



# 2023 Market Vendor Contract

**Dates:** Sundays, beginning May 14 through October 8, 2023 with options to contract for Tuesday, 4<sup>th</sup> of July and Autumn Fest, Saturday, September 23

**Time:** 9 am – 1 pm or special events noted above, 9 am – 4 pm. Vendor must be set up and ready to serve event attendees by 8:30 am and continue to serve until the designated end time, unless prior arrangements have been made with the Baileys Harbor Community Association (BHCA) Coordinator. Take-down may not take place until the contracted end time. Special event set-up is permitted beginning at 12 noon on the day prior to the event.

**Location:** Baileys Harbor Town Hall, 2392 Cty F, Baileys Harbor, WI. The BHCA Coordinator will assign vendor spaces one week prior to the first market date and may be reassigned up until the day prior to the event, as needed. It is the vendor's responsibility to review the map provided by the coordinator upon receipt. BHCA will make every effort to accommodate special requests, but this contract does not guarantee agreement unless specified in writing.

**Parking:** All vehicles must be moved to the Brann Field parking lots by 8:45 am, prior to the opening time of the market. No parking is allowed on Hwy 57, County Road F or Park Road Street parking in other locations is permitted, however BHCA is not responsible if you get a ticket for parking in an unauthorized parking space. Vehicles may not move back to the market area until 15 minutes prior to closing time.

**Weather:** The market will be held regardless of the weather. If severe weather requiring the public to take shelter is announced, the Market Organizer or BHCA Director will close the event temporarily or for the remainder of the scheduled time period. The BHCA is not responsible for any loss, theft, damages or emergency situations including weather.

**Special Considerations:** The Baileys Harbor Markets are not juried shows, however no buy/sell items, including produce are allowed. The BHCA reserves the right to accept or reject any and/or all products that do not appear to meet the buy/sell restriction. The BHCA will make every effort to honor special requests, but we cannot guarantee that we will be able to do so.

**Review the contracting options on the following page and mark column two for all that apply. Please contact Cynde at: [info@baileysharbor.com](mailto:info@baileysharbor.com) or 920-421-4366 for assistance.**

**Farmer’s Market Fees**

**Note:** If you do not have a whisper generator, you are required to pay for an electrical hook-up, as listed in the tables below)

<b>Options</b>	<b>Amount</b>
\$325 for 10 x 10 space for the full season	
\$325 for one additional 10 x 10 space (no half spaces)	
\$100 for each 10 x 10 space greater than 2 spaces	
\$400 for Food Truck less than or equal to 20 feet long	
\$500 for Food Truck trailer greater than 20 feet long	
\$50 for <b>electrical hook- up</b> for the full season, per space or truck	
\$35 Transient Fee – Date(s) requested:	
<b>Total Amount for Seasonal Market Options</b>	

**Additional Event Fees**

**Note:** Reduced price for a full season vendor only applies to the number of spaces paid for in the vendor’s full season contract. Any additions are at the higher price.

<b>4<sup>th</sup> of July Options</b>	<b>Amount</b>
If full season vendor, \$50 4 <sup>th</sup> of July - per 10 x 10 space	
\$150 4 <sup>th</sup> of July – 10 x 10, if assigned to space 36 or 43	
\$125 4 <sup>th</sup> of July – 10 x 10 space	
\$125 4 <sup>th</sup> of July – each additional 10 x 10 space (no half spaces)	
\$ 75 4 <sup>th</sup> of July - each 10 x 10 space greater than two spaces	
\$350 for Food Truck less than or equal to 20 feet long	
\$500 for Food Truck trailer greater than 20 feet long	
\$ 50 4 <sup>th</sup> of July <b>electrical hook-up</b>	
<b>Autumn Fest Options</b>	
If full season vendor, \$50 Autumn Fest - per 10 X 10 space	
\$150 Autumn Fest – 10 x 10, if assigned to space 36 or 43	
\$125 Autumn Fest – 10 x 10 space	
\$125 Autumn Fest – each additional 10 x 10 space (no half spaces)	
\$ 75 Autumn Fest – each 10 x 10 space greater than two spaces	
\$250 for Food Truck less than or equal to 20 feet long	
\$400 for Food Truck trailer greater than 20 feet long	
\$ 50 Autumn Fest <b>electrical hook-up</b>	
<b>Total Amount Special Events Options</b>	
<b>Grand Total All Options Selected by Vendor</b>	

If the vendor needs to cancel participation in the market(s), no refund will be paid by the BHCA Board of Directors.

Space location preference, if any: \_\_\_\_\_

**Event location guidelines: The vendor understands and agrees to the following:**

Vendor must check in with designated Market Coordinator, Bonnie Smith (Booth 36) each week.

Three unexcused absences (including forgetting to sign in, as noted above) will result in termination of this contract with no refund, unless approved by the BHCA Coordinator, including the October market dates.

Vendors will be asked to leave if they cause any damage to the Town Hall or other vendor's property.

