



Winter Market Participation & License Agreement

May this participation and license agreement inform prospective and participating vendors of Grow It Forward's rules, policies, and procedures. All vendors and at-market staff are expected to adhere to the items listed in this document so that everyone—vendors, shoppers, staff, and volunteers alike—have a safe and enjoyable experience.

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WELCOME

Grow It Forward Inc. is a Manitowoc based 501(c)(3) nonprofit organization on a mission to grow, teach, feed, and connect our local food community. Grow It Forward operates the Manitowoc Farmers Market, Night Market 920, Winter Market, Manitowoc Community Garden, S. 14th Street Community Garden, farm to school programming, and the Community Kitchen at St. John's UCC. For more information, please visit us at grow-it-forward.org

The Manitowoc Farmers Market, Grow It Forward Winter Market, and Night Market 920 provides an outlet to:

- Enhance the Downtown area of the City of Manitowoc.
- Create a quality outlet for area farmers, vendors, artists, crafters, food purveyors, and entrepreneurs to sell local or regionally grown fruits, vegetables and flowers; farm fresh meats, eggs, and dairy products; breads and baked goods; handmade artisan products; food items; quality goods; and services directly to consumers.
- To cultivate a community gathering place for residents, visitors, and downtown employees.
- To engage and educate market vendors and public through events, demonstrations, and classes.
- To promote and stimulate local economic development.

Thank you for making Grow It Forward's various markets a success! As a seller or a shopper, we welcome your participation in our array of market opportunities and hope to see you there often.

GROW IT FORWARD RESPONSIBILITIES

Grow It Forward management will evaluate, develop, establish, and carryout the operational policies, procedures, budget, and vendor fees of the market. Grow It Forward management will also be responsible for organizing or coordinating any activities related to special Market day programs or events, and will arrange for logistical support for the Market.

Grow It Forward's Board of Directors approves the annual budget which accounts for operational expenses of the market; costs associated with market activities, events, and educational outreach; and costs involved with improving food security in the greater Manitowoc area. Grow It Forward is a non-profit organization and receives a portion of our funding in part by vendor fees. The remainder is comprised of donations, sponsorships, and grants.

Grow It Forward does not assume responsibility for vendor compliance with any local, State and Federal licensing requirements or regulations.

For participation in the Manitowoc Farmers Market, Winter Market and/or Night Market 920, a non-transferable, revocable license agreement to occupy, use, and participate in, is subject to the terms and conditions set forth herein this agreement between Grow It Forward Inc. and the undersigned Vendor.

Grow It Forward's Board of Directors, CEO, management, and/or staff reserves the right to refuse participation to Vendors who do not comply with rules and regulations and who fail to meet standards which include acceptable conduct and dress, and adhering to all local, State and Federal licensing requirements and regulations.

Grow It Forward's Board of Directors, CEO, management, and/or staff shall have the right to terminate this Agreement with or without cause.

WINTER MARKET

Second and Fourth Saturdays, (November—April) 9am-1pm

- **Location:** St. John's UCC, 1501 Marshall Street, Manitowoc, WI 54220. The premise is handicap accessible. Vendors will be provided one, 8-ft banquet table along with 2 chairs for use during the market.
- **Set-up/Take-down:** 7:00am-9:00am set-up/arrival. All vendors must be set up and ready to sell at 9:00am. *Vendors may not begin breaking down their booths until 12:45pm.*

