

Coming Soon!



2nd and 4th Tuesday  
June 11 - September 24

4:00 - 7:00 PM - Windmill Plaza





## Little Chute Village Market 2019

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Vendors,

On behalf of the Village of Little Chute, I would like to extend an invitation to you to be a part of our exciting Village Market, 2019. Due to feedback, we have made some changes this year from years past, so if you are a returning vendor to our market, please read carefully.

Our market will be held *every other Tuesday* from June 11<sup>th</sup> to September 24<sup>th</sup>, 2019. This will shorten the amount of markets (to 8) but extend the season further into September. The market hours this year will be from 4-7 PM with set up of our market no earlier than 3 PM. Our location utilizing the windmill plaza and adjoining library parking lot will remain the same. All of the actual dates for the market are listed on our attached Vendor Application.

Also, we have decreased the price of being a part of our Village Market to \$30.00 for the season or \$5.00 weekly. Our goal is to bring our residents to the downtown area and let them and you experience how wonderful Little Chute is to live, work and play.

All of the details on rules, procedures, placements and timeframes are available in the attached vendor guidelines. You may also visit us online at [littlechutewi.org/villagemarket](http://littlechutewi.org/villagemarket), for more information.

Please fill out the vendor application and submit it prior to our first round selections on April 30<sup>th</sup>, 2019. You may either drop off the application or mail to:

Village of Little Chute  
108 W. Main St.  
Little Chute, WI 54140

Attn: Adam Breest/Director of Parks, Recreation and Forestry

We look forward to hearing from you!

Adam Breest  
[adam@littlechutewi.org](mailto:adam@littlechutewi.org) | (920) 423-3868



# Village Market Vendor Guidelines

Thank you for considering the Little Chute Village Market. We look forward to working with you to make this season successful. Please read and review all sections of the vendor guidelines.

**Application Process:** All interested vendor or performers are to follow these instructions.

- Fill out the Vendor or Performer Application – (a picture and description of your product must be included with your application). *Filling out an application does not mean you will be guaranteed a spot at the market. Please be as detailed as possible when filling out your application so we know exactly what you sell.*

**Vendor types:** Growers/ Producers, Processed/ Prepared Foods, and Crafters (*You may fall under more than one category depending on what you are selling*).

- *Grower/ Producer:* Raw agricultural products not altered from its original state. Homegrown produce, fruits, vegetables, fresh and dried flowers, nuts and potted plants, etc.
- *Processed/Prepared Foods:* Meat, baked goods, syrup, honey, salsa, jam, jelly, eggs, and cheeses. Hot or cold ready-to-consume food and drinks. Vendors are responsible for obtaining appropriate and current licenses for these products.
- *Crafter:* handcrafted items; all items must be original and handcrafted by the vendor.

*Note: After the application is reviewed, applicants will receive an email or phone call to let the vendor know if they have been accepted or declined.*

## **General Rules and Guidelines:**

- **Time and Location:** The Village Market is held every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month beginning June 11 and ending on September 24 (8 days), from 4:00 – 7:00 PM on the Windmill Plaza (located off W. Main Street) and in the adjacent Gerard H. Van Hoof Memorial Library parking lot.
- **Set-up:** Vendors may arrive for set up at 3:00 PM at the earliest. **Please do not begin selling until 4 PM.** If you need extra time to set-up, contact the market management.
- **Stalls Assignments:** All vendors will be given a stall location before the start of the season. However, stall movement may occur throughout the season at the discretion of the Market Manager.
  - *Stall Sizes:* Plaza stalls are 10'x 15' with a 2' buffer between stalls and parking lot stalls are 16'x18' no buffer.

