

## **Peshtigo Farmers Market - 2025 Vendor Application Form**

Thank you for your interest in becoming a vendor at the Peshtigo Farmers Market! Please complete this application and submit for approval.

### **Contact & Business Information**

Legal Business Name (if applicable): \_\_\_\_\_

Doing Business As (DBA) Name (if applicable): \_\_\_\_\_

Vendor Contact First & Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Website/Social Media (optional): \_\_\_\_\_

### **Wisconsin Department of Revenue Temporary Event Reporting**

(To comply with state law, all vendors must complete this section.)

Wisconsin Seller's Permit Number (15-digit, begins with 456): \_\_\_\_\_

Last 4 Digits of SSN: \_\_\_\_\_ FEIN (if applicable): \_\_\_\_\_

**\*\*Exemption Code (if claiming exemption from sales tax collection)\*\*:**

- ☐ 1. Exempt sales only or display only
- ☐ 2. Multi-level marketing (MLM) company pays sales tax
- ☐ 3. Nonprofit occasional sales exemption
- ☐ 4. Occasional sales exemption (under \$2,000/year)

**Vendor Type**

(Check all that apply)

- ☐ Farmer/Grower
- ☐ Cottage Food/Pickle Bill Producer
- ☐ Artisan/Artist
- ☐ Food Truck
- ☐ Non-Profit / Community Organization
- ☐ Information booth for local small business

**Product Description**

Please describe the products you plan to sell, you will not be allowed to sell anything that is not listed here. Include at least one photo of your booth/products.

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**Dates Requested**

(Check all dates you plan to attend)

- ☐ August 3
- ☐ August 17
- ☐ August 31
- ☐ September 14
- ☐ September 28
- ☐ All 5 Dates (Season Rate)

**Space and Fees**

Standard 12' x 12' booth (includes space to park your vehicle): \$15 per market day

Season Rate (all 5 dates): \$50

Food Truck Fee: \$50 per market day

Non-Profit/Community Booth: FREE (approval required)

# of booth spaces needed: \_\_\_\_\_ Total Payment: \$\_\_\_\_\_

**Please choose how you'd like to pay (once approved):**

- ☐ Mail check to Peshtigo Area Chamber of Commerce: PO Box 36 Peshtigo WI 54157
- ☐ Invoice me through PayPal \* 3% Convenience Fee Added
- ☐ Chamber Website (PayPal) [www.peshtigochamber.com](http://www.peshtigochamber.com) \*3% Convenience Fee Added
- ☐ I will drop my payment off at 161 S Stephenson Ave Peshtigo M-F 10am to 6pm

**Required Documents**

(Bring copies to your first market day. Do NOT send with application.)

- \* Health license (if selling prepared food)
- \* Sales tax license (if applicable)
- \* Liability insurance (required for food trucks/prepared food)

**Required Forms**

The following forms must be submitted together to the Peshtigo Farmer's Market before approval:

- \*Signed Vendor Rules & Guidelines
- \*Signed and Completed Application
- \*Signed Vendor Indemnification Agreement

**Signature**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**SUBMIT COMPLETED APPLICATION TO:**

Peshtigo Area Chamber of Commerce

P.O. Box 36

Peshtigo, WI 54157

Or

Email completed application to: [PeshtigoFarmersMarket@gmail.com](mailto:PeshtigoFarmersMarket@gmail.com)

The Peshtigo Farmer's Market reserves the right to deny a vendor application for any reason. We will contact you with approval/denial information, and if accepted we will include payment instructions at that time.

Questions? Email us at: [PeshtigoFarmersMarket@gmail.com](mailto:PeshtigoFarmersMarket@gmail.com)

↓ **Market Manager Use Only** ↓

Date Received: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Approved by/on: \_\_\_\_\_

☐ Approval as is

☐ Approval with changes - list required changes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Declined - list reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Peshtigo Farmers Market - Vendor Rules & Guidelines (2025)**

Welcome to the Peshtigo Farmers Market! We're so excited to have you join us in bringing fresh food, handmade goods, and local charm to our community. To help everything run smoothly and fairly for all vendors and guests, please read through and follow the rules outlined below.

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### **Market Schedule**

- **Day:** Sundays
  - **Time:** 11:00 AM to 3:00 PM
  - **2025 Market Dates:** August 3, August 17, August 31, September 14, and September 28
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**Who Can Be a Vendor?** We prioritize local farmers, growers, and handmade artisans. Vendors must:

- Grow, raise, or handcraft their own products
- Operate from Michigan or Wisconsin
- Not resell commercial goods or represent third-party brands

We welcome:

- Farmers and gardeners
  - Cottage food producers (who meet labeling/legal requirements)
  - Artists and Artisan Makers
  - One licensed food truck per market day
  - Non-profits and community groups (free booth space with approval)
  - Information booths for local small businesses
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### **Booth Fees & Payment**

- **Standard 12'x12' Selling Space:** \$15 per market day
  - **Season Rate (all 5 dates):** \$50
  - **Food Truck:** \$50 per market day
  - **Non-Profits/Community Booths:** Free (approval required)
  - **No refunds** for cancellations or no-shows.
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## Set-Up & Teardown

- Set-up runs from **9:30 AM to 10:30 AM**.
- All tents must be secured with **at least 25 lbs. of weight per leg**.
- **No early packing up** allowed, even if you sell out. Please stay until 3:00 PM.
- Booth clean-up must be completed by **4:00 PM**.