VENDOR APPLICATION PROCESS

1. Booth Fees are due upon application. Application is due by OCTOBER 1st.
 2. Please submit check or money order (made payable to Grow It Forward Inc.) to PO Box 562, Manitowoc, WI 54221-0562
 - a. Please allow 2 weeks for your application to be processed. If your application has not been processed within 2 weeks, send us an email, growitforward.wi@gmail.com
 - b. Applications will not be accepted, and stalls will not be assigned unless we receive payment, and copies of all licenses, permits, insurance documents, certificates
 - c. Accepted vendors will receive a welcome letter and/or email. Upon acceptance to the market, you will be assigned space. Booth assignments can be found in your welcome letter and/or email.
 - d. Waitlisted vendors will receive a letter and/or email describing how the wait list works. They will be asked to respond within a week with whether or not they'd like to remain on the waiting list. Vendors that do not wish to remain on the waiting list will have their applications withdrawn.
 - e. Declined vendors will receive a letter and/or email stating why they weren't accepted this season. If you feel as though your application was unjustly declined, please view the Grievances section of this participation and license agreement for more information on the appeal process.
 - f. If you are not accepted, or the stall costs less than the amount paid, Grow It Forward will return your check.
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VENDOR SELECTION CRITERIA

Grow It Forward's intended purpose is to showcase food and food products with an emphasis on locally or regionally grown and raised agriculture products. Priority is given to vendors with products grown, raised, processed, produced, and/or created by the vendor. Permission may be granted to current vendors for a limited number of supplemental products from other farms. These "supplemental products" must be Wisconsin grown when possible. ALL supplemental products must have their source of origin listed as required under the Food Safety Modernization Act. This information will include the location of farm, name of farm and farmer, address, and phone number.

Grow It Forward does not extend exclusive rights to any one vendor to sell any one product. However, if Grow It Forward believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry. Grow It Forward is committed to creating a diverse market place with the highest quality, local and regionally grown and produced products available. Grow It Forward will not be bound to apply a particular set of selection criteria, reserves unconditional discretion to accept or refuse any applicant, and reserves the right to Priority is given to vendors that demonstrate the following:

1. Vendor Type – Regional Agriculture applicants who bring products that are 100% grown and harvested on land that they own, rent, and/or operate. Agriculture applicants have priority over Prepared Food and Art & Craft applicants.
2. The number of Artisans/Crafters permitted in the Market shall not exceed the total number of Farmers, Processors, and Ready-to-Eat Food Vendors registered for the season.
3. We reserve the right to reduce the number of spaces requested and/or rearrange the vendor's stall location for any reason.
4. Product Quality & Composition – Priority is given to applicants who incorporate local ingredients/materials, offer unique or unusual products not already represented in the Market, are of consistently high-quality, and of vendors who offer clean and attractive booths and displays.
5. Conduct, Compliance, and Customer Service – Priority is given to applicants who have a history of compliance with Market rules as well as all local, state, and federal regulations, are courteous and knowledgeable at-market staff with strong customer service skills and a history of positive interactions with Grow It Forward staff, volunteers, fellow vendors, and customers, timely submit application, licenses, correspondence and payment.
6. Food Safety (For Prepared Food Applicants) – Priority is given to vendors in adherence to all local, state, and federal food safety regulations, and whose applicable certifications are displayed at each and every market day.
7. Longevity – Priority is given to applicants based on the number of years participating at a Grow It Forward events, the total number of market dates in which a vendor participates in a given season, a positive attendance record including arriving on time and operating during posted market hours (not leaving or packing up early), vendors who have a history of compliance with market rules, and who submits the application by proper deadlines.

VENDOR DEFINITIONS & REQUIREMENTS

A vendor is an owner/operator of a business entity approved to sell at a Grow It Forward location. Vendors shall be defined as a producer of goods and/or services, and shall include spouse, siblings, children, parents, and employees of the applicant who assist in the cultivation of the same property or assist in the production of items available for sale. Vendors are responsible for making their other representatives aware of ALL the rules, policies, and procedures discussed in this participation and license agreement.

The notes and guidelines included in this document are included as a courtesy, but do not take precedence over governmental policy. Vendors should abide by all local, state, and federal regulations that govern sampling, production, labeling, and safety of every product offered for Grow It Forward's Farmers Markets. Further permits, licensing, and regulatory information is located below.

