



2024 Market Vendor Contract

Dates: Sundays, beginning May 19 through October 6, 2024.

Time: 9 am – 1 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. **4th of July & Autumn Fest - Sept. 14, 9 am – 4 pm.**

Location: Baileys Harbor Town Hall, 2392 Cty F, Baileys Harbor, WI. The BHCA Coordinator will assign a vendor space one week prior to the first market date, if all paperwork is submitted. 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 Manager or BHCA Coordinator 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, however, no non-perishable buy/sell items are allowed. Food items are at the discretion of the BHCA Director. The BHCA reserves the right to accept or reject any and/or all products that do not appear to meet the buy/sell restriction. In addition, BHCA may limit some vendor sales or participation due to product duplication. The BHCA will make every effort to honor special requests, but we cannot guarantee that we will be able to do so.

Vendors must provide all information required in this form, sign and return it, along with copies of license, if applicable, prior to the first market date. If information is incomplete, a space number will not be assigned, and the vendor may not set up and sell at the market. Transient vendors must comply with this requirement and are encouraged to pre-register, even if attendance dates are not yet identified. Only one vendor is allowed per contracted space(s) and an alternate vendor may not substitute in the absence of the contracted vendor. If the vendor needs to cancel participation in the market(s), no refund will be paid by the BHCA Board of Directors.

Business Name : _____

Primary Contact Name: _____

Primary Contact Mailing Address: _____

State and Zip Code _____

Primary Contact Email Address: _____

Telephone number for day of event: _____

Enter a description of your product(s) below.

Note: Vendor must contact the BHCA Coordinator before adding new products for sale during the season. In addition, vendors may not solicit sales outside their assigned space(s).

Review the contracting options on pages 2 & 3 and enter the amount in column two for those options that apply to you. Please contact Cynde Krowas at: info@baileysharbor.com or 920-421-4366 for assistance, if needed.

Regular Season Farmer’s Market Fees – May 19- October 6, 2024

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)

Regular Season Options	Amount
10 x 10 space: \$325	
One additional 10 x 10 space (no half spaces): \$325	
Each 10 x 10 space, greater than 2 spaces: \$100	
Transient Fee per 10 x 10 space for each date requested: \$35 Date(s) Requested:	
Food Truck trailer less than, or equal to 20 feet long: \$650	
Food Truck trailer greater than 20 feet long: \$750	
Electrical hook- up for the full season, per space or truck: \$50	
Transient Fee per Food Truck for each date requested: \$100 Date(s) requested:	
Total Amount for Regular Season Market Options	

Additional Event Fees

Note: Reduced prices for 4th of July and Autumn Fest for a full season vendor only apply to the number of spaces paid for in the vendor’s full season contract. Any additions are at the higher price.

Example: If you rent 1 space at the regular season market, then 1 space for a special event market is \$75.00. Each additional space is \$125.00. Total for 2 spaces: \$200.00

4th of July Options	Amount
If full season vendor, one 10 x 10 space: \$75	
4 th of July – 10 x 10 space: \$125	
4 th of July – each additional 10 x 10 space (no half spaces): \$125	
4 th of July - each 10 x 10 space greater than two spaces: \$75	
Food Truck trailer less than, or equal to 20 feet long: \$350	
Food Truck trailer greater than 20 feet long: \$500	
4 th of July electrical hook-up: \$50	
Autumn Fest Options	
If full season vendor, 10 X 10 space: \$50	
Autumn Fest -10 x 10 space: \$125	
Autumn Fest – each additional 10 x 10 space (no half spaces): \$125	
Autumn Fest – each 10 x 10 space greater than two spaces: \$75	
Food Truck trailer less than, or equal to 20 feet long: \$250	
Food Truck trailer greater than 20 feet long: \$400	
Autumn Fest electrical hook-up: \$50	
Total Amount Special Events Options	
Grand Total All Options Selected by Vendor (page 1 and 2)	

SPACE LOCATION: If you pay in full for the regular season, complete all paperwork and return everything, including licenses, to Bonnie Smith, Market Manager (Booths 34 & 35) or the BHCA Coordinator **by October 1, 2023**, you will be guaranteed the location assigned to you for the 2023 market, if you would still like to occupy that space in 2024. If you would like to move to a different location, please note that below. We will attempt to make that accommodation after all applications have been submitted, *and* if the location you are interested in is not occupied and guaranteed to a returning vendor.

SPACE LOCATION for Full Season:

_____ I would like to stay in the location assigned in 2023

_____ I would like to move to a different location, if available

Location _____ 1st Choice _____ 2nd Choice _____ 3rd Choice

SPACE LOCATION for Special Events – (not guaranteed)

4th of July Location _____ 1st Choice _____ 2nd Choice _____ 3rd Choice

Autumn Fest Location _____ 1st Choice _____ 2nd Choice _____ 3rd Choice

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

Vendor must check in with designated Market Manager, Bonnie Smith (Spaces 34 & 35) each week.

Three infractions associated with any terms or guidelines in this contract may result in termination of this contract with no refund, unless approved by the BHCA Coordinator.

All additional product(s) and storage boxes must be kept within the vendor's contracted space(s).

Vendors will be asked to leave if they cause any damage to the Town Hall or other vendor's property and may be held responsible for the cost of the damages.

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 the BHCA power option. See options on pages 1 & 2 for the power fees.

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

Vendors will use the porta-potties provided on or near the grounds of the market.

All waste and recycling must be placed in the appropriate waste receptacles on site and cannot be kept in the vendors assigned space. Vendors will be billed if waste or recycling is not picked up and the market manager, BHCA or Town of Baileys Harbor staff clean it up at the end of the market.

No smoking, vaping or tobacco use or use of inappropriate language or swearing is permitted by vendors and vendor staff in the market space on the grounds of the Town Hall.

Vendors acknowledge that prior approval of the BHCA Coordinator 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 the right to refuse any vendor. The Market Manager 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.

You must complete the required Department of Revenue form below, prior to signing the contract. For information about the requirements and this form :

<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)	

Please sign and return this contract the BHCA by email at info@baileysharbor.com or postal mail, BHCA, 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. See requirements for space guarantees for returning vendors on page 3. If you are a food vendor, **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.

Primary Contact (print and signature)	Date:
BHCA Coordinator: Cynthia Krowas <i>Cynthia Krowas</i>	Date: September 17, 2023

Vendor's Checklist

- ___ Regular season number of booths. \$ ___ Total amount for regular season
- ___ 4th of July number of booths \$ ___ Total amount for 4th of July
- ___ Autumn Fest number of booths \$ ___ Total amount for Autumn Fest
- ___ My check matches the total fees \$ ___ Total amount, all events
- ___ I have read and understand all of the guidelines.
- ___ I completed the Department of Revenue Seller's Permit form on this page.
- ___ I enclosed/emailed my license to sell food, if applicable.
- ___ I signed the contract on this page.
- ___ I made a copy of the contract for my records.