

# Pleasant Prairie HarborMarket

## 2023 Outdoor Season Vendor Rules & Information

In order to ensure a safe, efficient, customer-friendly Market, we require all vendors to comply with the following rules. 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 prior to the date requested for participation.

Please apply on our website: <https://www.kenoshaharbormarket.com/vendor-application.html>

Vendors who have attended a HarborMarket event previously should login to their vendor account in MarketWurks. Instructions are on our website:

<https://www.kenoshaharbormarket.com/vendor-application.html>

### 2023 Operating Schedule

**Day:** Sunday

**Dates:** June 18, July 16 and August 20, 2023

**Time:** 10am to 2pm. Hours may be extended to take advantage of special events in the area at the discretion of the Market Board and staff. The market operates “rain or shine,” but does close in the event of thunderstorms. The Market Manager in consultation with present Board members may shorten the day in case of bad weather.

**Where:** Prairie Springs Park, on the west side of Lake Andrea and adjacent to the restroom facility (expected completion date June 2023) and beer garden (expected completion date July 2023)

**Weekly stall assignments** can be found on the HarborMarket website, [kenoshaharbormarket.com](https://www.kenoshaharbormarket.com). The vendor maps are posted by mid-week for the following Sunday’s market. Find your name and stall letter/number, then locate the stall letter/number on the diagram.

**Payment:** Payment must be received two weeks **prior** to your start date. You will not be assigned a stall space until payment has been received. Credit cards and checks accepted; NO CASH.

**Absence:** If you must cancel your attendance please email [aforgianni@kenoshaharbormarket.com](mailto:aforgianni@kenoshaharbormarket.com). Refunds, if requested, will be handled on a case-by-case basis by the Board. (Please see attendance policy below.)

**Set-up:** Set-up 8:00 am to 9:45 am. Vendors may not SELL before 10am, except to other vendors who are

selling that day and to distribute CSAs.

**Take-down:** No sales after 2:00 pm. Do not pack up before 2:00 pm. Take-down must be completed by 3:30 pm. **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.**

## **Emergencies**

If you see an emergency (medical, fire, safety, etc.) please assure your own safety and call 911 first. Then alert Market staff who will assist in handling the situation.

## **Logistics**

### **Parking and Loading**

Free public parking is located throughout Prairie Springs Park, with parking lots very close to the market site. All vendors must provide the license plate numbers of all the vehicles expected to be used. Please be sure to complete this information on your application.

Vendors may park at the south ballfield parking lot or at the Wruck Beach Pavilion. Please do not park along Park Drive directly in front of the event space.

### **Unloading and Loading**

Vendors may park as close as possible to their stall space to unload, without obstructing any other vendor's space. **Vendors must unload and park their vehicles prior to setting up their booth.**

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. The tent may stay up over your products if it is raining.

### **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, including food trucks, in the product description section of their application; a picture of the vehicle 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 ten feet deep (10' x 10'). (If space permits, spaces may be larger.) Total stall space is approximately 100 square feet. Vendor tents or equipment may not obstruct

or cover established walkways. Special requests for a double stall (or more) 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 HarborMarket. 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 HarborMarket 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 weights containing water are to be used, they must be sealed.

## **Electricity Requirements**

Electricity is available on a limited basis, and is allocated to vendors based on absolute necessity (e.g. food refrigeration or preparation). Please be sure to request a cord (or cords) on your application; this will let us know that you are requesting electricity.

## **Pets and Animals**

Customer or vendor pets, walked or carried, are not allowed in the Market corridors. Vendors must do business with pet owners at the rear of their stalls. ADA approved service dogs are allowed anywhere in the Market. These regulations may change based on guidance from the Kenosha County Health Department.

## **Vendor Information**

**Please also see “Vendor Illness” and “Vendor Attendance” policies below**

## **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 HarborMarket. 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. 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.

