2015 Elkhorn Farm Market
Rules of Operation

**Market Season**
- Market location is in downtown Elkhorn, on the east side of the Veterans’ Park along Wisconsin Street.
- The market season will begin on June 6, 2015 and end on October 10, 2015. The market will operate on Saturdays, from 8:00 A.M. to 12:30 P.M.

**Rental/Deposit**
- An annual fee of $75 per stall before June 6, 2015 or $100 per stall after June 6 is payable to the Walworth County Farmers Market. Daily fees will be $15.00 per Saturday and payable at the time of set-up.

**Market Stall Rentals**
- Foods should be locally grown. “Local” is defined as produce grown within 50 miles of the market.
- **No product may be sold that is grown or produced by anyone other than the individual(s) using the stall. Product may not be purchased from an outside party (i.e. wholesaler) for resale.**
- Any one grower or producer may occupy no more than three single stalls.
- Vendors may share a stall with one other person; this situation must be disclosed on the Contract Agreement the names of both partners sharing those vending areas.
- **Prices of produce, food, or crafts must be posted and clearly visible to customers.**
- Samples are allowed, however, vendor is expected to provide disposal containers for any trash incurred by sampling.

**Market Set Up Procedures**
- Trucks and vehicles may park and start to unload at 7:00 A.M.
- After unloading, trucks and vehicles must park in the Court Street parking lot on the north side of the Government Building. No selling to the public may take place before 8:00 A.M.; however, vendors may sell to each other beginning at 7:00 A.M.
- No parking of vendor vehicles on the lawn of Veterans’ Park will be allowed.
- Electricity is provided on request with a fee of $3 assessed to cover the cost incurred.

**Market Closing Procedures**
- **Vendors are expected to remain at the market until closing unless they have sold out of their product.**
- The market will close at 12:30 P.M.
- Vendors must be packed and cleaned up by 1:00 P.M.
- Unsold produce must be removed from the area and the stall should be cleaned up, and vendors must take all waste and garbage with them.
**Market Stall Assignments**
- Each stall will be designated by the white parking lines around the courthouse square; setup will be on the grass adjacent to the parking lines.
- Vendors must furnish their own table(s), chairs, tents and display materials.

**Products Sold**
- Items that can be sold include: home grown produce, edible grains, nuts, berries, maple sugar, honey, eggs, cut or dried flowers, house plants, garden accessories, vinegars, meats, cheese, and home canned goods that are labeled and processed in accordance with the State of Wisconsin Food Processing Standards. Also included are crafts, arts, and handmade items.
- Items that cannot be sold include: rummage articles and live animals.
- All products sold at the market must be displayed and sold in a manner that prevents contamination by dust, dirt, flies, or other insects.
- Any vendor must comply with all applicable State of Wisconsin Food Processing licenses.
- Alcoholic beverages are not allowed on the premises at any time.

**Participant Conduct and Compliance**
- Vendors and their employees shall conduct themselves in a pleasant and courteous manner to other vendors, customers, market management, the City of Elkhorn, and Walworth County employees.
- The Farmers’ Market Committee is responsible for enforcement of these rules and reserves the right to revoke this permit for violation of any rules. Noncompliance with rules of operation will be notified by verbal warning and a second violation by written notice. A third infraction may be grounds for termination of the market vendor.
- Farmers Market Committee reserves the right to terminate any market entry in the event of inclement weather or cancel any market in the event of insufficient participation. In such event, prepaid weekly permit fees will be refunded.
- Non-profit groups including religious and political groups are allowed at the market, however, solicitation outside the boundaries of the market stall are prohibited.
- In the event a vendor will be absent from the market, they must contact the market manager by 5:00 p.m. the night before the market. If vendors are not at the market by 7:40 the Saturday of the market, their place may be reassigned by the market manager to prevent gaps in the continuity of vendors on the square.
- This market is intended to be a producers only market; as such the market committee reserves the right to inspect farms at any time to verify compliance with market rules.

**Liability**
- Vendors are responsible for the products they sell. Vendors agree to indemnify and defend Walworth County for damages alleged to be caused on account of the vendor’s products.
- It is the responsibility of the vendor to abide by the Department of Health guidelines concerning the sale of any potentially hazardous foods including milk, milk products, eggs, meat, and poultry. The vendor is responsible for monitoring and maintaining proper temperatures in accordance to health codes.
For additional information please contact:

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For more information on Wisconsin rules and regulations governing sale of locally produced foods and the Wisconsin Local Food Marketing Guide, go to http://walworth.uwex.edu/agriculture and scroll down to the Farmers Market information.