Farmers, Processors, Food Vendors must possess and maintain all required Wisconsin Department of Agriculture Trade and Consumer Protection licenses and permits. It is the vendor's responsibility to be familiar with all local, state, and federal regulations and permits that govern the products in which they sell. Please contact DATCAP website at <https://datcp.wi.gov/> or by calling (608)224-4923 or the Manitowoc County Health Department at (920)683-4155 for the following regulatory requirements, food licenses, permits and certification:

- Mobile retail license for sale meat, eggs, and cheese
- Proper labeling requirements for packaged or canned food
- Sale of high-acid, home-canned/pickled foods
- Sale of home-baked goods
- Mobile food trucks/trailers or temporary food stands
- Sale of pet food

Artisans/Craft products must be handmade. If new to our market, each art/craft vendor must submit at least 3 photos of his/her work. Due to the limited number of available booth spaces. Only applicants with the highest quality of craft and of the most unique/under-represented medium will be accepted. Please note: we have an extremely limited number of spaces for our art & craft vendors.

Non-Profit/Community organizations are provided a FREE space available on a first-come/first-serve basis for outreach or donations only. If the group would like to sell goods, they must pay for the space and sign up as a vendor.

Direct sales/home-based businesses are welcome to apply; however, a limited number of booths will be made available.

WISCONSIN TEMPORARY EVENT REQUIREMENT & SELLERS PERMIT

The law requires the operator of a temporary event to report certain information about all sellers at the event, including those whose sales may be exempt from sales tax. All vendors who participate in Grow It Forward's events will be required to fill out form S-240 per the Wisconsin Department of Revenue under Wisconsin State Statute sec. 73.03(38).

A Seller's Permit may be required for all event seller/vendor of taxable merchandise or property in Wisconsin, unless all sales are exempt from sales or use tax. If you sell taxable items such as flowers, clothing, crafts, sandwiches or heated foods or beverages, you must provide a copy of your Seller's Permit.

1. If you are a seller at the market, the seller is responsible to check with the Wisconsin Department of Revenue (DOR) to determine your status and if a Seller's Permit is required or not.
2. Seller's selling only tax exempt items such as raw fresh vegetables or fruits would not need a Seller's Permit.
3. Generally, sellers who have \$1,000 or less in taxable sales during the calendar year may qualify for the occasional sales exemption, and would not be required to have a Seller's Permit.
4. The seller is responsible to check with the DOR to determine your status and if a sales tax number is required or not. A seller who has questions about either of these topics should contact the DOR at 608-266-2776

WEIGHTS & MEASURES

Wisconsin farmers markets are governed under the same laws as other retail business establishments. Compliance with Wisconsin's Weights and Measures law is an integral part of fair trade among businesses and fair treatment of consumers.

1. If you are a seller using a scale at the MARKET, the seller is responsible to contact the Wisconsin Department of Agriculture, Trade & Consumer Protection to determine if your scale is allowed under the Wisconsin Weights and Measures law (Chapter 98 Wis. Stats.), and operating guidance and rules (Chapter ATPC 92, Wisconsin Administrative Code).
Phone: 608.224.4945 Website: http://datcp.wi.gov/Consumer/Weights_and_Measures
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RULES FOR OUTDOOR/INDOOR EVENTS INVOLVING COOKING

Approved cooking equipment used in fixed, mobile, or temporary concessions, (such as but not limited to trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure), shall comply with these guidelines in addition to other local or state requirements. The authority having jurisdiction (AHJ) reserves the right to modify or be more restrictive than these guidelines.