## **Fire Department Rules**

All food vendors, and vendors using electricity, must abide by fire safety regulations. Please contact the Village of Pleasant Prairie Fire Department at 262-694-8027 for further information on required best practices for cooking and heating in the Market setting, who needs a fire extinguisher, type of fire extinguisher needed, use of open flame and hot oil/grease, electric cord use, etc. The Pleasant Prairie Fire Department may come 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. (These are City of Kenosha Fire Department Rules, but may serve as good guides for this event.)

## **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 prior to selling of such foods. Licensing takes at least 10 days from date of application, depending on the type of license for which one applies. Please apply early so as to avoid a delay in starting at HarborMarket. Regular inspections by the Division of Health will take place.

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.

**You may also email [Patricia.Shumaker@kenoshacounty.org](mailto:Patricia.Shumaker@kenoshacounty.org) at the Health Department for more information, or [Adam.Barningham@kenoshacounty.org](mailto:Adam.Barningham@kenoshacounty.org) to apply for a license.**

## **Samples**

If you wish to offer samples at your booth, please follow the below:

- Each food vendor is recommended to have a properly set-up hand washing sink inside their stall area.
- The hand washing sink should be set-up before servicing food and this includes free samples offered.

- Samples must be provided in a single-use, sealed and disposable container
- Vendors must wear gloves when preparing samples
- Ill vendors should not prepare samples (please see “Illness Policy” below)

## **Insurance**

All vendors must provide a one million dollar “certificate of liability insurance” naming **Kenosha Common Markets, P.O. Box 643, Kenosha, WI, 53141** as “Additionally Insured”. Your insurance agent will know exactly what document you need. You may email this to [aforgianni@kenoshaharbormarket.com](mailto:aforgianni@kenoshaharbormarket.com), or upload it into MarketWurks. Please include the name of the business. Your insurance certificate must be received at least two weeks prior to your first date of attendance. If your policy expires or changes mid-season, please email us a copy of your new insurance certificate prior to your old one expiring.

New vendor applicants may wish to wait for acceptance into HarborMarket prior to purchasing vendor insurance.

If your certificate of insurance is issued as described above, it will cover all markets that Kenosha Common Markets, Inc. operates.

## **Products Sold**

If you wish to sell products beyond those submitted as part of your initial application, please submit a change request in MarketWurks and include a description of what you would like to add to your product list. The Board will review your request and let you know if it is approved or not.

## **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, or engines is not permitted. The only exception is generators that operate below 50dB, with prior approval of the Market Board. They must be placed so as to minimize noise in selling areas; people must be able to easily converse, without yelling.

Vendors utilizing oil should put down a protective barrier so as to prevent any spills from staining the concrete. Vendors must remove any stains prior to leaving. If stains are left, vendors will be fined so as to pay

for staff to work on stain removal. Failure of the vendor to clean the stain or pay the fine may result in removal from the market without refund of fees.

## **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 issued. 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.

## **Private or Personal Fundraising**

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

## **Health Vendors**

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. (For information on becoming a sponsor, email [aforgianni@kenoshaharborbormarket.com](mailto:aforgianni@kenoshaharborbormarket.com))

## **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 HarborMarket. 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 HarborMarket. All applications will be reviewed by the Kenosha Common Markets Board of Directors to ensure appropriateness for HarborMarket.

## **No Products Related to Smoking of Any Substance Allowed**

No items that are designed to be smoked or items that facilitate smoking may be sold.

## **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. Please email [aforgianni@kenoshaharbormarket.com](mailto:aforgianni@kenoshaharbormarket.com) for more information.

# Illness Policy

**PURPOSE:** The purpose of the Illness Reporting Policy is to ensure that all vendors, their employees and HarborMarket volunteers/employees report to the Chairperson of Vendor Relations when you experience any of the conditions listed so that appropriate steps are taken to preclude transmission of foodborne illness or other communicable diseases.

**POLICY:** Kenosha Common Markets, Inc. is committed to ensuring the health, safety and well-being of our employees and customers by complying with all health department regulations. All shall report if they are experiencing any of the following symptoms.

