

Downtown Kaukauna Farmer's Market

Welcome to the 14th year of the Downtown Kaukauna Farmer's Market. The Market is located in the parking lot along the canal, behind our Second Street business district. State HWY 55 and Main Ave are on either side of us. The market runs 7:30 a.m. – Noon every Saturday from June 11 – October 15, 2016. Rain or shine. Restrooms will be available on site. The fees are as follows: \$8.00 per vendor, per market day. \$110.00 per vendor, per entire 19-week season (yearly fee).

We will be having musical entertainment 14 weeks this season, including opening day, June 11. Also on that day in Kaukauna there will be an event called "Electric City Experience". More information to come.

The 11th Annual Fall-Fest will be Saturday September 10, 2016, from 7:30 a.m.-1:00 p.m. in conjunction with the City Wide Rummage Sale. There is no additional fee for vendors who pay the yearly fee. Market day vendors during Fall-Fest will pay \$20.00.

"Farmer Bucks" are just one of our customer-attraction efforts. The bucks are distributed to employees of local businesses. "Bucks" are valued at \$1.00 each and are good for **food and produce only**. You will be reimbursed at the end of the market day.

We will be doing something different this year for payments. Returning vendors and potential new vendors, please send in your **application only** by Tuesday, March 22, 2016. Then when you receive an acceptance letter, the payment will be due Thursday May 12, 2016. Checks can be made payable to City of Kaukauna. Thank you.

Gidget Peerenboom

Downtown Kaukauna Farmer's Market

P.O. Box 890 Kaukauna, WI 54130

W: (920) 766-6304 farmersmarket@kaukauna-wi.org

C: (920) 858-4669



Downtown Kaukauna Farmer's Market

VENDOR APPLICATION

Name: _____

Business Name (If Applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Website: _____

Email: _____

Description of Product(s) for Sale: _____

I Would Like to Sell:	What You'll Need:
Grower/Producer	<ul style="list-style-type: none"> • Certified Scale with 2016 Kaukauna Seal
Processed & Pre-Packaged Food E.g. Breads, Meats, Canned goods, Cider and Jams	<ul style="list-style-type: none"> • Applicable License • Proof of Facility/Approved Source • Packaged Products Must Be Labeled
Prepared food (On-Site)	<ul style="list-style-type: none"> • Applicable License
Free Product Samples	<ul style="list-style-type: none"> • Comply With All Guidelines
Artisan/Crafter	<ul style="list-style-type: none"> • Description • Picture

Anticipated Market Attendance: Every Week Week to Week Start date: _____

Payment Method: Seasonal Fee (\$110.00/19 Weeks) Weekly Fee (\$8.00/Week)

I have received a copy of the Farmer Market guidelines, and I agree to comply.

Applicant Signature: _____ Date: _____

2016 Season: Please **X** any Saturdays that you **cannot** make.

June	11	18	25		
July	2	9	16	23	30
August	6	13	20	27	
September	3	10	17	24	
October	1	8	15		

Please provide an emergency name and phone number.

Name _____

Number _____

Thank you.

Office use only

Date received _____ Yearly _____ Weekly _____

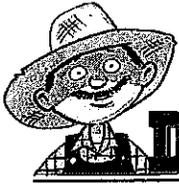
Payment _____ Check # _____ Cash _____

North Side (Power) _____ Stall # _____

South Side _____ Stall # _____

End _____

Permits/Licenses received _____



Downtown Kaukauna Farmer's Market

Mission:

The Downtown Kaukauna Farmer's Market creates a space for farmers, growers and producers of agricultural and farm related products to offer an alternate marketing outlet, as well as provide patrons with a wide variety of fresh local produce, food, art and atmosphere.

Location and Times:

- Downtown Kaukauna Farmer's Market is located along the North side of the parking lot behind the Second Street shops. The address is: 101 Crooks Ave., Kaukauna, WI 54130.
- Hours are 7:30a.m. – Noon every Saturday, from June 11 - October 15, 2016.
- Market will proceed rain or shine.

