



# Community Food Center

**Winter Farmers Market**

**November – April**

**Select Saturdays, 9am-12:30pm**

**1501 Marshall Street, Manitowoc**

## Participation Agreement

May this participation and license agreement inform prospective and participating vendors of Grow It Forward's rules, policies, and procedures. All vendors and at-market staff are expected to adhere to the items listed in this document so that everyone—vendors, shoppers, staff, and volunteers alike—have a safe and enjoyable experience.

## INTRODUCTION

Grow It Forward Inc. is a Manitowoc based 501(c)(3) nonprofit organization on a mission to provide people in need with dignified access to good food, along with opportunities to grow, cook, share, and advocate for it. The Marshall Street Market supports Grow It Forward's efforts to improve food access and build community. Priority is given to farmers, local food producers, and those who align with our mission. For more information, please visit us at [grow54220.com](http://grow54220.com) or call 920-645-9467.

## DATES/TIME/LOCATION

- The fee to participate in the market is \$10 per date or \$200 for the season.
- Located at 1501 Marshall Street in the Parking Lot, Marshall Street Market takes place on select Saturdays:
  - November 5, 12, 19, 26
  - December 3, 10, 17, 31
  - January 7, 14, 21, 28
  - February 4, 11, 18, 25
  - March 4, 11, 18, 25
  - April 1, 8, 15, 22, 29

## SET-UP & TAKE-DOWN

- Arrive between 7:00am – 8:30am and be ready to serve by 9:00am. Take-down is 12:30pm, with removal by 2pm.
- Vendor space will consist of one 8-foot table and two chairs—both provided.
- Due to limited space, additional tables may not be available, and setting up your own tables may not be permitted.
- **Vendors who pack up and leave prior to the end of the market, without permission, will not be permitted to return.**

## RULES AND REGULATIONS

- Space is limited. Priority is given to produce/food vendors in line with our mission to provide good food in Manitowoc County.
- Table location, parking information, and any other information will be provided to each vendor prior to event start.
- **If a vendor is unable to fulfill their registered and confirmed date(s), they must contact Grow It Forward immediately.**
- Vendors are responsible for all business transactions related to their booth. This includes the collection of all applicable sales tax and required business reporting.
- All vendors must adhere to the COVID-19 guidelines put forth by Grow It Forward staff. Guidelines will be based on the recommendation of the CDC and the local/state/federal government.
- Vendors are required to conduct themselves in a courteous and friendly manner.
- Management reserves the right to dismiss any vendor that does not adhere to the rules as outlined in this document.
- Vendors are responsible for cleaning all trash and waste including sweeping up any debris within/around their space.
- Management reserves the right to cancel the event on days with severe or inclement weather. Cancellations will be made by 10pm the evening prior to the event.
- Space adjustments will be made at the discretion of Management if deemed necessary.
- Every effort will be made by Grow It Forward to make the event a safe environment for vendors and customers. However, it will be the responsibility of the vendors to take every precaution to safeguard all valuables and cash during event hours. Suspicious activity should be reported immediately to Management. Vendors should not leave their booths unattended during event hours.

## VENDOR RESOURCES

Vendors are responsible for knowing which requirements apply to their product(s). Below are resources for your review:

- Seller's Permit – Required for all vendors
  - State of Wisconsin Department of Revenue – (608) 266-2776 or [www.revenue.wi.gov](http://www.revenue.wi.gov)
- Temporary Food Permit – Required for all prepared food vendors.
  - Manitowoc County Health Department – (920) 683-4155
- City of Manitowoc Mobile Food Permit – Required for all mobile food truck operators.
  - Contact City of Manitowoc (920) 686-6950
- Weights & Measures – Required for certain vendors operating scales
  - Wisconsin Department of Agriculture Trade & Consumer Protection (608) 224-4945
- Fire Safety/Use of Fire Suppression, Fire Extinguishers, Cooking Under Tents
  - Manitowoc Fire Rescue Department (920) 686-6540



# Grow It Forward Winter Farmers Market - Participation Agreement

Business Name:	
Vendor Name(s):	First: _____ Last: _____
Address:	
Phone/Email:	

**Describe what you plan on selling:** *(Use a second page for additional room.)*


**Please circle the dates you would like to attend:**

<b>November</b>	5 12 19 26	<b>February</b>	4 11 18 25
<b>December</b>	3 10 17 31	<b>March</b>	4 11 18 25
<b>January</b>	7 14 21 28	<b>April</b>	1 8 15 22 29

**The fee to participate is \$10 per date or \$200 for the full season.**

**Please complete this agreement and email or mail it no later than October 15<sup>th</sup>, 2022.**

**Grow It Forward Inc., 1501 Marshall Street, Manitowoc, WI 54220      info@grow54220.com**

In consideration for the right to participate in Marshall Street Market, you have read, understand and agree to all terms and conditions in this "Participation Agreement," and by having submitted the application, you have agreed to:

- Abide by all applicable local, State and Federal licensing and regulations, and agree that a violation of such requirements or regulations, or improper conduct, may be deemed to be a material breach of this Agreement and Grow It Forward may, at its sole discretion, remove a Vendor from the event property for the remainder of the season.
- Indemnify and hold harmless Grow It Forward Inc., its employees, volunteers, and sponsors, from any and all causes of action which may arise from the operation of Marshall Street Market, not caused by negligence of Grow It Forward Inc., its employees, volunteers, and sponsors.
- Give permission for Grow It Forward Inc. to use any photos, videotape, etc. taken of products or person in any and all publicity and advertising promoting the event. By submitting this application, and signing below, you acknowledge that the Rules and Regulations have been read and understood, and will abide by the terms as presented in this Participation Agreement.
- Adhere to the information in this participation agreement. You further understand that should you fail to comply with these specified rules and guidelines, your participation in the Grow It Forward's events may be terminated.

***I have read, understand, and agree to adhere to the information for this participation agreement.***

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