1. Approved cooking equipment – any device heating grease or oil for the purpose of cooking must be UL approved and in good operating condition. Open pans or other unapproved devices used to heat grease or oil shall be prohibited.
2. The location of the cooking equipment, (unless those contained within a vehicle, trailer or other roofed enclosure), shall be maintained at a *minimum 10 foot clearance* from any display, tent, building, combustible material, or device which could cause damage (this includes neighboring vendor displays). **Exception: cooking equipment may be utilized in a tent provided a copy of the "Certificate of Flame Resistance" from the tent manufacturer is presented to the AHJ upon inspection.**
3. The tent for which cooking is taking place can only be used for cooking and must be separated by at least 10 feet from the tent in which food is served, kept warm or paid for. This includes the tent used for customers to sit and dine. This also includes neighboring tents/displays. There will not be a variance allowed for this step.
4. Any person using and/or operating approved cooking equipment shall be properly trained in its use and operation. The cooking equipment must be attended at all times.
5. All cooking areas shall be secured to prevent the general public from entering and shall be protected from physical damage.
6. All LP tanks, whether full or empty, shall be secured to prevent from falling and be protected from damage due to a vehicle or other device.
7. Vendors are required to provide their own fire extinguishers as follows:
 - a. Class K fire extinguisher is required for the protection of all cooking equipment that uses combustible cooking media (rendered animal fat, vegetable shortening, or other oily matter).
 - b. Class ABC fire extinguisher (minimum 40 BC rating) is required for propane fuel sources.
 - c. All other uses require a minimum 2A 10BC rated fire extinguisher.
 - d. All fire extinguishers required for cooking equipment and propane fuel sources shall be located within 30 feet of the cooking area. All other extinguishers require a maximum 75 foot travel distance.
 - e. All fire extinguishers shall be accessible and maintained in good operating condition.
 - f. All extinguishers must have a current tag showing that they have been inspected in the last 12 months.
8. All electrical cords shall be 2 wire with ground capable of safely carrying the demanded current. Any electrical cord with damaged wires or plugs or using multi-tap adaptors is prohibited. The AHJ reserves the right to require any unsafe electrical situation to be corrected immediately upon inspection.
9. To prevent tripping hazards, electrical cords located outdoors shall be covered with a heavy duty rubber mat provided by the vendor.

10. All outdoor cooking events in the City of Manitowoc are subject to a fire safety inspection by the AHJ. If a vendor, business, or other individual is found to be in violation of these guidelines or any other local or state code, the AHJ will assist those persons involved to make the event a success.
11. The Manitowoc Fire Rescue Department has the authority by local ordinance and state code to have the operator to cease operations if there is a life safety and fire hazard or if the operator fails to correct any deficiencies that may exist. Phone: 920-686-6540

PROPERTY LOSS

Vendors assume all responsibility for any losses of property or money from the Market site. Booths should never be left unattended.

INSURANCE

The Vendor, at the Vendor's expense, shall maintain product and general liability insurance including bodily injury and property damage insuring the Vendor. The Vendor shall provide Grow It Forward with a Certificate of Insurance.

Grow It Forward shall not be liable for any damage or injury to the Vendor, or any other person, or to any property, occurring on the Premises. Upon signing the agreement, the Vendor agrees to indemnify and hold Grow It Forward from any claims for damages, except for those caused by the negligence or unlawful conduct of Grow It Forward.

Please inform Grow It Forward if the cost of insurance is a barrier for participation in our market. A scholarship for insurance may be available in certain instances and for those who qualify.

The Wisconsin Farmers Market Association offers an option for vendor liability insurance. For more information on the Wisconsin Farmers Market Association Vendor Liability Insurance Program, please contact Campbell Risk Management, Larry Spilker 800-730-7475 ext. 203, or e-mail, lspilker@campbellrisk.com.

DAILY MARKET RESPONSIBILITIES

1. Each vendor is responsible for maintaining his/her area in a clean. Place garbage in dumpster only.
2. If a Grow It Forward approved vendor sells his or her business, their stall space **does not transfer** to the new business owner. The new owner must submit an application for approval. Grow It Forward does not guarantee acceptance.
3. Prohibited at our Markets:
 - a. Vendors are not allowed to bring their pets (unless service animal) to market.
 - b. Amplified music (radios) heard beyond your stall is not permitted. Only amplified music by scheduled performers is permitted.
 - c. No vendor is to approach customers while they are at the location of another vendor.
 - d. No loud calling out of prices, items, or hawking is permitted for customers. See more information under Sales & Pricing.
 - e. Vendors are not allowed to give away food other than approved samples of their product. Please review sampling policy below, as directed by the Manitowoc County Health Department.
 - f. For courtesy of vendors and customers—no smoking and vaping at market entrances.
 - g. Vendors must park on the south side of the building.
 - h. Subletting/Sublicensing booth space—as the law requires the operator of a temporary event to report certain information about all sellers at the event. Individuals not identified on the application at the beginning of the season, or pre-approved by market management will be asked to leave the market.
 - i. Dishonest merchandising or collusion to set prices among vendors, or undercutting prices.
 - j. Hawking, calling attention to products in a loud, repetitive public manner, or selling products in an aggressive way.

