



## Poynette Area Farmer's Market Policies and Regulations

### Farmer's Market Overview

The Poynette Area Farmer's Market provides locally grown fruits, vegetables, and homemade goods to the community. Vendors must complete an application to sell at the market.

Located at Pauquette Park, 126 S Main St., Poynette, WI 53955, the market operates every Saturday from 8:00 AM to 12:00 PM, starting the third Saturday in May and ending the second weekend of October. New this year, there will also be a Wednesday night market from 3:00 PM to 6:00 PM.

A seasonal vendor pass costs \$60, which supports market improvements. Passes must be purchased by Friday at noon before the weekend you wish to sell.

### Allowable Products

Although we want to encourage sellers of all kinds to participate in the Poynette Area Farmer's Market to keep the title "Farmer's Market", we must have 51% locally produced agriculture and raw/value-added food products. We will be accommodating as many other vendors as possible but we are striving to keep this a "Farmer's Market". All questions regarding allowable products should be addressed to the Poynette Parks and Recreation Department at 608-635-2122 ext. 205 or via email at [soreilly@poynette-wi.gov](mailto:soreilly@poynette-wi.gov).

### Federal, State, and Local Regulations

All vendors must abide by, and products must comply with, all applicable federal, state, and local regulations governing health and safety. It is the responsibility of the vendor to know these requirements. The Village is not responsible if you are not compliant with these regulations.

For more information please visit: <https://fyi.extension.wisc.edu/safefood/2022/03/20/quick-tips-farmers-market-vendors-in-wisconsin/>

### Spots and Fees

Vendors will only have the option to purchase season passes. The fee for the **season pass is \$60 for Saturday or Wednesday. If you would like to attend both the Saturday Market and the Wednesday Market the season pass is \$75.** All the fees collected go towards improvements for the Farmers Market. When a vendor purchases a pass they must submit a S240 form or you will not be assigned a spot and will not be allowed to participate. **You do not have to attend every weekend if you have a season pass.** We do not need to know if you will or will not be at the market. We trust your judgment.



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### **Non-Profits and Charity Groups**

If you are a member of a non-profit organization and wish to attend the market please contact Shamus O'Reilly at [soreilly@poynette-wi.gov](mailto:soreilly@poynette-wi.gov).

### **Set up**

Vendors may begin setup **at 7:30 am**. One vendor is allowed per spot. If a vendor wishes to be placed next to another vendor, a request must be made via email at the time of sign-up to [soreilly@poynette-wi.gov](mailto:soreilly@poynette-wi.gov). Not all requests may be able to be accommodated.

Each vendor will receive a paper that must be displayed while you are at the Farmer's Market. This paper will show your spot number as well as a list of emergency numbers. You are only permitted to park in the spot of the corresponding number on your pass.

### **Marketing and Social Media**

The Village of Poynette will promote the market on social media, in the Poynette Press calendar of events, and via postings around town. We will not be highlighting vendors or listing who will or will not be at the market each weekend. We encourage you to promote yourself and the market on the new Facebook Group "Poynette Area Farmers Market".

If you have any additional questions not answered by this document, please contact Shamus O'Reilly with the Poynette Parks and Recreation Department.

Shamus O'Reilly

Office: (608) 635-2122 Ext. 205

Cell: 608-573-2820

Email: [soreilly@poynette-wi.gov](mailto:soreilly@poynette-wi.gov)



## **Poynette Area Farmer's Market Policies and Regulations**

### **VENDOR LIABILITY WAIVER**

THIS VENDOR LIABILITY WAIVER ("Waiver") is entered into effective as of the date of signature in consideration for you ("Releasor" or "Vendor") receiving permission to enter, rent, lease, license, occupy or otherwise make use of selling space (the "Market Spot") at Poynette Area Farmer's Market (the "Market") operated by Village of Poynette Parks and Recreation Department ("Poynette Parks and Recreation").

#### **AGREEMENT**

1. General Release. In consideration of Poynette Parks and Recreation granting me the right to use the Market Spot, I, for myself, my employees, agents, representatives, and assigns, hereby release and hold harmless Poynette Parks and Recreation, and its contractors, directors, officers, employees, agents, representatives and assigns ("Releasees"), from all claims of negligence resulting in personal injury, accident, illness (including death) or property damage arising from or relating to my participation in the Market and use of the Market Spot.
2. Assumption of Risk. In executing this release, I acknowledge that participation in the Market and use of the Market Spot carries certain inherent dangers that cannot readily be eliminated regardless of the care taken to prevent and avoid injury, and hereby additionally assume the risk of liability for injury, accident, or illness, including death, resulting from such dangers. These dangers include, without limitation, heavy lifting, falling objects, exposure to hazardous materials or equipment, exposed wires, moving vehicles, and uneven footing, as well as general risks including, but not limited to slips, trips, falls, cuts, adverse weather conditions, falling trees or branches, and the acts or omissions of Market customers or vendors or other members of the public. I understand that the description of the risks in this Waiver is not complete and that other risks or events arising from participation in the Market or use of the Market Spot, both known or unknown, anticipated or unanticipated, may result in serious bodily injury, death, or property damage.
3. Indemnification. I agree to indemnify and defend Releasees, through their own choice of counsel, against any and all claims arising out of or related to the negligent or intentional acts or omissions of myself, my employees, agents, representatives or assigns in connection with my participation in the Market or use of the Market Spot, including any acts or omissions undertaken in contravention of Poynette Parks and Recreation's Rules and Regulations.
4. Compliance with Laws. I agree to obey all laws, ordinances, rules, and regulations adopted or established by Federal, State, or local governmental agencies or bodies while participating in the Market or using the Market Spot.
5. Media Release. In further consideration for my use of the Market Spot, I authorize Poynette Parks and Recreation the use of my likeness or identifying information in any publications or publicity materials.



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including but not limited to, books, internet and web content, newsletters, newspapers, and other means of advertising, without any compensation or fee being paid.

**6. Choice of Law.** I agree that any dispute concerning this Waiver will be governed by the laws of the State of Wisconsin and that the exclusive venue for any dispute that may arise out of this Agreement will be in Columbia County, Wisconsin. If any clause or provision of this Waiver is held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision will not otherwise affect the remaining provisions of this Agreement, which will continue to be enforceable.

**7. I HEREBY AFFIRM THAT I AM EIGHTEEN (18) YEARS OF AGE OR OLDER, I HAVE READ THIS WAIVER, I AM FREELY AND KNOWINGLY AGREEING TO ALL OF THE PROVISIONS OF THIS WAIVER, AND I UNDERSTAND AND AGREE TO BE BOUND BY THE TERMS OF THE WAIVER.**

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Vendor Signature

Vendor Print Name

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Farm/Business Name

Dated

### Part C: Vendor Information

If the vendor does not have a Wisconsin seller permit number and claims their sales are tax exempt, enter the exemption code number provided by the vendor.

1 - Exempt sales only or display only  
 2 - Multi-level marketing company pays sales tax

3 - Nonprofit occasional sales exemption  
 4 - Exempt occasional sales

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)

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Reproduce this page as needed to report all vendors.  
 Page 1 must be included with your submission.