Market Management:

- The Downtown Kaukauna Farmer's Market will have an area where customers and vendors can bring any questions or concerns. Market management will be on site by 6:30 a.m. each Saturday, and will be available during most Market hours.
- The Market Manager shall enforce all the guidelines of the Market and work with the vendors to assist in their success.

Eligible Vendors:

- There are three vendor categories: **Grower/Producer, Processed/Prepared Foods and Artisan/Crafter**. We limit amount of vendors in each category so there is no oversaturation. Our goal is to have our vendors do well.
- Vendors may sell only those products they themselves helped to produce.
- Farmers and food producers will be given priority over artisans at the Market.

Grower/Producer:

- Raw agricultural product not altered from its original state.
- Homegrown produce, fruits, vegetables, fresh & dried flowers, nuts and potted plants.

Processed Foods:

- Meat, baked goods, syrup, honey, salsa, jam, jelly, eggs and cheeses.
- All vendors selling processed foods must present the appropriate license and permit to Manager.
- The Wisconsin pickle bill allows for the sale of some home canned foods without a license only under certain limited circumstances. It is important to remember that vendors are legally liable for what they sell, regardless of whether they are licensed.

Prepared Foods:

- Hot or cold ready-to-consume food and drink. To include, but are not limited to baked goods, brats, popcorn, egg rolls, doughnuts, coffee and lemonade.
- All vendors selling prepared foods must present the appropriate license and permit to Manager.

Artisan/Crafter Products:

- Fine art, wooden crafts, textiles, jewelry, metal art and seasonal items.
- A limited number of artisans and crafters will be permitted into the Market.
- All items must be original and handcrafted by the vendor.
- Items must exhibit a quality of craftsmanship.
- Items must not present a potential hazard to consumers.
- One sample photo must be submitted with your description on the application.
- Items that contain ingredients (eg: soaps) must meet Wisconsin labeling and weight regulations.

Health Guidelines/Licenses/Permits:

- There are regulations that food and drink altered from its original state requires a license.
- It is the responsibility of the vendor to apply for and pay for any licenses or permits needed for the sale of their product at the Downtown Kaukauna Farmer's Market.
- Please provide copies of all licenses and permits to the Market Manager.
- It is the responsibility of the vendor to adhere to any and all health codes for safe food handling.
- Please review food sampling guidelines if you are interested in providing food samples.
- Please review the following common examples of licensing requirements for vendors operating at the Downtown Kaukauna Farmer's Market.

License Required

- Frozen or refrigerated meat products
- Meal items (brats, egg rolls)
- Carmel corn, lemonade
- Beef sticks, cheeses
- Bakery
- Eggs

NO License Required

- Fresh produce
- Arts and crafts
- Honey and maple syrup
- Food samples
- Packaged candy

- If you have any questions on health guidelines, or acquiring a food selling permit, please contact the Outagamie County Health Department at (920) 832-5100.

Weights and Measures:

- There are regulations that various foods and other commodities shall be sold by weight, measure or count.
- Those items required to be sold by weight shall be weighed on a commercial scale.
- These types of scales are not typically found at a hardware, department or farm store. The scale has to be legal for trade and certified by Kaukauna Weights & Measures. (We contract Appleton W&M).
- Processed food and numerous other products require and must have proper labeling.
- Vendors are responsible for having a 2016 Kaukauna sticker on their scale. Any questions, or to have your scale certified may be directed to City Sealer of Appleton, Eric Maggio (920)832-6429.

Woman, Infants and Children Program (WIC):

- The Downtown Kaukauna Farmer's Market is WIC certified.
- If you are interested in becoming a certified WIC vendor, contact Crystal Hein (920)832-4912.

General Guidelines:

- All vendors shall conduct themselves in a manner that is courteous to other vendors and patrons. Behavior that is threatening, abusive or harassing will not be tolerated.
- Vendors must wear shirts and shoes at all times while at the Market.
- No signage or pamphlets are allowed to promote activities outside the Market that is not related to vendor business. This includes but is not limited to unrelated commercial businesses, controversial topics, political or religious affiliations.
- We will again be offering "Farmer Bucks" at the Market and by being a Farmer's Market vendor, you agree to accept them (if authorized).
- If any concerns arise, please contact the onsite Market Manager.