SAMPLING

All samples offered by vendors must meet the following criteria:

1. Samples must be stored in and served in a safe manner according to Department of Health regulations.
 2. All samples must be pre-cut away from the sales unit.
 3. All samples of processed foods must be prepared in a licensed food processing facility.
 4. Samples should be of adequate size and proportionally spaced to minimized customer handling.
 5. All samples must be held and dispensed under clean and sanitary conditions (i.e. toothpicks, portion cups provided for sampling).
 6. All vendors giving free samples MUST provide a waste container in a prominent place and labeled for use by the public.
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WORKPLACE VIOLENCE & HARRASSMENT

The safety of Grow It Forward employees, customers, volunteers, vendors, and visitors is of utmost importance. Rude, aggressive, or threatening behavior, both verbal and physical, or acts of violence at Grow It Forward's events, office, meetings, or by electronic means will not be tolerated. Any person who engages in this behavior shall be removed from the premises quickly and banned from the Market premises pending the outcome of an investigation.

Subsequent to the investigation, Grow It Forward will respond appropriately. This response may include, but is not limited to, suspension and/or termination of any business relationship, and/or the pursuit of criminal prosecution of the person(s) involved. If you experience workplace violence, please communicate with Grow It Forward staff as quickly as possible so the matter can be addressed swiftly.

Vendors, staff, and volunteers will be afforded an environment free from harassment, threats, and intimidations: Therefore:

1. It is the policy of Downtown Manitowoc Farmers Market and Winter Farmers Market to comply with the spirit and intent of the federal equal employment opportunity laws and rules.
 2. All vendors, staff, and volunteers shall project the necessary attitudes and behavior to ensure that harassment does not occur.
 3. Vendors, staff, and volunteers observing or having knowledge of incidents or practices within the Market which are deemed harassment as defined in this policy shall report their observations to the Market Manager, or designated person in charge, or file a grievance with the Board of Directors.
 4. Grow It Forward will not tolerate instances in which a vendor or staff is retaliated upon in any way for reporting harassment. Confidentiality will be maintained whenever possible.
 5. Violators of this policy shall be subject to disciplinary action in accordance with Farmers Market policy.
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SIGNAGE

Vendors are REQUIRED to use signage to:

1. Distinguish their business name (supplied by market)
2. Identify if they accept WIC/Senior Vouchers (received from state agency)
3. Identify if they accept EBT Foodshare Tokens (supplied by market)
4. Clearly post prices on all products being sold (by individual items or menu board)

To be respectful and fair to fellow vendors all signage must be kept within your stall area. Signage may not be placed in alternate locations (away from your stall) on market grounds. Grow It Forward staff and volunteers have the right to ask for signage/displays to be rearranged, and/or remove signage/displays if they are blocking vendor or customer traffic flow.

ELECTRICITY

Access to electricity is NOT available at every booth at each of our Markets. If you need electricity, indicate this on the application. Extension cords may not be stretched across walkways, unless authorized. Grow It Forward will not be able to accommodate all requests for electricity.

ALTERNATIVE CURRENCIES

All vendors must accept U.S. currency and other applicable Grow It Forward sponsored currencies such as gift certificates, applicable coupons, and SNAP/EBT Foodshare wooden tokens (if selling eligible products). Examples of alternative currencies sponsored by Grow It Forward will be provided during our market meetings or verify with the market manager.

Vendors are not required to accept credit cards or checks directly at their booths.

CANCELLATION POLICIES

If the weather is too dangerous to hold the market or for vendors to safely get to/from market (snowy/icy conditions, tornado, flooding), Grow It Forward will notify vendors via email and/or phone call of any market cancellations.

