

Janesville Farmers Market, Inc.

Saturdays, 8:00 AM to 1:00 PM, May 7th, through October 29th, 2011

Located on Main Street between Milwaukee and Wall Streets in Downtown Janesville



March 11, 2011

2011 FARM VENDOR REGULATORY CHECKLIST

The following information is provided as a courtesy to vendors. Any variations from the specific items on this list may have additional licensing/permit requirements

If you intend to sell uncut, unprocessed whole **PRODUCE**:

➔ You are ***not*** subject to regulation.

If you intend to sell **HONEY, SYRUP, SORGHUM, and/or MOLASSES**:

➔ You are ***not*** subject to regulation unless you would like to claim a grade of product.

Please see the state statute governing the selling of a particular grade of product via the Internet: <http://www.legis.state.wi.us/rsb/code/atcp/atcp157.pdf>(.) If requested, a copy may also be mailed to you by the Janesville Farmers Market Manager at board@janesvillefarmersmarket.com.

If you intend to sell **MEAT, POULTRY, FISH, EGGS, and/or CHEESE**:

➔ You need a *State Mobile Vending Permit*. Please contact the **Wisconsin State Department of Health and Family Services: (608) 266-2835**. You may also obtain a *State Mobile Vending Permit* application from the Janesville Farmers Market Manager at board@janesvillefarmersmarket.com.

If you intend to sell **BAKERY ITEMS, CANDY, CANNED GOODS, JAMS, JELLIES, SYRUP, SORGHUM, and/or SALSA**:

➔ You need a *License for an Approved Commercial Kitchen*. Please contact **Roger Eychaner, Rock County Health Department: (608) 757-5441**.

If you intend to sell **CIDER**:

➔ The cider must be properly *labeled*. If you are pressing your own cider, the label must say "not pasteurized." If someone else is pressing your cider, certain procedures must be followed and the label must say "pasteurized." You may view the state statute governing retail cider sales via the Internet at: <http://www.legis.state.wi.us/statutes/Stat0097.pdf>(.) If requested, a copy may also be mailed to you by the Janesville Farmers Market Manager at board@janesvillefarmersmarket.com.

If you intend to sell **ORGANIC PRODUCTS**:

➔ You *may* need an *Organic Certificate*. Please contact a *USDA Accredited Certifying Agent* or the Janesville Farmers Market Manager, at board@janesvillefarmersmarket.com, for a list of certifying agents.

If you intend to sell **PRODUCT BY WEIGHT**:

➔ Please consult your vendor packet for weight information by the products you intend to sell. If you have further questions or concerns, please contact the Farmers Market Manager, at board@janesvillefarmersmarket.com, for assistance.

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If you intend to accept **WIC or SENIOR VOUCHERS**:

- ➔ You need a *Certificate* from the *WIC/Senior Voucher Program*. For a WIC certificate, please contact *Jennifer Johnson, Nutrition & Health Associates: (608) 754-3722*. For Senior Vouchers, please contact *Paula Schutt, Rock County Nutrition Program: (608) 757-5474*.

If you intend to offer **FREE SAMPLES** of your edible products:

- ➔ Please contact *Roger Eychaner, Rock County Health Department*, for safe-dispensing requirements for free samples: *(608) 757-5441*.

If you are selling more than \$1,000 worth of **ITEMS REQUIRING SALES TAX**, including all non-edible items:

- ➔ You need a *Wisconsin Sellers Permit*. Please contact the *Wisconsin Department of Revenue: (608) 266-2776*. Additionally you may apply for the *Wisconsin Sellers Permit* via the Internet at: <https://ww2.dor.state.wi.us/GenericFile/application?interview=1086489>. The cost is \$20.00 for this two-year permit.

If you are selling **HERBS, PERENNIALS, and/or NURSERY STOCK (trees, shrubs)**:

- ➔ You need a *Nursery Grower's License* if your sales will exceed \$250.00. If your sales will not exceed \$250.00, you are *not* subject to regulation. For retail sales above \$250.00 to \$5,000.00, the *Nursery Grower's License* costs \$40. The *Nursery Grower's License Application* may be obtained via the Internet at: http://www.datcp.state.wi.us/arm/environment/plants/nursery-stock/pdf/2004_Nursery_Grower_Pack.pdf.

If you are selling **ANNUALS/HOUSE PLANTS/CUT FLOWERS**:

- ➔ You are *not* subject to regulation.

Application materials include ♥ Vendor Application ♥ Product Checklist ♥ Hold Harmless Form ♥ copies of business and automobile proofs of insurance (available from vendor's insurance agent) ♥ if applicable, copies of valid Wisconsin Sellers Permit, Nursery License, Nursery Inspection Certificate, Food Licenses, , WIC/Senior Voucher Certification or other regulatory requirements needed for the sale of product at this site.

Please submit complete application materials to:

Janesville Farmers Market, Inc.
PO Box 143 Janesville, WI 53547-0143
board@janesvillefarmersmarket.com