Fees & Vendor Status:

- Yearly vendor fee: \$110.00 / Weekly vendor fee: \$8.00.
- All efforts will be made to assign full season vendors to the same stall throughout the entire season.
- Vendors cannot split their stall with another individual unless approved by Manager.

Vendor Stalls:

- Vendors must be set up in their proper location no later than 7:15a.m. and remain in place until Noon unless otherwise discussed with Market management. Arriving late to the Market may pose a safety risk to early shoppers. When this risk exists, the Manager may have to place accordingly.
- Market Manager will assign and designate all vendor stalls.
- All vendor stalls will be large enough to accommodate at least a 10'x10' tent.
- Each vendor is limited to occupy only those stalls that have been assigned to them.
- During peak produce season, the stall size may be shifted to accommodate the harvest.
- Vendor must have their sign (provided) posted and visible at all times during the Market.
- Vendor must clearly display prices of all items.

Vendor Attendance:

- The Market will be held regardless of weather conditions.
- Vendors are required to notify Market management by Thursday at 5:00p.m. before the Saturday Market if they will not need their stall that week. Open vendor stalls will be assigned to a weekly vendor from the wait list. This is for safety and so our customers can shop a full Market.
- The stall a vendor acquires during the Market season is not theirs to give away or sell to another vendor. If you can't make it, please give notice.

Parking:

- Vendors will be allowed to have their vehicle close to them with only a few exceptions.
- Vendors are not allowed to drive vehicles onto grass.

Equipment, Supplies and Maintenance:

- Vendors are responsible for set up and clean up of their stall. This includes tables, tents and trash.
- Tents and/or umbrellas are to be secured at all times! Please do not take for granted the power of the wind. Even the best set up should be checked every week. The safety of our vendors and customers is very important.
- Vendors cannot drill or stake anything into the ground.
- All signs must be within the allotted vendor's stall and must not block pedestrian traffic or interfere with other vendor's display or views.

Electricity:

- Electricity will be designated to full season vendors first.
- No generators are allowed at the Market unless approved by Manager.

Farm/Kitchen Visits:

- Growers, producers and processors shall make available for inspection, upon the request of Market management, the land upon which their produce is raised or produced or the commercial kitchen in which products are made.

Prohibited Products:

- Vendors cannot sell any items that are not handmade or homegrown.
- Pre-purchased products, used items or flea market items are expressly prohibited.

Other:

- *Neither the Downtown Kaukauna Farmer's Market nor its representatives are responsible for damage or loss of any personal belongings.*

- *Vendors will operate at their own risk and assume liability from the customers.*

- *Contact information: Vendors need to let management know if they'll be unable to attend a Market or running late. Call the message only line, call or text my direct line, e-mail, or private message me on Facebook .*

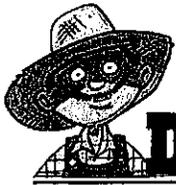
Message only line at work: Can be called anytime of day or night. (920)766-6304

Direct line cell phone: (920)858-4669

E-Mail: farmersmarket@kaukauna-wi.org

Facebook: <https://www.facebook.com/Downtown-Kaukauna-Farmer-Market-157106097678954/?ref=hl>

***The Downtown Kaukauna Farmer's Market has established these rules and regulations.
They are subject to change at any time.***



Downtown Kaukauna Farmer's Market

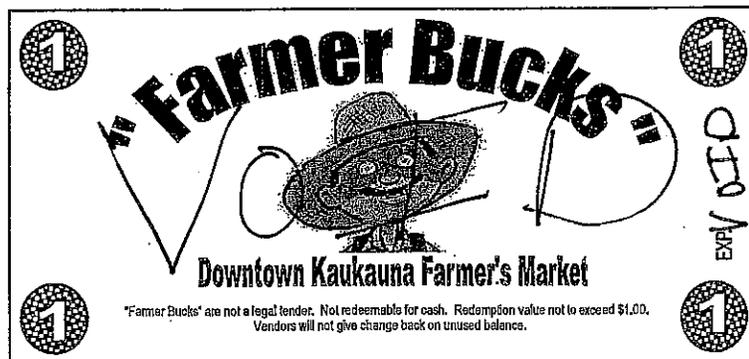
Farmer Bucks:

As part of a Wellness Promotion for employees of the City of Kaukauna and Kaukauna Utilities, their Wellness program is issuing "Farmer Bucks" as an incentive to eat healthy and shop our local market.

