



Monroe Street Farmers' Market

Application for Permission to Sell - 2024

Thank you for your interest in the 2024 Monroe Street Farmers' Market (MSFM). Please ensure that you have read through the [MSFM policies document](#) before completing the 2024 application, as revisions have been made.

Mail applications to **PO Box 5647, Madison, WI 53705. Applications for full season vending must be received by March 15, 2024** in order to be considered for the 2024 season. You will be notified when your application has been received.

Only **completed** applications will be considered.

Your application packet must include:

- Completed Application for Permission to Sell - 2024 form.
- Copies of all current, applicable license and permit documents.
- A check for the \$25.00 deposit. If your application is accepted, this will go towards your stall fees. If your application is not accepted, your check will be returned to you within two weeks of notification.

For further information regarding market policies and regulations, or for general inquiries about MSFM, please contact the Market Manager.

Market Manager: Amber Middleton manager@monroestreetfarmersmarket.org or (608) 709-9071

Board of Directors:

Hannah Wente

Janice Poehlman

Larry Dooley

Lucas Lippert

Kate Smith

Andy Fountaine (Waunakee Pickle Guy)

Alex Young (Blue Heron Community Farm)

Demi Weisbrod

Monroe Street Farmers' Market

Application for Permission to Sell - 2024

Fill out completely and type or print all information clearly.

Contact Information

Name of business _____

Name of primary vendor _____

Mailing address _____

City _____ State _____ Zip _____ Phone(____) _____

E-mail _____ *You will receive information via e-mail unless otherwise requested

Website _____

If you currently sell at other markets in Dane County, please list: _____

Is your business part of a franchise? Yes / No

Vending Options

Full Season - 26 weeks (May 5- October 27), \$500

Partial Season - 10 weeks, \$250 (\$25 each additional week) Dates Requested: _____

Daily – depending on availability, \$30/day

Additional stall space, if available (double stall fees):

Additional \$390 up front for 26 weeks, or

\$15/day - pay per market

Qualified Helper(s)*

1. _____

2. _____

3. _____

*A vendor or qualified helper must be present at each market. Vendors who do not have a qualified representative at their stand will not be allowed to sell. Changes to qualified helpers listed below should be submitted in writing (via email) to the Market Manager prior to the helper's attendance.

Production Information

1. Please briefly describe your production practices (i.e. organic, biodynamic, IPM, pasture-raised, etc.)

2. Location of land/production facility (list all):

Section _____ Town of _____ County _____

Address: _____

3. Size of growing area _____

4. Location, size, and number of greenhouses (if applicable) _____

5. Name of processor and location of plant (if applicable) _____

Licenses, Permits, and Permission Information

Record appropriate license/permit number AND provide copies of licenses and permits issued by regulatory agencies, as required.

Nursery: _____ (Required if you sell perennials.)

Processing: _____ (Required to process food in an inspected facility.)

Mobile Retail License: _____ (Required if you sell potentially hazardous food.)

If Certified Organic, list certifying agency and number: _____

Wisconsin Seller's Permit Number (15 digits starting with 456): _____

If you do not have a seller permit number and your sales are tax exempt, circle the appropriate exemption code:

1 - Exempt sales only or display only

3 - Nonprofit occasional sales exemption

2 - Multi-level marketing company pays sales tax

4 - Exempt occasional sales

Last 4 of business FEIN : _____

For wild gathered items, identify location where gathered and attach permission of property owner.

Product Information (describe on next page)

*This information is important in planning a well-balanced market with a wide variety of items available to customers, so please be as accurate and realistic as possible. Admission to the market will be partly based on the prospective vendor's providing a product compatible with the market's needs. **Vendors may only sell products listed on their application form. Any additional products must be explicitly approved by the market manager before being offered for sale.***

Product Description	Approximate Dates Available
	From: To:
	From: To:
	From: To:
	From: To:
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	From: To:
	From: To:
	From: To:
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Covenant to Hold Harmless

The vendor, in consideration of participation in the MSFM, agrees to hold Monroe Street Farmers' Market, Inc., Edgewood High School, and their agents, officers, directors, and employees harmless from and against any and all claims, causes of action, demands, debts, damages, judgments, cost or expenses (including attorney fees), or other losses of any nature or kind arising from, related to, or in any manner connected with market activities.

Signature _____ Date _____

Affidavit

I have read the *Rules and Policies* for the Monroe Street Farmers' Market and hereby agree to abide by them. I also acknowledge that the products I will sell must be of my own production and produced at the location described on my application. I acknowledge full responsibility for all my activities in the market (and for those assisting me) throughout the season's permit. I acknowledge the authority of the market manager to immediately settle any disputes regarding product legitimacy, procedural, and vendor conduct violations. I agree to allow for inspection of my records or of the premises where the products offered for sale are produced. These inspections will be carried out by the market manager and/or representatives of the market at any time. I understand that the MSFM does not carry any insurance policies to cover individual participants and that I assume responsibility for carrying such insurance.

Signature _____ Date _____

Market Board of Directors

The MSFM is governed by a board of directors comprised of vendors and community members. Vendor representation is very important to us. If you would be interested in serving on the board, check here:

In order to be considered for admission as a full-season vendor to the Monroe Street Farmers' Market, this application (along with deposit) must be RECEIVED by March 15, 2024.

Send to:

Monroe Street Farmers' Market
PO Box 5647, Madison, WI 53705

Email: manager@monroestreetfarmersmarket.com

Make check payable to: Monroe Street Farmers' Market

MSFM Vendor admission is determined by the board of directors and final selections are based on some of the following criteria:

- 1) The products to be sold reflect the market mission and goals;
- 2) The product increases the selection and diversity of products available at the market;
- 3) Seniority applies if the vendor continues to offer products meeting the first of the aforementioned criteria; and
- 4) Vendor demonstrates the ability to provide a sufficient supply of products for sale.

Equal Opportunity

MSFM is committed to equal opportunity in employment and vendor selection practices. Employees and vendors will not be discriminated against on the basis of race, sex, age, religious or political beliefs, national origin, sexual orientation, marital and parental status, or disability.