



VILLAGE OF DEFOREST Farmers' Market



120 South Stevenson Street
DeForest, Wisconsin 53532

Parks, Recreation & Natural Resources Department
Farmers' Market Manager (608) 509-5324
farmersmarket@vi.deforest.wi.us

Phone (608) 846-6751
Fax (608) 846-6963
www.vi.deforest.wi.us

DeForest Farmers' Market Artist/Crafter Application

Business Name: _____ EIN#: _____

Phone: _____ Email: _____

Owner's Name: _____

Mailing Address: _____

Preferred Method of Contact? Phone list above Email listed above

Required Permits/Certifications/License Attached: Yes No Not Required

To learn more about sellers permits in Wisconsin: <https://www.revenue.wi.gov/Pages/FAQS/pcs-seller.aspx>

Describe your work (art, jewelry, fiber, floral, glass): _____

List Website, Etsy, Facebook page: _____

Vending Dates

\$60 - Partial Season of 8 Markets, list dates: _____

\$10 Per Market if less than 8 Markets, list date(s): _____

Volunteer

I would like to help organize a special event, please describe: _____

I would like to donate something towards a special event, please describe: _____

I would like to lead a demonstration about my product (ex: bee keeping, cooking, soap making, etc.) at event, please describe: _____

Vendor Rules

1. Market Season takes place annually every Tuesday from 3:30pm to 6:30pm, beginning the first Tuesday of June through the third Tuesday of October.
2. Artists/Crafters exhibiting their own original, hand-crafted works may participate. Applicants will be reviewed for approval and will receive a confirmation via email or call from the Market Manager.
3. Artists/Crafters are responsible for all aspects of their exhibits, including tables, chairs, canopy, set-up, take-down and clean-up.
4. DeForest Farmers Market assumes no responsibility for lost, stolen or damaged goods or exhibits.
5. Vendors may park in their assigned stall otherwise assigned by the Market Manager. Additional parking is available in nearby parking lots.

6. A 10' x 10' pop-up canopy or similar shelter, adequate to handle Wisconsin weather, is required for each booth. There is no electricity available.
7. Market will open for setup at 2:30pm and all vendors must be open and ready by 3:30pm and must stay through the entire market. Tear down will begin at 6:30pm and must be completed by 7:30pm.
8. **Vendors must be parked in their stall no later than 3:00pm and ready to sell by 3:30pm.**
9. The Market is held rain or shine. The Market Manager will notify vendors of cancellation by noon the day of the market.
10. If not pre-registered, your completed application must be received for approval no later than Friday at noon of the upcoming Tuesday's market.
11. All vendor fees are used for Market operational expenses, Market Manager, publicity, and advertising.
12. **Make checks payable to:** Village of DeForest and **mail to:** DeForest Farmers' Market, 120 S Stevenson St, DeForest, WI 53532.

I have read the rules, regulations and policies as described for the DeForest Farmers' Market and hereby agree to abide by them. I also acknowledge that the products I will sell must be of my own production and produced at the location described on my application. I acknowledge full responsibility for all my activities in the market (and for those assisting me) throughout the term of this season's permit. I acknowledge the authority of the Market Manager to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations. I agree to allow for inspection of my records *or* of the premises where the products offered for sale are produced. These inspections will be carried out by the market manager/managers and/or representatives of the market at any time. I understand that the DeForest Farmers' Market does not carry any insurance policies to cover individual participants and that I assume responsibility for carrying such insurance.

Signature: _____ Date: _____

FOR OFFICE USE ONLY: Civic Rec

Amount Received: \$ _____ Cash Check #: _____ Date: _____