Vendor cancellations of market dates due to health, business failure, or other circumstances must be made via email, phone call, or voicemail.

GRIEVANCE POLICY

Any Market Vendor or Market Customer may file a grievance with the Board of Directors (BOD). **Grievances must be submitted in writing** to the market's P.O. Box, via Grow It Forward's e-mail, and/or hand delivery to the Market Manager or member of the BOD.

1. Market Management will conduct an initial investigation of any grievance but an independent inspector may be needed to inspect property or investigate further.
 2. BOD may follow up with the individual submitting the grievance to request additional information.
 3. Market Management will consider all grievances and forward them to the BOD.
 4. Grievances concerning the Market Manager will go directly to the BOD for consideration.
 5. A vendor, market customer, market staff, or market volunteer may submit to the Market Manager a written complaint against a vendor where there is reason to believe a violation of market rules exists. The identity of the complainant will not be revealed; however, **no anonymous complaints will be accepted.**
 6. Any action to be taken will be determined by the BOD.
 7. A letter will be sent to the market vendor regarding the nature of any infraction.
 8. The BOD may vote to suspend for a fixed period of time, or to expel permanently, any market vendor for cause. Cause may include, but is not limited: failure to submit to or abide by decisions made by the BOD or Market Management, including the Market Rules, conduct, or to abide by any ruling/regulation of licensing or regulatory bodies (DATCP, WDFI, Health Dept., Weight and Measures, Fire Department, City, other). The BOD must provide written notice to the market vendor for any action taken.
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INFRACTIONS

For infractions, a vendor will be subject to disciplinary action.

Grow It Forward will settle disputes involving Vendors and those that may occur between Vendors, and will be responsible for terminating Vendor participation in the Market as a result of improper Market conduct including racially discriminatory actions, or for a violation of any local, State or Federal licensing requirement or regulation.

Any vendor who fails to adhere to the policies and procedures set forth herein, or the direction of the Market Manager may be subject to the following disciplinary actions:

- Verbal Warning
- Written Warning
- Expulsion from the market for that day or a specified period of time with the understanding that another violation will lead to more serious disciplinary action**
- Expulsion from the market for the remainder of the season**
- We reserve the right to use any and all disciplinary actions dependent on severity of incident
- Referral to appropriate law enforcement agency or other authority
 - Criminal acts, harassment, threats of violence may result in immediate expulsion from the market for that day, and upon assessment, may result in expulsion from the market for the remainder of the season.

**The vendor is responsible for packing his/her product and belongings when asked to leave the market. If the vendor does not pack, the Market Manager has the authority to appoint others to help pack the vendor's products and belongings. Grow It Forward will not be held liable for any damage caused during such packing. The vendor is legally responsible for any damage that might occur while being escorted out of the Market.

Any member who disputes a disciplinary action may file a written appeal to the Grow It Forward Board of Directors. The vendor will have 14 days from the date of receipt of the written determination to file a written appeal with the Grow It Forward Board of Directors. The Grow It Forward Board of Directors will review the appeal at their next scheduled board meeting and a determination will be sent in writing. If the determination is reversed on appeal, the vendor's privileges will be immediately restored.

In no event shall any person be entitled to recover damages from the market for being denied vending privileges based on a good faith enforcement of the market's rules.

CLOSING

The agreement is effective upon:

1. Delivery to Grow It Forward Inc. of the Agreement Acknowledgment Form signed by the participating Vendor and completed Vendor Application.
2. Grow It Forward receipt of the required Vendor fee payment in full.
3. Grow It Forward receipt of a copy of Vendor insurance, certifications, licenses, permits.
4. Artisans/crafters are required to submit photographs of the type of items they intend to sell at the Market in various stages of production.
5. The authorized signature of Grow It Forward obtained, and welcome pack with Vendor stall cards have been received.

