directors will review for it to be considered as an excused absence.
3. Notice must be given by calling or texting market staff @ 262-705-5722 or 414-465-9378.
4. Excused absences should not exceed 3 market days.
5. Vendor cancellations of market dates due to health, business failure, or other extraordinary circumstances will be taken into consideration regarding any fee refund.
6. Repeated non-appearance or no-show (more than 3 unexcused days) without notification will result in loss of vending at the market. All fees are forfeited.
7. KPM reserves the right to change the cancellation policy.

WEATHER-RELATED MARKET CANCELLATIONS

KPM'S policy is not to close markets due to weather unless we determine that it will be unsafe for our vendors and customers.

1. KPM Board of Directors with the market staff will communicate any market closures to all affected vendors as soon as possible via text messaging and/or email.
2. If extreme weather is predicted and a vendor chooses to cancel with less than 24 hours' notice, KPM will determine on a case-by-case basis whether to require payment for that market or not.
3. If unexpected extreme weather occurs during a market, and KPM decides to cancel the market day, all vendors will be refunded for the fee for the day.