Each participating employee will be awarded \$10.00 in "Farmer Bucks" to be redeemed at any vendor booth that offers produce and some types of food for sale. Please see sample below.

We are limiting the use of "Farmer Bucks" to produce & food only. Vendors are asked to simply accept the "Farmer Bucks" in lieu of cash towards the purchase of produce. "Farmer Bucks" can be turned in to the Market Manager at the end of the day and redeemed for cash.

We attempted to make the "Farmer Bucks" redemption process as easy as possible for both vendors and employees. Market Manager Gidget Peerenboom will be able to answer any questions you may have.



Thank in advance for your cooperation.

Gidget Peerenboom

WEIGHTS AND MEASURES REQUIREMENTS FOR
KAUKAUNA DOWNTOWN FARM MARKET
Feb 4, 2016

- 1) Section 98.06 Wisconsin Statutes and Chapter ATCP 91 Wisconsin Administrative Code set forth regulations on what basis various foods, products, and commodities shall be sold – weight, measure, or count. Examples of specific requirements include:
 - a. All meat, poultry, seafood, and cheese shall be sold by weight.
 - b. Many fresh fruits and vegetables shall be sold by weight, see list.

- 2) Those items required to be sold by weight shall be weighed on a commercial scale that meets requirements for, and is marked, NIST Class III, and is National Type Evaluation Program (NTEP) Approved:
 - a. Examples of approved scales include the Chatillon Model 027 Hanging Dial Scale; electronic price computing scales made by Hobart, Toledo, and CAS, as well as AND brand electronic weight indicating scales.
 - b. Above scales are normally sold by Registered Scale Companies, such as Badger Scale, Green Bay; CCS Systems, Appleton; Galaxy Science & Hobby, Appleton; Hobart Sales and Service, Appleton; Valley Scale, Green Bay.

- 3) Scale testing. Each Kaukauna Farm Market vendor who is required to use a scale and has their own shall have it tested by Kaukauna Weights and Measures **at the beginning of each year**, before their first sale day of the season. This is for consumer and vendor benefit as well. For 2016, vendors have two options for having their scales tested:
 - a. Visit group scale test at City Hall, 201 W. 2nd Street, Kaukauna on Thursday, May 12, 2016, 10:00 a.m. – 12:30 p.m. First come, first serve.
 - b. If you cannot make this time, call City Sealer of Weights and Measures Eric Maggio or Weights and Measures Specialist Keith Verhagen at 832-6429 to arrange to meet at a mutually agreeable time for a private scale test.
 - c. Scales will not be tested on market days, only on weekdays.

- 4) **Prepackaged foods must be properly labeled** as required by Chapter 97, Wisconsin Statutes. Unless previously approved by State Agriculture, Division of Food Safety, submit a draft of each label intended to be used to Kaukauna Weights & Measures, c/o Appleton Health Department, 100 N. Appleton Street, Appleton, WI 54911-4799. Any questions, please contact Eric Maggio at 832-6429.

**WISCONSIN DEPARTMENT OF AGRICULTURE,
TRADE, AND CONSUMER PROTECTION
P.O. BOX 8911 MADISON, WI 53708**

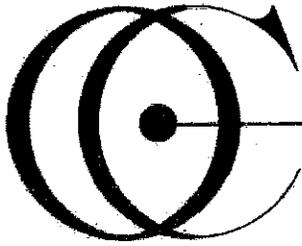
REQUIRED METHODS OF SALE FOR RETAIL SALES OF PRODUCE
SECTION ATCP 91.03 WI ADMINISTRATIVE CODE 04/01/02

