



2024 VENDOR MARKET APPLICATION

Application and Fees: Those wishing to participate in the Buffalo City, WI Wednesdays at the Park Vendor Market must complete this application form, agree to the market rules below and submit all with payment to the Buffalo City Clerk at least one week prior to the event they wish to attend.

Vendor/Market Rules:

1. Vendors must be in place at least 30 minutes prior to the set market start time on designated dates.
2. Vendors may not begin setting up until designated start time. This will be determined prior to the season and communicated with all vendors ahead of time.
3. Vendors are allowed a space that will fit a 10x10 pop up tent. The location of the space will be designated by the Vendor Market site manager and designated based on several qualifications. Seasonal pass holders will have first choice on permanent locations. After those are designated, the market manager will designate the remaining spots for the week based on availability. The manager will be the final say on all questions.
4. If electricity is provided – you must provide your own safe and operational electrical cords. An additional fee of \$10 per event will be charged for using electricity.
5. All pop up tents must have weighted down capabilities at all times. This can be milk jugs filled with water, sand bags, etc. These must be available and used if the market manager requests.
6. Vendors are responsible for clean-up of their areas after every market. Area must be completely cleaned and left as it was when you arrived.
7. Vendors will provide their own set-up, tables, tents, signage etc.
8. Each Vendor is responsible for and liable for his/her own produce/product and area during the entire stay at the Market. It is highly encouraged to look into having your own business liability insurance.
9. Vendors may only sell homegrown, homemade, home raised, handmade or handcrafted items. No resale, wholesale sales will be allowed. City Council decision will be final on any questionable products.
10. Vendors agree to abide by the Wisconsin Department of Ag and Buffalo County Health Department guidelines as established in their “Farmer’s Market Guide” provided with this application. No sale of HOT FOOD items without proper state licensure through Buffalo County.
11. City Council will make the final decision on what Vendors are acceptable at the Farmer’s Market. Applications must be submitted at least two week prior for approval to be considered.
12. Vendor fee is non-refundable. If you are approved and are not able to attend the fee will not be returned. Arrangements may be made for later date venues if available.

Application and booking options on the next page must be completed and returned with payment to: City of Buffalo City, 245 E. 10th Street, Buffalo City, WI 54622 at least 2 weeks prior to Market date. Call 608-248-2262 with questions. There will be no late approvals.

Buffalo City Market Vendor Application

Name:

Address:

Phone:

Email:

Type of Products being sold:

VENDING OPTIONS:

OPTION #1 - Book entire Season prior to May 15th (Must commit to coming to 6 of the events) **If we go into October these will be included in your Seasonal Pass but do not count towards the 6. As a seasonal pass vendor you are expected to show up to vend or contact the Clerk at least one week prior to a no-attendance date. We want to assure our shoppers there are vendors at the market.

- Every 2nd & 4th Wednesday June-September ---- 8 events total
- Wednesday markets will be 5pm-7pm (set up beginning no earlier than 4pm)
- Season Pass will include a designated spot for the entire season

RETURNING VENDOR SEASON PASS PRICE - \$160

NEW VENDOR SEASON PASS PRICE - \$200

OPTION #2 - Book entire Season after May 15th - same information with prices as follows:

RETURNING VENDOR SEASON PASS PRICE - \$180

NEW VENDOR SEASON PASS PRICE - \$220

OPTION #3 – Per Event Booking – MUST HAVE APPLICATION IN 2 WEEKS PRIOR TO EVENT

All applications due with payment. Applications will be reviewed by council. If applicant does not qualify fee will be returned. ABSOLUTELY NO VENDORS WILL BE ACCEPTED LESS THAN TWO WEEKS PRIOR TO THE START OF ANY EVENT.

EVENT PRICE - \$30 PER EVENT

List Dates Applying for: (You are able to add dates by submitting additional applications later)

OPTION CHOSEN - _____

TOTAL \$ ENCLOSED - _____