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## Attendance & Weather

- Please notify us at least **1 week in advance** if you need to miss a market.
- Vendors are allowed up to **2 emergency absences** (e.g. illness, family emergency).
- The market will be held **rain or shine**, unless there is dangerous weather.
- Weather-related cancellations will be made by **8:00 AM** on market day by the Event Manager. Vendors will be notified by email, as well as posted on our Facebook page.

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## Licensing & Requirements

- Prepared food vendors must have proper **licenses** and display them at their booth.
- It is up to the vendor to know the laws that apply to them, and comply accordingly. Please ask if you don't know where to start.
- **Food trucks and prepared food vendors must carry liability insurance** and have proof available.

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## Products & Booth Standards

- All items must be grown or handmade by the vendor. No resale items, commercial products, or kits.
  - Cottage food items must be **properly labeled** and legally compliant.
  - **Food samples are allowed** if prepared and handled according to state regulations.
  - Vendors may rent **multiple spaces** if needed. (Most spaces have room for your vehicle as well as the 12x12' selling space)
  - No loud music. Generators must be **reasonably quiet**.
  - The Market Manager reserves the right to **approve or deny any product or vendor**.
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## Cleanliness & Conduct

- Please **take all trash and materials with you** when you leave.
- Do not use public trash cans or neighboring business dumpsters.
- Vendors must leave their space **clean**. Please double check before leaving.
- **No smoking** on market grounds.
- Vendors who bring children to the market are responsible for supervising them at all times. Children must remain at the vendor's booth or vehicle and may not wander the market grounds unsupervised.
- **No pets in vendor booths**, except service animals.
- All vendors are expected to be **professional and respectful** with customers, staff, and fellow vendors.

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## Booth Coverage & Vendor Availability

- Vendors must have a representative present at their booth during market hours to engage with customers.
- If a vendor is attending the market alone and needs to step away briefly (e.g., for a bathroom break or to get food), they may **request temporary booth coverage** from the Market Manager.
- **Unattended booths should not be left open to shoppers** without someone present to assist them.

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## Food Safety & Product Quality

- All food vendors **must follow appropriate food safety practices**, including proper preparation, storage, and labeling of goods.
  - Selling spoiled, undercooked, or unsafe food is **strictly prohibited** and may result in immediate removal from the market and/or future participation denial.
  - Vendors are responsible for monitoring the quality and freshness of their products throughout the market day.
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**Rule Violations** We aim to keep the market friendly, fair, and enjoyable for everyone. If rules are violated:

1. First offense: Verbal warning
2. Second offense: Written warning
3. Third offense: Dismissal from the market

The **Market Manager has the right to remove any vendor immediately** if necessary.

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**Agreement**

By signing below, I confirm that I have read, understand, and agree to abide by the 2025 Peshtigo Farmers Market Rules & Guidelines. I understand that non-compliance may result in removal from the market without refund.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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**Vendor Concerns & Complaints** Have a concern? Bring it up to a committee member at the market or email us at [PeshtigoFarmersMarket@gmail.com](mailto:PeshtigoFarmersMarket@gmail.com). We welcome respectful feedback and are here to help resolve issues when they arise.

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Thank you for being part of the Peshtigo Farmers Market! Let's make this season a great one!



**Peshtigo Farmers Market  
VENDOR INDEMNIFICATION AGREEMENT**

In consideration for participating as a vendor in the Peshtigo Farmers Market, to be located at 617 French St. Peshtigo WI, I & all help/employees at my booth, assume all risks of injury suffered while on and/or upon the premises of the market and release and agree not to sue:

- AJL Fresh Market, LLC dba/ Lofaro's Fresh Market
- Peshtigo Area Chamber of Commerce
- L&S Rental, LLC

their – owners, employees, sponsors, board of directors, or anyone connected with the markets of any claim, damages, costs, or cause of action which I have or may in the future have as a result of injuries or damages sustained or incurred while on and/or upon the premise, including but not limited to the parking lot, lawn, vendor space, street, and/or buildings occupied by the Peshtigo Farmers Market as a farmers market vendor.

This document releases liability, results in assumption of risk, and provides for indemnification and holds harmless the above-named organizations associated with the Peshtigo Farmers Market by vendor participant.

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Vendor(s) Name (Please Print)

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Business Name (Please Print)

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Vendor(s) Signature

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Date

**Please sign and return. \*\* Attendance & participation will not be granted until this signed form is submitted.**