



Winter HarborMarket 2021-22 Rules and Information

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. Please apply on our website, kenoshaharbormarket.com.

2021-22 Winter HarborMarket Operating Schedule

Day: Saturday

Dates: November 6, 2021 through April 30, 2022 (Except December 18 and 25, 2021 and January 1, 2022)

Time: 9am to 1pm. The Market Manager in consultation with present Board members may shorten the day in case of bad weather.

Where: Kenosha Union Club - 3030 - 39th Ave, Kenosha (across the street from Bradford field)

Weekly stall assignments can be found on the HarborMarket website. The vendor maps are posted every Thursday for the following Saturday's market. Find your name and stall letter/number, then locate the stall letter/number on the diagram.

Payment: Payment must be received 10 days 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 contact the Executive Director or Market Manager. You may **call or text Haley, the Market Manager, at (262) 220-6382.** Refunds will be handled on a case-by-case basis by the Board.

Set-up: Set-up 7:00 am to 8:45 am. Vendors may not sell before 9:00 am, except to other vendors who are selling that day and to distribute CSAs.

Take-down: No sales after 1:00 pm. Do not pack up before 1:00 pm. Take-down must be completed by 2:00 pm. 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.

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.

Vehicles

All vehicles are to be parked on the south side of the building. Please do not park behind the building.

Stall Size and Information

Stall size shall be approximately ten feet wide and ten feet deep (10' x 10'). Total stall space is approximately 100 square feet. Special requests for a double stall (or more) can be requested on your vendor application and will be considered based on availability. Tape and other adhesives may NOT be used on the walls. The only exception is painters' tape.

One table per booth will be provided and set up for your use. Please clean the table after the market.

HarborMarket staff will put the tables away. Chairs will also be provided. (Please let us know if you would rather bring your own tables and/or chairs.) You may bring other tables as long as everything fits within your 10' x 10' booth space.

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 indicate your need for electricity on your application. If approved, your booth location will be adjacent to an outlet. You are responsible for providing all necessary cords.

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.

SNAP/EBT

We will continue to process SNAP/EBT benefits for use at HarborMarket. If you did not indicate it on your application and would like to participate, please email aforgianni@kenoshaharbormarket.com

Products Sold

If you wish to sell products beyond those submitted as part of your initial application, please email aforgianni@kenoshaharbormarket.com with 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.

Pets and Animals

Customer or vendor pets, walked or carried, are not allowed at the Winter HarborMarket. ADA approved service dogs are allowed.

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 Department may visit the Market; 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, Inc.” as the certificate holder. Your insurance agent will know exactly what document you need. You or your insurance agent may email this to aforgianni@kenoshaharborbormarket.com. Please include the name of the business.

New vendor applicants may wish to wait for acceptance into HarborMarket 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 within the Winter HarborMarket venue.

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

Free parking is located on the south side of the building, in the adjacent lot. Please do not park on the west side of the building.

Unloading and Loading

Vehicles may be unloaded under the covered carport on the south side of the building or at the rear doors of the venue hall (west side of the building). Please unload your vehicle, park and move your belongings. Several carts will be available for vendors to utilize. Please return them when you have finished unloading your items in the building.

At the end of the market day, please pack up your booth first, and then move your vehicle to underneath the carport or to the west side of the building to load. Carts will again be available for vendors to borrow. Please return them when done.

WiFi

WiFi will be available. Login information will be provided at the Market.

Nonprofit Participation

Unfortunately, we do not have enough space to allow for nonprofit participation in the Winter HarborMarket.

Private or Personal Fundraising

Vendors may not solicit personal or organizational donations.

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@kenoshaharbormarket.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.

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@kenoshaharborbormarket.com for more information.

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.