



Village Market Vendor Guidelines

Thank you for considering the Little Chute Village Market. We look forward to working with you to make this season successful. Please read and review all sections of the vendor guidelines.

Application Process: All interested vendor or performers are to follow these instructions.

- Fill out the Vendor or Performer Application – (a picture and description of your product must be included with your application). *Filling out an application does not mean you will be guaranteed a spot at the market. Please be as detailed as possible when filling out your application so we know exactly what you sell.*

Vendor types: Growers/ Producers, Processed/ Prepared Foods, and Crafters (*You may fall under more than one category depending on what you are selling*).

- *Grower/ Producer:* Raw agricultural products not altered from its original state. Homegrown produce, fruits, vegetables, fresh and dried flowers, nuts and potted plants, etc.
- *Processed/Prepared Foods:* Meat, baked goods, syrup, honey, salsa, jam, jelly, eggs, and cheeses. Hot or cold ready-to-consume food and drinks. Vendors are responsible for obtaining appropriate and current licenses for these products.
- *Crafter:* handcrafted items; all items must be original and handcrafted by the vendor.

Note: After the application is reviewed, applicants will receive an email or phone call to let the vendor know if they have been accepted or declined.

General Rules and Guidelines:

- **Time and Location:** The Village Market is held every Thursday of the month beginning on June 11th and ending on September 10th (14 days), from 4:00 – 7:00 PM on the Windmill Plaza (located off W. Main Street) and in the adjacent Gerard H. Van Hoof Memorial Library parking lot.
- **Set-up:** Vendors may arrive for set up at 3:00 PM at the earliest. **Please do not begin selling until 4 PM.** If you need extra time to set-up, contact the market management.
- **Stalls Assignments:** All vendors will be given a stall location before the start of the season. However, stall movement may occur throughout the season at the discretion of the Market Manager.
 - *Stall Sizes:* Plaza stalls are 10'x 15' with a 2' buffer between stalls and parking lot stalls are 16'x18' no buffer.
 - Additional space can be requested if needed. Approval from the Market Manager must be given to receive additional space. Reason for additional space must be clearly stated on the application.

- Only one open bed pick-up truck is allowed in your area. To have your pick-up truck in your area you must be selling the majority of your product out of it. All other vehicles must be parked outside of the Village Market area. Pick-up trucks are not allowed on the Windmill Plaza.
 - Food Trucks are allowed in your stall but the attached pick-up truck must be parked outside of the Village Market area.
- **Weights and Measures:** All vendors are responsible for knowing the proper unit of measurement for their goods being sold. Vendors are required to bring their own certified commercial scales. **All scales MUST have a Little Chute sticker signifying that it has been checked and approved. To obtain a Little Chute sticker please make an appointment with the City of Appleton Health Dept. (920) 832-6429.**
 - The Village works with the Appleton Health Department to set up a time period for scale testing if you need your scale tested. The Village will work with the health department to determine a date and time to hold a scale testing at Village Hall.
- **Clean-up:** All vendors are responsible for disposing of their trash at the end of the night. Trash polycarts will be located in the parking lot. Please take all recycling items with you.
- **Attendance:** If you are unable to attend the market, please let market management know as soon as possible. Having a consistently full market is important to ensure that customers will visit the market on a weekly basis.
- **Market Cancellation (inclement weather):** The market will be open rain or shine and will **NOT** cancel. Please do not call to see if the market is canceled because we are planning on being open all summer rain or shine.
- **Weights/ Anchors:** Before you come to the market please be sure to bring the proper weights or anchors to hold down your tent. All spaces are located on a concrete or asphalt surface. Extra weights will not be provided.
- **Tents and Coverings:** No equipment such as tents or tables will be provided. Please bring the proper coverings.
- **Labeling:** All labeling should be clear, correct, and not misleading to customers. Labels should include: product name, ingredient statement, business name and address, net content statement, nutrition facts panel, and safe handling label for raw meats. **For questions on proper labeling please call the Appleton Health Department.**
- **Licensing and Permits:** Vendors are responsible for having all of the correct and current licenses and permits to sell at a farmer's market setting.
- **Parking:** No vehicles may be parked in the parking lot during the market unless approved by market management. Public parking is available in the parking lot behind Seth's Coffee. Please try to reserve the spaces on the road for market guests.
- **Fees:** The fee for all vendors are \$5.00 weekly or \$30.00 for the season. No seasonal fee passes will be sold after the 1st market. Refunds will not be given.

- **Electricity:** No generators are allowed unless approved by the market management. Electricity use is limited. If you need access to power please indicate as such on your application. Extension cords and other equipment will not be provided.
- **Pets:** Dogs are permitted on the Plaza as if it were a public sidewalk. All pets must be leashed and cleaned up after. Dogs are not allowed on the Windmill grass.

Questions, Comments, and Concerns

- **TBA** (Market Manager) – This position is typically hired in April
 - (920) 423-3856
- **Adam Breest** (Parks Director)
 - (920) 423-3868
 - adam@littlechutewi.org
- **Laurie Decker** (Clerk)
 - (920) 423-3851
 - laurie@littlechutewi.org