



KENOSHA COMMON MARKETS, INC.

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Kenosha Common Markets, Inc. is a Wisconsin 501(c)(3) Nonprofit Corporation

KENOSHA HARBORMARKET • KENOSHA WINTER HARBORMARKET

2020 Outdoor Kenosha HarborMarket Rules

In order to ensure a safe, efficient, customer-friendly Market, we require all Vendors to comply with the following rules. All vendors must apply every year by completing a written Vendor Application - previous participation does not guarantee acceptance to the current year. Participation is not open to groups whose primary focus is political or religious.

Application Submittal

Vendor applications must be received at least fourteen (14) days (end of the business day on Friday) prior to the date requested for participation. Apply online at kenoshaharbormarket.com.

2020 Operating Schedule

Day: Saturday

Dates: June 27 through September 26

Time: 9am to 2pm. Hours may be extended to take advantage of special events in the area at the discretion of the Market Board. The Market Management may shorten the day in case of bad weather.

Where: On 2nd Ave between 54th St. & 56th St, and the block bordered by Place de Douai, Southport Marina parking lot, 56th St. & 3rd Ave.

Weekly stall assignments (booth locations) can be found on the KenoshaHarborMarket website. The Vendor Maps are posted every Wednesday for the following Saturday's market. Find your name and stall letter/number, then locate the stall letter/number on the diagram. These letters/numbers are stenciled on the pavement.

Absence: If you must cancel your attendance contact Market Coordinator at (706) 382 6919. Refunds will be handled on a case-by-case basis by the Board.

Set-up: Set-up 7am to 8:45am. For customer safety, no vehicle is allowed on Market grounds after 8:45am. Vendors may not SELL before 9am, except to other vendors who are selling that day and CSAs.

Take-down: No sales after 2pm. Do not pack up before 2pm. Take-down must be completed by 3:30pm. For customer safety, no vehicle is allowed on Market grounds (before 2:15pm). Because of traffic congestion on 56th St., vehicles may not line up on 56th St. prior to 2:15pm.

Vendors may be assigned times to line up on 56th Street. No SALES after 2pm, so customers will clear the market grounds quicker.

Any boxes, containers, waste or other materials belonging to the vendors must be removed at the completion of the day. Vendors are responsible for clean-up of their area including food or other product spills and will be charged if additional clean-up is required. On-site trash containers are for market customers only.

Vehicles

All vehicles are prohibited on the Market grounds during the hours of operation unless a special request is approved by the Market Board and Management team. A vendor may submit to have a vehicle in the product description section of their application, a picture of the vehicle and the application fee must be included. Approval will be based upon necessity, appearance and space availability. Management reserves the right to reject the application or issue a conditional approval.

Stall Size

Stall size shall be approximately ten feet wide and fifteen feet deep. (10' x 15'). The width represents the front area that is open to the public. The back of the stall may be used for merchandise and equipment storage. Total stall space is approximately 150 square feet. Vendor tents or equipment may not obstruct or cover public sidewalks. Special requests for a double stall can be requested on your vendor application and will be considered based on availability.

Tents

Tents are recommended in order to produce an overall visual effect to the market. A standard 10'

x 10' EZ-UP, or equivalent, is recommended. Tents are required to have white fabric canopies. An exception to the white canopy may be granted by Market Management if requested in writing, but only if the alternative is required as a part of a company logo or trademark. Send us a photo of the non-complying canopy for consideration. Vendor is responsible for the purchase and maintenance of their tent. Vendors must secure their tent with weights. A minimum of 25 pounds per corner is recommended. If containers containing water are to be used, they must be sealed.

Electricity Requirements

Electricity is available on a very limited basis, and is allocated to vendors based on absolute necessity (e.g. food refrigeration or preparation). A fee of \$5 per line of electrical service per day must be paid in advance (see appropriate line of the application). Only cords provided by Market Management may be used.

Farm Produce and Meat, and Plant Products

Kenosha HarborMarket proudly supports and promotes the quality of fresh, local, farm-direct

products. All producers are encouraged to participate in the federal or state subsidized food programs and include signage at their tent.

FRESH vegetables, fruits, cut flowers, herbs, nursery and bedding plants, meats and fish MUST Be grown/raised in the states of Wisconsin, Illinois, Indiana, Iowa, Michigan or Minnesota.

Vendors selling wild-caught ocean fish and other seafood will be individually considered based on its origins, and the uniqueness to our market. Other out-of-area products will be considered on a case-by-case basis. Vendors growing/selling/reselling more than \$250 of nursery items annual must obtain a Nursery Grower/Dealer License from the Department of Agriculture.

However, for local products, if you did not personally grow/raise all the products in your stall, you must display a sign with the origin information (signs will be provided at no charge, or you may bring your own). At least 75% of your produce must be from your farm. The sign should say, for example, "Carrots, Sally Smith Farm, Rochester, Minnesota," or "Our meat products originate from farms in Wisconsin and Illinois." Market Management reserves the right to visit farms. Please, if you didn't grow it, it's okay...just let folks know where and who did. No more than 25% can be grown elsewhere.

Pets and Animals

Currently no animals are allowed at HarborMarket under Kenosha County Kickstart guidelines. Service animals are permitted

Health Department Requirements

ALL Food vendors must follow Health Department regulations. Please call the Kenosha County, Division of Health at (262) 605-6700 for further information on Health Department requirements. Sellers of potentially hazardous foods must contact the Division of Health for approval and possible licensing requirements prior to selling of such foods. Potentially hazardous food means any food that requires temperature control, because it is in a form capable of supporting the rapid and progressive growth of infectious or toxic microorganisms. The Division of Health reserves the right to restrict the sale of particular types of foods or products. Processed food must originate from a licensed establishment.

