

FARMERS MARKET
DOWNTOWN PORTAGE
BUSINESS IMPROVEMENT DISTRICT
GUIDELINES AND PROCEDURES

GOAL: The goal is to have a well-organized Farmers Market that will be consistent in the Portage Area for local vendors and patrons.

HOSTING ORGANIZATIONS: The Portage Business Improvement District in conjunction with the UW extension office.

DATE: Each and every Thursday beginning the first Thursday in May ending with the last Thursday in October. Rain or shine.

LOCATION: Commerce Plaza, which is located at the corner of Cook St. (Hwy 33) and Wisconsin St. (Hwy 16). Vendors enter from Conant Street across from the Post Office.

TIME: Farmers Market will be open to the public from 12:00pm to 6:00pm and vendors Market may begin as soon as all of the vendors who have paid for the whole season (\$85.00) are set up between 11:30 and 12:00pm. The only reasons for early departure are "Sold out or Blown out" due to weather or weather warnings.

NOTE: Vendors with assigned spaces should arrive by 11:30pm unless otherwise arranged with market manager. If you are going to be late please call me and let me know. Assigned spaces must be occupied by 11:30am or it may be assigned to another vendor for the day.

PLEASE! - NO SELLING BEFORE MARKET OFFICIALLY OPENS.

All vendors should be set up by 12:00pm but please no selling before 12 Noon

ITEMS ALLOWED: Vendor produced home grown fresh produce items, homemade items, and handcrafted items ONLY! Selling of purchased items is not allowed!

Homegrown produce to be defined as produce items grown on property owned, common garden plots, or leased by the grower in the State of Wisconsin. Produce to be defined as edible vegetables, fruits, herbs, spices, honey, eggs, homegrown fresh flowers or plants, and items that when planted will grow into the above listed items.

Homemade items are defined as those items that are made in a person's home by them or an immediate family member and sold by that person or an immediate family member. These items must be produced in accordance with health and safety regulations for the State or Wisconsin.

Handcrafted items are defined as items manufactured by the seller or immediate family member and sold by that person or immediate family member.

OTHER PRODUCE ITEMS: Other produce items are those defined as produce items grown outside of the state for resale purposes and personal consumption, other items not considered homegrown produce as interpreted above might be allowed at the discretion of the organizer. An example of when they might be allowed would be when those items are not available from State of Wisconsin homegrown produce vendors. (Example: Sweet corn from southern states in June.)

ITEMS NOT ALLOWED: All items that are mass manufactured for resale are not allowed. Items or categories of items will not be allowed unless prior approval from the organizer is received.

VENDORS AGREEMENT: All vendors are required to sign a vendor's agreement to sell their products at Commerce Plaza for the weekly Portage Farmers Market.