Electrical power is not provided unless you have indicated a need for electrical hook-up and agree to pay the additional fee. If you do not have a whisper generator you must also agree to use BHCA power option. See page 2 for the power fees and to select the option for your contract.

No running water is available on site and no flowing water set-up is allowed.

Vendors will use the porta-potties provided across Park Road, as needed.

All waste and recycling must be placed in the appropriate waste receptacles on site and cannot be kept in the vendors assigned space.

No smoking or use of inappropriate language or swearing is permitted by vendors and vendor staff in the Town Hall.

Vendors acknowledge that prior approval of the BHCA director must be obtained if the vendor intends to bring pets to the market. **Pets must be leashed** and proof of required vaccinations, may be required.

BHCA has to the right to refuse any vendor. The Market Coordinator may attempt to resolve concerns, however if mutual agreement cannot be reached, the BHCA Coordinator will be contacted to address the issue(s). Vendors may be asked to leave by the BHCA Coordinator, if they do not adhere to the guidance provided above. Non-compliance with guidance may result in termination of this contract by BHCA.

**Vendors must provide all information required in this form, sign and return it, prior to the first market:**

**Business Name :** \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_

**Primary Contact Mailing Address:** \_\_\_\_\_

**State and Zip Code** \_\_\_\_\_

**Primary Contact Email Address:** \_\_\_\_\_

**Telephone number for day of event:** \_\_\_\_\_

**Product Description:** Enter a description of your product(s) below.

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**Logo and/or photo (optional)** Email a jpeg file of your business logo or product to be used by BHCA for marketing the event on social media to: [info@baileysharbor.com](mailto:info@baileysharbor.com)

**BHCA contact person:** Cynde Ploor, Community Coordinator/Destination Director; 920-421-4366 or [info@baileysharbor.com](mailto:info@baileysharbor.com)

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**You must complete the required Department of Revenue form below, prior to signing the contract.**

For information about the requirements: <https://www.revenue.wi.gov/Pages/FAQS/ise-wtep.aspx#wtep8>

Wisconsin Seller's Permit Number (15 digits starting with 456) 456- -		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
Legal Business Name (if not sole proprietor)		Doing Business As (DBA) Name (if applicable)		
Vendor/Contact Name (Last)	Vendor/Contact Name (First)	Vendor Phone Number		
Mailing Address		Email Address		
City	State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)	

- **Wisconsin Seller's Permit Number:** A Wisconsin seller's permit number has 15 digits and begins with 456 (456-xxxxxxxxxx-xx). Sellers may apply for a Wisconsin seller's permit at [tap.revenue.wi.gov/btr](http://tap.revenue.wi.gov/btr).
- **SSN and FEIN:** The last 4 digits of the SSN are required. If the vendor has a FEIN, enter both numbers.
- **Exemption Code:** If the vendor claims an exemption from collecting and remitting sales tax, enter the exemption code number. Exemptions are limited to the following four reasons:
  1. **Exempt sales only or display only:** Exempt sales refers to nontaxable sales. Display only refers to a vendor advertising goods and services but not selling merchandise.
  2. **Multi-level marketing (MLM) company pays sales tax:** Multi-level marketing companies are those companies that sell their products through distributors. The department regards the multi-level marketing company as a retailer required to remit sales tax on sales to its distributors. Distributors for such companies may use this exemption code if the distributor only sells products for which the multi-level marketing company has already collected and remitted Wisconsin sales tax on the retail sales price of the products.
  3. **Nonprofit occasional sales exemption:** Sales by nonprofit organizations may qualify for exemption from Wisconsin sales and use tax. Refer to [Fact Sheet 2106](#) or Publication 206, Sales Tax Exemption for Nonprofit Organizations, for more information.
  4. **Occasional sales exemptions:** A person is not required to hold a Wisconsin seller's permit if the person's taxable sales are less than \$2,000 in a calendar year. Refer to Publication 228, Temporary Events, for more information.
- **Legal Business Name:** If the vendor is a sole proprietor leave blank
- **Doing Business As (DBA) Name:** The name commonly used by the business if different than the legal business name. Leave blank if not applicable.
- **Vendor/Contact Name:** Vendor's first and last name are required.
- **Mailing Address:** We may send confidential information to this address.
- **Email address and phone number:** Contact information for the vendor selling at the event.
- **Multi-Level Marketing Company Name:** Required if claiming exemption code 2. Enter name of company that remitted the tax.

Please sign and return this contract to the Baileys Harbor Community Association (BHCA) by email at [info@baileysharbor.com](mailto:info@baileysharbor.com) or postal mail, PO Box 31, Baileys Harbor, WI 54202.

All spaces are first come, first served and will only be held when all information is provided and payment is received by BHCA. **A copy of your food license must be submitted with this contract form.**

Please retain a copy of this document for your records; a copy will not be returned to you.

<b>Primary Contact (print and signature)</b>	<b>Date:</b>
<b>Baileys Harbor Community Association</b>	<b>Date:</b>
<b>Cynthea Floor</b> <i>Cynthea Floor</i>	<b>January 2, 2023</b>