- Additional space can be requested if needed. Approval from the Market Manager must be given to receive additional space. Reason for additional space must be clearly stated on the application.
- Only one open bed pick-up truck is allowed in your area. To have your pick-up truck in your area you must be selling the majority of your product out of it. All other vehicles must be parked outside of the Village Market area. Pick-up trucks are not allowed on the Windmill Plaza.
- Food Trucks are allowed in your stall but the attached pick-up truck must be parked outside of the Village Market area.
- **Weights and Measures:** All vendors are responsible for knowing the proper unit of measurement for their goods being sold. Vendors are required to bring their own certified commercial scales. **All scales MUST have a Little Chute sticker signifying that it has been checked and approved. To obtain a Little Chute sticker please make an appointment with the City of Appleton Health Dept. (920) 832-6429.**
  - The Village works with the Appleton Health Department to set up a time period for scale testing if you need your scale tested. This years date and time is Monday, May 20 from 11:00am – 12:00pm at the Community Room located in Little Chute Village Hall.
- **Clean-up:** All vendors are responsible for disposing of their trash at the end of the night. Trash polycarts will be located in the parking lot. Please take all recycling items with you.
- **Attendance:** If you are unable to attend the market, please let market management know as soon as possible.
- **Market Cancellation (inclement weather):** The market will be open rain or shine and will **NOT** cancel. Please do not call to see if the market is canceled because we are planning on being open all summer rain or shine.
- **Weights/ Anchors:** Before you come to the market please be sure to bring the proper weights or anchors to hold down your tent. All spaces are located on a concrete or asphalt surface. Extra weights will not be provided.
- **Tents and Coverings:** No equipment such as tents or tables will be provided. Please bring the proper coverings.
- **Labeling:** All labeling should be clear, correct, and not misleading to customers. Labels should include: product name, ingredient statement, business name and address, net content statement, nutrition facts panel, and safe handling label for raw meats. **For questions on proper labeling please call the Appleton Health Department.**
- **Licensing and Permits:** Vendors are responsible for having all of the correct and current licenses and permits to sell at a farmer's market setting.
- **Parking:** No vehicles may be parked in the parking lot during the market unless approved by market management. Public parking is available in the parking lot behind Seth's Coffee. Please try to reserve the spaces on the road for market guests.

- **Fees:** The fee for all vendors are \$5.00 weekly or \$30.00 for the season. No seasonal fee passes will be sold after the 1<sup>st</sup> market. Refunds will not be given.
- **Electricity:** No generators are allowed unless approved by the market management. Electricity use is limited. If you need access to power please indicate as such on your application. Extension cords and other equipment will not be provided.
- **Pets:** Dogs are permitted on the Plaza as if it were a public sidewalk. All pets must be leashed and cleaned up after. Dogs are not allowed on the Windmill grass.

### **Questions, Comments, and Concerns**

- **TBA** (Market Manager) – This position is typically hired in April
  - (920) 423-3856
- **Adam Breest** (Parks Director)
  - (920) 423-3868
  - [adam@littlechutewi.org](mailto:adam@littlechutewi.org)
- **Laurie Decker** (Clerk)
  - (920) 423-3851



108 W. Main Street  
 Little Chute, WI 54140  
 (920)788-7380

**For Office Use:**

Date Received: \_\_\_\_/\_\_\_\_/2019

Cash: \$\_\_\_\_\_ Check#: \_\_\_\_\_

Seasonal  Weekly

**Village Market Vendor Application**

Vendor Name			
Business Name <i>(if applicable)</i>			
Facebook Page <i>(if applicable)</i>			
Phone (    )	Email		
Address <i>(individual or business)</i>			
City	State	ZIP Code	

Please place an "X" by the type of product(s) you would like to sell at the Village Market.

- |  |                                      |   |
|--|--------------------------------------|---|
| <input type="checkbox"/> Produce         | <input type="checkbox"/> Baked goods | <input type="checkbox"/> I am a non-profit or civic group |
| <input type="checkbox"/> Flowers/ Plants | <input type="checkbox"/> Art         | <input type="checkbox"/> I am a business in Little Chute  |
| <input type="checkbox"/> Handmade Crafts | <input type="checkbox"/> Other _____ |   |
| <input type="checkbox"/> Prepared Food   |                                      |   |

Please provide a detailed description specific items to be sold or activities to take place ("vegetables" is not sufficient). Use a separate sheet of paper if needed. Please include pictures with application if possible.

**The Market hours are 4-7 PM every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday from June 11<sup>th</sup> to September 24<sup>th</sup>, 2019**

2019 Dates: 6/11, 6/25, 7/9, 7/23, 8/13, 8/27, 9/10, 9/24

If there are dates that you will NOT be attending please list them here: \_\_\_\_\_

Check Preferred Location \*this does not guarantee placement, only indicates preference\*

- Plaza Space (10' x 15')
- Parking Lot Space (16'x18')

\*\*If you desire more than one space, please indicate number you require and reason:

Do you require electricity? Yes\_\_\_ No\_\_\_ If so please explain why here: \_\_\_\_\_

Do you need to sell from a vehicle or trailer? Yes\_\_\_ No\_\_\_

\*Market Management must approve of electricity or generator use:  **Approved**  **Not Approved**

**PLEASE DO NOT SEND PAYMENT UNTIL INSTRUCTED TO DO SO.** Vendor fees are as follows:

- Seasonal Fee (8 weeks): \$30.00
- Weekly Fee: \$5.00

I have read and agree to follow all Village Market rules and guidelines.

\*\*\* Please return your application by April 30<sup>th</sup> to be considered for our first round selections

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2019