Fire Department Rules

All Food vendors, and vendors using electricity, must abide by the City of Kenosha Fire Department regulations. Please contact the City of Kenosha Fire Prevention Bureau at (262) 653-4110 for further information on required best practices for cooking and heating in the Market setting, who needs a fire extinguisher, use of open flame and hot oil/grease, electric cord use, etc. The Fire Dept. comes through the Market every week, be prepared for their visit by knowing your responsibilities. FIRE DEPT. Rules (two PDF Documents) are available on our

website—we encourage you to carry them with you every week, so you can show inspectors that you have them.

Insurance

All vendors must provide a one million dollar “certificate of liability insurance” naming Kenosha Common Markets as certificate holder. Your insurance agent will know exactly what document you need. Ask them to send us a copy at: PO Box 643, Kenosha, WI 53141-0643. New vendor applicants may wish to wait for acceptance into the market prior to purchasing vendor insurance.

Vendor Conduct

A vendor may not leave the Market early, even if sold out. Use this time to advertise your products. In an emergency, a vendor may leave early, but all equipment and goods must be moved by hand or your handcart.

Smoking (cigarettes, pipes, cigars, electronic-cigarettes) by vendors, their staff or market volunteers is not permitted anywhere on the HarborMarket grounds between 7am and 3pm. Vendors who must smoke MUST stand at least 25 feet from any market vendor.

Vendors should behave in a courteous manner to other vendors, Market Management and the public.

Annoying behavior, including unnecessary noise, will not be tolerated.

Vendors are not allowed to play music.

The running of any gasoline or diesel motors, compressors, generators, or engines is not permitted.

Parking and Loading

Free public parking is located east of the Kenosha Public Museum and the Kenosha Civil War Museum. Vendors parking in these two lots are to park as far east as possible. Vendors with trucks and/or trailers as a courtesy to the Museum visitors are to park in the grassy area at the east side of the lots. Vendor parking on either 56th or 54th Streets between 1st and 3rd Avenues is strictly prohibited during the hours of market operation. Leave street parking for your customers!

All vendors must provide the license plate numbers of all the vehicles expected to be used. Please be sure to complete this info on your application. Market Officials will monitor correct vendor vehicle parking. Customers come first, that's why you should follow this rule.

Unloading and Loading

Traffic on 2nd Ave. for vendor unloading and reloading is one-way from 56th St. northbound toward 54th St. Vehicles may not enter 2nd Ave. from 54th St. Vendors will line up along 56th St., preferably facing west. Vendors must unload and park their vehicles prior to setting up their booth. Traffic is one-way on Place de Douai entering from 56th St., and exiting the Plaza at the South- West corner along the concrete path.

Similar to unloading, in order to minimize wait times, vendors must completely break down their booth and collapse their tent before moving their vehicles in for pickup. Tent may stay up over your products if it is raining.

For customer safety, no vehicle is allowed in the market, neither Place de Douai nor on 2nd Ave, before 2:15pm. Because of substantial traffic congestion on 56th St., do not move your vehicle from the parking spot until 2:15pm.

At Market closing the first vehicle leaving the parking lot MUST wait for an official signal, "it is safe to drive into the market."

Nonprofit Participation

At the time of this writing, Nonprofit organizations will not be able to participate in the 2020 season due to the COVID-19. This status may change so check back. Otherwise, Nonprofits, located in Kenosha County, may participate three (3) times for free. No products can be sold by non-profits; only information can be distributed and donations may be solicited. Please read special rules specific to Nonprofit Participation.

Private or Personal Fundraising

Vendors may not solicit personal or organizational donations unless they are nonprofits soliciting for their organization.

Health Vendors (doctor, dentist, massage, chiropractor, etc.)

At the time of this writing, Health organizations will not be able to participate in the 2020 season due to the COVID-19. This status may change so check back. Otherwise, To be considered a market "vendor," these professionals must provide an actual service on-site (hearing test, chair massage, bone screening, etc.). If you are not providing an actual service on- site, then you are simply marketing your practice, thus considered a Sponsor.

Clubs and Troops

Unfortunately, we cannot accommodate the hundreds of individual youth groups, clubs and troops who wish to fundraise at Kenosha HarborMarket. A group, club, or troop may participate only if it submits an official letter from the school's principal or the regional troop manager authorizing it as the only group representing the entire school or organization that year. Clubs/troops may not sell or give away food or beverage products.

No Licensed Products or Multi-Level Marketing Allowed

Products featuring licensed imagery (such as NFL, NBA, or university team mascots or logos, cartoon characters, etc.) cannot be sold at the market. No multi-level marketing products or home improvement services are allowed in the market.

Other vendors of products and services should inquire about sponsorship opportunities for a presence at the market. All applications will be reviewed by the Kenosha Common Markets Board of Directors to ensure appropriateness for the market.

Sponsor Marketing Opportunities

For-profit businesses like banks, real estate, housing, assisted living, media, etc. whose purpose is primarily to market a service and not on-site sales are categorized as Sponsors. Sponsors have additional marketing opportunities for signage at the music venues, and links on our website.

Vendor Discipline/Termination

Vendors are expected to cooperate with the HarborMarket Management, and obey all rules. If there is a problem, the vendor will be notified first verbally, and then in writing. Upon third and fourth occurrences, a \$25 and \$100 fine respectively will be due on the spot. Failure to respond and correct the problem, or pay the resulting fines, will result in termination of the vendor at HarborMarket, without any refund of rental fees.