Grow It Forward Inc. has established these rules and regulations, which are subject to change. Complaints, concerns, or opportunities for improvement regarding the Manitowoc Farmers Market, Winter Market, or Night Market 920 should be addressed to the Market Manager.

By signing and submitting the vendor application, vendors agree to the above rules & regulations.

This document was approved by the Grow It Forward Board of Directors.



Participation & License Agreement Acknowledgment Form

In consideration for the right to participate in Grow It Forward's Winter Market, the undersigned Vendor has read, understands and agrees to all terms and conditions in the "Participation & License Agreement," which are all incorporated herein by reference and are made part of this Agreement. **Only the individuals named as a Vendor in the "Vendor Information" section below may sell at Grow It Forward's Winter Market.**

Vendor agrees to abide by all applicable local, State and Federal licensing and regulations, and agrees that a violation by Vendor of such requirements or regulations, or improper Market conduct, may be deemed by Grow It Forward to be a material breach of this Agreement and Grow It Forward may, at its sole discretion, immediately remove Vendor from the Market property for the remainder of the Market season.

Vendor, by its signature below, further authorizes Grow It Forward to enter the Vendor's homestead property in the event a determination is needed regarding whether or not Vendor product featured at the Market is home grown.

Vendor agrees to indemnify and hold harmless Grow It Forward Inc., its employees, volunteers, and sponsors, from any and all causes of action which may arise from the operation of the Grow It Forward's Winter Market, not caused by negligence of Grow It Forward Inc., its employees, volunteers, and sponsors. I grant permission for Grow It Forward Inc. to use any photos, videotape, etc. taken of my products or me in any and all publicity and advertising promoting the markets. By submitting this application, and signing below, you acknowledge that the Rules and Regulations have been read and understood, and will abide by the terms as presented in this Participation & License Agreement.

Vendor Name (Printed): _____

Name of Business (Printed): _____

Vendor Signature: _____ Date: _____



Vendor Application

☐ Returning Vendor ☐ New Vendor

CONTACT INFORMATION:

Contact Name: _____ Business Name: _____

Address: _____ City: _____ Zip: _____

Cell Phone: _____ Home Phone: _____ Business Phone: _____

Email: _____ Website: _____

Emergency Contact Name & Phone Number: _____

I WILL PARTICIPATE IN:

☐ \$50 for Full Season (12 dates). Please indicate dates you will not be at the market: _____

☐ \$5 per day. Please indicate dates you will attending the market: _____

I WILL SELL THE FOLLOWING ITEMS AT GROW IT FORWARD'S EVENTS

- ☐ Vegetables ☐ Fruits ☐ Herbs ☐ Plants/Perennials/Shrubs/Trees ☐ Cut Flowers ☐ Bakery
☐ Poultry/Meat ☐ Cheese ☐ Eggs ☐ Syrup ☐ Honey ☐ Juice ☐ Processed Foods/Value-added
☐ Crafts/Arts/Services ☐ Health & Beauty (Soaps, Lotions, Lip Balm) ☐ Non-Profit Organization
☐ Foods/Beverages for Immediate Consumption Type/Menu: _____

INDICATE THE ORIGIN OF THE ITEMS YOU SELL

☐ I grow, raise, produce, process, or craft myself ☐ I bought from someone else

WEIGHTS AND MEASUREMENTS

Will you utilize a scale? ☐ Yes ☐ No *If Yes, please attach copy of calibrations certificate. All other scales are unauthorized for use at the market.

COMPLETION

All information listed on this form is true and accurate. I understand that misrepresenting myself or what I sell at the Manitowoc Farmers Market, Winter Market, and/or Night Market 920 may result in my being removed from the Market for the duration of the 2019-20 market season.

Signature: _____ Date: _____

For Questions, Please Call Amber Daus, Market Manger at 920-645-9467. Return this Application along with the signed Participation & License Agreement Acknowledgment Form, full payment (*checks payable to Grow It Forward Inc.*) and copies of required certifications, licenses, permits, specifications, etc. to:

Grow It Forward Inc., PO BOX 562, Manitowoc, WI 54221-0562