

Port Washington Winter Farmers' Market

2013-2014 Season



Dear Potential Winter Farmers' Market Vendor,

We would like to thank you for your interest in our Winter Farmers' Market in historic Port Washington, Wisconsin. We sincerely hope you are interested in joining us November 2, 2013 through May 31, 2014.

The Market will be held at First Congregational Church at 131 N. Webster St. (just west of the Niederkorn Library). While the weather permits we will occupy both the church's fellowship hall and the west side of Webster Street. Then with winter, we'll all retreat to the fellowship hall.

All vendor applications will be considered on a first come, first served basis. The Market gives priority to vendors who can provide locally grown produce and plants, hand-made prepared foods and hand-crafted products. While many applicants feel that they have the perfect fit for the market, it may not fit our focus. All applicants will be notified of acceptance / denial accordingly. Our goal here is to outline a general framework of what we see in our vision of what a farmers' market should include.

MARKET TIME AND SET UP: Market vendors need to be in place no later than 8:45 AM each day of the specified Market morning. The Market will be open from 9:00 AM until 1:00 PM. For safety reasons no vendor will be allowed to leave prior to 1:00 PM. Except for emergency situations, any vendor who does vacate their space prior to the close of the Market will be in violation of the agreement.

LICENSES & INSURANCE: You are responsible for conforming to all applicable Federal, State and local laws that apply to your products. Individual product liability insurance and licenses are your responsibility.

COSTS: Your fees will be used to support the Market, as well as publicity. A 5-foot round table and an adequate number of chairs will be provided to each vendor.

- **Full Season Vendor** - \$130.00 for the 12-event season, per vendor space. As a seasonal vendor, we will provide you with the same space throughout the season.
- **Weekly Vendor** - \$15 per week
- **Cancellation / No Call ~ No Show Fee (under 24 hrs.)** - \$5.00

We plan to build on the success of our last three winter seasons; continuing to provide a community gathering place centered on local food and vendors. We look forward to your participation. The strength of any farmers' market depends on the presence of many vendors and a diversity of products. Signage, special displays and samples are highly encouraged. Be unique and treat every customer as a repeat customer.

Thank you for your participation and we look forward to a successful Winter Farmers' Market.

If you have any questions, please contact Amy Whitlow at 414-202-7840 or portwinter@portfish.org

2013-2014 Port Washington Farmers' Market Vendor Application

COMPLETE, SIGN & MAIL WITH YOUR PAYMENT:

Name:	Address:
City, State, Zip:	Phone:
E-mail address:	Check Amount Enclosed:
(For office use) Vendor type:	(For office use) Payment confirmed:

Vendor Items:

Please briefly describe the products you offer: _____

Market Dates:

Please check the weeks you would like to attend:

___ November 2, 2013	___ December 7, 2013	___ February 22, 2014
___ November 9, 2013	___ December 14, 2013	___ March 29, 2014
___ November 16, 2013	___ December 28, 2013	___ April 26, 2014
___ November 23, 2013	___ January 25, 2014	___ May 31, 2014

Costs:

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My check for _____ dates, in the amount of \$_____ is enclosed.

** Checks should be made out to Portfish, Ltd.*

Terms & Agreements

I agree to the terms of this agreement and agree to abide by all policies set forth by the Port Washington Farmers' Market Committee. I do hereby release Port Washington Winter Farmers' Market, PortFish LTD, First Congregational Church and the city of Port Washington from any liability due to my product(s).

Signed: _____ Date: _____

Mail completed application with payments to: PortFish, Ltd.
c/o Farmers' Market Application
N50 W6242 Western Rd.
Cedarburg, WI 53012