- Diarrhea
- Fever 100 F or higher with or without sore throat
- Vomiting
- Jaundice (yellowing of the eyes or skin)
- Lesions (such as boils and infected wounds, regardless of size) containing pus on the fingers, hand or any exposed body part

## COVID-Related Procedures and Precautions

- CDC information, as of 1/6/22: People with COVID-19 or experience a positive exposure should isolate for 5 days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by 5 days of wearing a mask when around others to minimize the risk of infecting people they encounter.
- **Do NOT attend if you are in quarantine, isolation, have any symptoms or have test results pending. No exceptions.** Violation of this policy will result in immediate removal from HarborMarket for the balance of the season, without refund of fees. Please report quarantine or isolation status to [aforgianni@kenoshaharbormarket.com](mailto:aforgianni@kenoshaharbormarket.com) or [luffolo@kenoshaharbormarket.com](mailto:luffolo@kenoshaharbormarket.com) as soon as possible
- Please respect HM staff, volunteers, vendors & customers who ask that you refrain from physical contact and maintain six feet of social distancing. There may be personal/family circumstances of which others are unaware that require these precautions.



- Samples must be offered in closed containers. Staff preparing them must wear gloves. (Please see “Health Department Requirements” section in this document)
- While hand sanitizer is available at the Information Booth, vendors are welcome, and encouraged, to have some at their booth for their own personal use. Having hand sanitizer available for customer use is also allowed and encouraged.

Illness policy reviewed by Lynda Ruffolo, RN, BSN 1/2023

# Vendor Attendance Policy

## **Purpose**

Pleasant Prairie HarborMarket is a monthly event held in June, July and August and organized by Kenosha Common Markets, a 501(c)(3) non profit organization.

A successful market is a full market. A full market is visually pleasing to our visitors which increases foot traffic which results in increased vendor sales. Adherence to contractual attendance is the vendor's responsibility as a small business owner; a back-up plan for staffing is advised should the primary staff be unavailable. Vendor no call-no shows, excessive absences, late arrivals and early outs negatively affect the market's image and all vendors' financial success.

Vendors who cannot attend in the rain due to safety reasons (ie. uncovered generator) need to inform market management of their absence for each occurrence. Such absences are excused, and not subject to penalties, provided notification of the absence and reason for it is made prior to the absence. Absences due to rain that are not safety related, are subject to the attendance policy below.

## **Definitions**

**No call - no shows:** Vendor not providing notice by 9am Tuesday for that upcoming Sunday's market. Penalties are assessed for each occurrence of this type.

**Excessive absences:** 3 or more combined absences during the 2023 outdoor market season for all HarborMarket events, regardless of notification.

**Late arrivals or Early outs:** Not ready for sales at start time or dismantling or leaving before the end of day (unless in case of emergency or directed to by HarborMarket staff)

**Excused absences:** A planned absence with written notice at least 2 weeks before the contracted date. Two occurrences are allowed per outdoor market season before penalties are assessed. Examples of these absences are for family or emergent illnesses.

\*\*KCM understands that sometimes, despite the best of planning and intentions, life happens. As such, extenuating circumstances will be taken into consideration when determining penalties. Examples of such extenuating circumstances include vehicle accidents, health emergencies, death in the family and personal safety emergencies. This does NOT include circumstances which were, or could have reasonably been, foreseen.

## **Penalties Related to Absences:**

1st occurrence- documentation of the event via email.

2nd occurrence- documentation and warning of potential future fines

3rd occurrence- Fine of \$50 that needs to be paid in full before further attendance at any HarborMarket event

4th occurrence- Fine of \$100, with possible exclusion from the remainder of ALL markets of the outdoor season, without refund of fees paid.

After the 4th occurrence - exclusion from the remainder of ALL markets of the outdoor season, without refund of fees paid, and exclusion of participation in future events