COMMODITY	METHOD OF SALE
Apples	Count, Dry Measures of Bushel, ½ Bushel, Peck or Net Weight
Apples Coated with Taffy or Caramel	Count or Net Weight
Artichokes	Count or Net Weight
Asparagus	Net Weight Only
Avocados	Count or Net Weight
Bananas	Net Weight Only
Beans, Green and Wax	Net Weight Only
Beets (with tops)	Bunch or Net Weight
Beets (without tops)	Net Weight Only
Berries, Strawberries and Blueberries	Dry Measures of Quart, Pint, ½ Pint, or Net Weight
Broccoli	Net Weight Only
Brussel Sprouts	Net Weight Only
Cabbage	Net Weight Only
Carrots (with tops)	Bunch or Net Weight
Carrots (without tops)	Net Weight Only
Cauliflower	Count or Net Weight
Celery	Count or Net Weight
Chard	Bunch or Net Weight
Cherries	Dry Measures of Quart, Pint, ½ Pint or Net Weight
Choke Cherries	Dry Measures of Quart, Pint, ½ Pint, or Net Weight
Corn on the Cob	Count or Net Weight
Coconut	Count or Net Weight
Cucumbers	Count or Dry Measures of Bushel, ½ Bushel, Peck or Net Weight
Currants	Dry Measures of Quart, Pint, ½ Pint or Net Weight
Dill	Bunch or Net Weight
Eggplant	Count or Net Weight
Endive	Bunch or Net Weight
Escarole	Bunch or Net Weight
Fruit, Citrus, Kiwi, Star, Ugli	Count or Net Weight
Garlic	Count or Net Weight
Grapes (Concord)	Dry Measures of Quart, Pint, ½ Pint or Net Weight

COMMODITY	METHOD OF SALE
Grapes (all others)	Net Weight Only
Grapefruit	Count or Net Weight
Green Top Root Vegetables	Bunch or Net Weight
Greens	Bunch or Net Weight
Kale	Bunch or Net Weight
Kiwanos	Count or Net Weight
Kohlrabi	Bunch or Net Weight
Leeks	Bunch or Net Weight
Lemons	Count or Net Weight
Lettuce Head	Count or Net Weight
Lettuce Leaves	Bunch or Net Weight
Limes	Count or Net Weight
Loquats	Count or Net Weight
Mangoes	Count or Net Weight
Melons (whole): Cantaloupes, Honeydews, Catawbas, Watermelons	Count or Net Weight
Mixed Whole Fresh Fruits or Vegetables in Baskets or Reusable Containers	Count or Net Weight
Nectarines	Count or Net Weight, Dry Measures of Bushel, ½ Bushel, or Peck
Onions (green top)	Bunch or Net Weight
Onions (All others)	Net Weight Only
Oranges	Count or Net Weight
Papayas	Count or Net Weight
Parsley	Bunch or Net Weight
Peaches or Pears	Count or Net Weight, Dry Measures of Bushel, ½ Bushel, or Peck
Peas	Net Weight Only
Peppers (all)	Count or Net Weight
Persian Limes	Count or Net Weight
Persimmons	Count or Net Weight
Pineapples	Count or Net Weight
Plums	Dry Measures of Bushel, ½ Bushel, Peck or Net Weight
Potatoes	Net Weight Only
Pomegranates	Count or Net Weight
Prickly Pear	Count or Net Weight
Pumpkins	Count or Net Weight
Quince	Count or Net Weight
Radishes (with tops)	Bunch or Net Weight
Radishes (without tops)	Net Weight Only
Rutabagas	Net Weight Only
Spinach	Bunch or Net Weight
Squash	Count or Net Weight
Tangerines	Count or Net Weight

COMMODITY	METHOD OF SALE
Tomatoes	Dry Measures of Bushel, ½ Bushel, Peck or Net Weight
Tomatoes (cherry or plum)	Dry Measures of Quart, Pint, ½ Pint or Net Weight
Thyme	Bunch or Net Weight
Watercress	Bunch or Net Weight
Zucchini	Count or Net Weight

*Items not listed above should be sold by net weight. Packages of cut up pieces of produce should be sold by weight.



