



# 2024 VENDOR RULES & REGULATIONS

The Village of Bonduel Farmer's Market, aims to connect local producers and artisans with consumers. We strive to:

- **Support healthy lifestyles** by offering fresh, locally-grown produce and high-quality handcrafted goods.
- **Provide economic opportunities** for local farmers, artisans, and entrepreneurs.
- **Enhance the community** by creating a gathering space that fosters social interaction.

## Market Policies:

These policies are designed to ensure a fair and enjoyable experience for everyone. We reserve the right to review and revise them as needed.

## Who Can Sell:

- **Producers:** We welcome vendors who grow, raise, or produce their own agricultural products within a reasonable distance of Bonduel.
- **Artisans:** We accept applications from local crafters who create handmade goods.

## Products:

The market is intended primarily for fresh food and agricultural products, and handmade products from home crafters and artisans.

- **Locally-Sourced:** We primarily focus on locally-sourced products. Exceptions may be made on a case-by-case basis to enhance market variety.
- **Complementary Products:** Vendors may offer a limited number of complementary products that enhance their primary offerings.
- **Restrictions:** We prohibit the sale of weapons, tobacco products, alcohol, vaping supplies, new or used mass-produced items, and politically or religiously affiliated merchandise.

## Market Hours:

- **Regular Season:** The market operates every Sunday from August 18, 2024 to October 13, 2024, from 8:00 AM to 12:00 PM.
- **Setup/Breakdown:** Vendors can begin setting up at 7:00 AM and must be ready for business by 8:00 AM. Breakdown should be completed by 1:00 PM.
- **Special Events:** We may adjust hours for holidays or special events.

## Market Location:

The market will be held at the intersection of Mill St and Pond St in Bonduel, Wisconsin. This area is behind the Public Safety Building in the Village of Bonduel.

### **Becoming a Vendor:**

To become a vendor at the Market, all individuals and or organizations, must complete and submit a Vendor Application Form for consideration to be included in the Market. No person or organization is allowed to sell products at the Market prior to submitting a completed Vendor Application Form. **The registration deadline for registration is NOON on the Friday before each Farmer's Market.**

The Village of Bonduel's Vendor Application Form is available online at the Village Website [www.villageofbonduel.com](http://www.villageofbonduel.com).

### **Vendor Stalls:**

- **Size and Availability:** We offer stalls measuring approximately 12' x 12' available. Vendors may lease multiple stalls (adjoining stalls) to create a larger space if required.
- **Stall Selection:** Stalls are assigned based on application date and vendor needs.
- **Canopies and Tables:** Easy-up canopies and portable tables are permitted within stall boundaries.
- **Electricity:** There is no electricity available at this time.
- **Vehicles:** No vehicles are allowed to drive onto the grassy areas of the market during the market hours, or for unloading and loading purposes.

### **Fees:**

- **Stall Fees:** Information on stall fees and payment methods is available on the application form.
- **Payment:** Vendors who choose to pay in advance can pay by check, cashier's check, cash, or Venmo (after September 1, 2024). All other fees will be collected by 8:00am each market morning by the Village of Bonduel Municipal Operations Building.

### **Forfeiture of Stall:**

Any vendor who does not arrive at the Market by 7:30 AM to begin setting up, may be refused occupancy for that day (if there are no available stalls) or forfeit their original stall location and be placed in any available stall location. In either case, no fees will be refunded. Vendors who know they will not be able to attend a market after reserving a stall are asked to please notify Village Hall by the noon on Friday before the market. Vendors who paid in advance and are no-shows will not be refunded for the missed market day(s).

### **Vendor Responsibilities:**

- **Licenses, Permits, Regulations, and Taxes:** Each vendor shall obtain all licenses and permits required for them to produce, process, and sell their products, comply with all rules and regulations, including the Department of Health, regarding sales of its products, and collect required sales taxes as applicable. State and local inspections of licenses, permits and sales are anticipated – vendors should be aware that all Farmers Markets in the state of Wisconsin are subject to state inspection. It is strongly suggested

any required licenses, permits, etc., be in possession of the vendor and available for inspectors.

Vendors making taxable sales in Wisconsin, regardless of whether its sales are mercantile in nature, are required to have a seller's permit from the Wisconsin Department of Revenue (WI DOR), unless one of the following applies:

- The seller only sells nontaxable products, such as nontaxable food.
- The seller qualifies for the occasional sales exemption:
  - These taxable sales are less than \$2,000 in a calendar year, or
  - Sales are isolated or sporadic.

Vendors can register online for their WI DOR Seller's Permit if required:  
<https://tap.revenue.wi.gov/btr/>.

- **Cleanliness:** Vendors must maintain a clean and organized display area throughout the market and dispose of waste properly.
- **Professionalism:** We expect vendors to be courteous and professional towards other vendors and customers. All vendors must remain open and operational for the entire time the market is open.
- **Smoke Free:** No smoking, vaping, or other use of tobacco products is allowed within the Market area.
- All vendors using heating elements or open flames are required to have a working fire extinguisher at their stalls at all times.

**Violations:**

- **Warnings and Appeals:** Vendors who violate market rules will receive a verbal warning. Repeated violations may result in expulsion from the market.

**Hold Harmless Clause and Insurance**

Each Vendor shall indemnify and hold harmless Village of Bonduel Farmer's Market from any loss, cost, or expense, including attorneys' fees, resulting from damage to property or personal injury or death caused by the negligence of Vendor or its servants, agents, and employees. ***No insurance is provided by Village of Bonduel Farmer's Market to Vendors.***

**Consent to Rules:**

Signing and submission of the Vendor Application Form constitutes understanding of an agreement to abide by these Rules and Regulations, and furthermore releases the Village of Bonduel Farmer's Market, its employees, agents, representatives, and volunteers working at the Market, from all liability whatsoever for claims of loss, damage or injury to any vendor, their merchandise, their property, or any agents and volunteers working on behalf of vendors.

**Contact:**

For further information or application forms, please contact:  
Jennifer Falk, Deputy Clerk  
Village of Bonduel Village Hall  
(715) 758-2402