

## **City of Baraboo Business Improvement District**

### **Farmers' Market Rules**

#### **Mission Statement**

The Baraboo Farmers' Market is an outlet for Wisconsin-produced homegrown fruits, vegetables, meats, cheese, eggs, bakery products, cider, maple syrup, honey, fresh and dried flowers, herbs and herbal products, bedding plants, houseplants, nursery stock, jams and jellies, pickles and other prepared food products. **The market is intended to give growers, producers of goods, and consumers an opportunity to deal directly with each other, rather than through third parties.** The market is intended to enhance the downtown area of the City of Baraboo.

#### **Eligibility**

Any vendor whose goods are in compliance with market rules and guidelines is eligible to sell at the market. However, any vendor whose vending privileges at the market were terminated because of noncompliance with the rules, may not be eligible to resume vending at the market.

#### **Requirements for Selling at the Baraboo Farmers' Market**

1. Vendor must have produced/helped to produce the products being sold and will display a signed Statement of Production in his/her stall.
2. Vendor must have completed the application for permission to sell. The completed application must reach the Market Manager at least 7 days before attending the first market. Applications may be downloaded at [www.barboofarmersmarket.com](http://www.barboofarmersmarket.com) or write to Baraboo Farmers' Market, P.O. Box 178, Baraboo, WI 53913.
3. The vendor is encouraged to be present at the market. He/she may have family members or employees/interns sell for them as long as the representative is involved in the production of the product. All representatives must be listed by name, address and phone number on a separate sheet of paper included with the application.
4. Weights and Measures: vendors must use a legal-for-trade, certifiable scale. The use of non-certifiable scales, such as kitchen scales, UPS scales, etc., is illegal.
5. The City of Baraboo Farmers' Market requires that vendors have a legal-for-trade, certifiable scale to sell the following products:

Asparagus, beans (fresh and dried), beets without tops, broccoli, cabbage, carrots without tops, grains, potatoes (all), radishes without tops, rutabagas, nuts, seeds, grains and all value-added bulk products (i.e. barley flour, wheat flour).

**Vendor must post prices, and scales must be visible to customers.**

6. To sell at the market during special events, i.e. craft fairs, you must have attended a minimum of 3 previous market days to qualify.
7. Vendor must be at least 16 years of age.
8. **Potentially Hazardous Foods:** Potentially hazardous foods means any food which consists, wholly or in part, of milk, milk products, eggs, meat, poultry, fish, shell fish, edible crustaceans, or other ingredients, which is capable of supporting rapid and progressive growth of pathogenic, infectious or toxicogenic microorganisms. Proof of product liability insurance may be required for all vendors of potentially hazardous products.
9. Vendors offering food samples:
  - A. Sample must be stored in rigid, covered containers until serving.
  - B. All samples must be pre-cut away from the sales area.
  - C. All samples of processed foods must be prepared in a licensed kitchen facility.
  - D. Samples should be of adequate size and proportionally spaced to minimize customer handling.
  - E. All samples must be held and dispensed under clean and sanitary conditions, i.e. toothpicks must be provided for sampling.
  - F. All vendors giving free samples **MUST** provide a waste container in a prominent place and labeled for use by the public.
10. The vendors are not permitted to sell eggs, meat, fish, milk, prepared food or other value-added products at the market without the appropriate State of Wisconsin license, even though some of these products may be legally sold to customers at the vendor's farm. Fish, meat and poultry must be sold frozen. Eggs must be sold refrigerated. For details, see Chapter Four, *Wisconsin Local Food Marketing Guide*, 2nd Edition, at [www.baraboofarmersmarket.com](http://www.baraboofarmersmarket.com).
11. **The sale of hobby ware, art objects, all types of crafts and clothing is prohibited.** The sale or give-away of live animals is prohibited. The Market Manager is empowered to interpret the existing market rules and to approve/disapprove products as he/she deems necessary.  
  
NOTE: Any exceptions to the above rule are noted in "Rules for the Sale of Specific Products".
12. **Products which are processed and sold under a brand name, other than the vendor's own, are not allowed to be sold at the market.**
13. "Private label" products are not allowed at the market except when the vendor

produced the major ingredient(s) for the product. For example, if you sell prepared mustard, you must have produced the mustard seed.

NOTE: Any exceptions to the above rule are noted in "Rules for the Sale of Specific Products.

14. Vendor must leave his/her sales area in a clean condition and must haul all refuse generated by his/her operation back home. Containers with water will not be emptied on the curb or on the street. They will be taken to the nearest storm sewer inlet. City and County garbage cans will not be used by farmers' market vendors. Failure to clean up properly will result in a fine of \$25.00 payable to Baraboo Business Improvement District for services rendered.
15. Pets: vendors must not bring pets into the market for health and safety reasons.
16. For safety reasons, vendors MUST NOT sell to people in vehicles parked in front of their stalls. For product pick-up, have customers turn on emergency flashers, help them load as quickly as possible to keep double-parking to a minimum. City Police may issue citations for extended double-parking.
17. Documentation of a product's legitimacy must be presented upon request.
18. Product legitimacy violations: if a vendor offers a product for sale at the market that is prohibited for sale under market rules, the vendor's selling privileges will be immediately terminated.
19. Conduct: vendors shall conduct themselves in a manner that is courteous to other vendors, market personnel and the public. Behavior which is threatening, abusive or harassing shall constitute a violation of market rules. Committing a criminal act at the market shall cause the vendor to be expelled immediately from the market.
20. Inspection: representatives of the market shall have the right to conduct an inspection of the production areas of those products sold by a vendor at the market. No notification will be given prior to inspection. An inspection may include ownership information or any other information relevant to determining product legitimacy. Failure to allow such an inspection shall constitute a violation of market rules.
21. Organic producers are now governed by the National Organic Program (NOP). This federal law became effective in October 2002. Anyone who labels their product "organic" must be certified by an organic certification company. A copy of the certification must be posted at their stall.
22. The sale of manure, compost, all fertilizers, pesticides, herbicides and insecticides is prohibited at the market.
23. **Smoking by vendors is prohibited in the Oak Street section of the market. Vendors desiring to smoke will set up in stalls located on 4th Avenue.**

24. Market hours are from 7:30 am to 1:00 pm, Wednesdays and Saturdays, from early May to the end of October.

**REMEMBER: VENDOR MUST HAVE PRODUCED OR HELPED TO  
PRODUCE THE PRODUCTS BEING SOLD.**

FOR MORE INFORMATION, CALL FRED MOH AT 608-356-5606.