OUTAGAMIE COUNTY

HEALTH AND HUMAN SERVICES - PUBLIC HEALTH

WIC PROGRAM

410 S. WALNUT STREET, APPLETON, WI 54911-5936
TELEPHONE (920) 832-5109 FAX (920) 832-5110

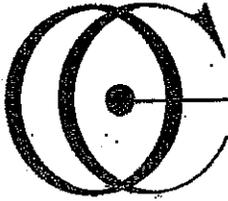
2/19/16

Dear Farmers Market Vendor:

Your Farmers Market has been approved to participate in the Wisconsin WIC Farmers' Market Nutrition Program. Enclosed is a fact sheet explaining about the program. If you grow and sell fresh, unprocessed, Wisconsin fruits, vegetables, or herbs you can apply to participate. This means that participating families that receive WIC drafts on the Supplemental Nutrition Program for Women, Infants, and Children (WIC) may also spend some of their WIC drafts at your stand. There is no money exchanged, only the drafts that you may deposit into your bank account directly. If you are interested in applying please call **Crystal Hein** at (920) 832-4912. Each vendor also has to be trained in the process and sign an agreement with the State of Wisconsin Farmers' Market Nutrition Program. We look forward to hearing from you!

Sincerely,

Crystal Hein, RD, CD, CLS
WIC Nutritionist



OUTAGAMIE COUNTY

HEALTH AND HUMAN SERVICES
PUBLIC HEALTH DIVISION

HUMAN SERVICES BUILDING LEVEL 4
401 S. ELM STREET, APPLETON, WI 54911-8985
TELEPHONE (920) 832-6100 FAX (920) 832-4924

March 3, 2015

City of Kaukauna Planning Department
Attn: Gidget Peerenboom
PO BOX 890
Kaukauna, WI 54130

Dear Farmers' Market Coordinator,

Many vendors at farmers markets are knowledgeable about the rules and regulations that apply to the sale of food. Outagamie County Public Health is your local resource for food safety and licensing. We hope providing some basic information early in the year will ensure items sold at market will be safe and wholesome. Please review the following list for common examples of licensing requirements for food vendors operating at a Farmers Market in Outagamie County:

License Required

- Frozen or refrigerated meat products
- Meal Items (brats, eggrolls)
- Caramel corn, lemonade
- Beef sticks/jerky, cheeses
- Bakery
- Juice & cider
- Eggs

NO License Required

- Fresh produce
- Arts & crafts
- Honey & maple syrup
- Food samples
- Packaged candy

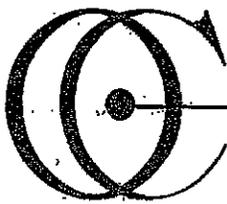
Wisconsin Act 101, known as the Pickle Bill allows for the sale of specific home-canned foods without a license. See enclosed brochures for details regarding this specific exemption and hand them out to applicable vendors. It is important to remember that vendors are legally liable for what they sell, regardless of whether they are licensed.

Wisconsin Department of Agriculture, Trade and Consumer Protection is recommending local health departments survey vendors who are operating within this exemption to ensure recommendations are being followed. As a result, during routine inspections Sanitarians may be on-site observing Pickle Bill vendors at your Farmer's Market this season.

PREVENT disease and injury, PROMOTE wellness, and PROTECT the health of the community.



Public Health



OUTAGAMIE COUNTY

HEALTH AND HUMAN SERVICES
PUBLIC HEALTH DIVISION

HUMAN SERVICES BUILDING LEVEL 4
401 S. ELM STREET, APPLETON, WI 54911-5985
TELEPHONE (920) 832-5100 FAX (920) 832-4924

Please direct all food vendors to contact Outagamie County Public Health, 920-832-5100 to verify licensing requirements. Additional licensing information can be found on our website, www.outagamie.org/publichealth.

Please refer individual vendors looking to get WIC certified to Outagamie County WIC Nutritionist, Melissa Rentmeester, (920) 832-4911.

If you have questions regarding the above information, please contact us at (920) 832-5100.

Sincerely,

Stephanie Sticka

Environmental Health Team
Outagamie County Public Health Division

PREVENT disease and injury, PROMOTE wellness, and PROTECT the health of the community.



PublicHealth