

Janesville Farmers Market
Saturdays, 8:00 AM to 1:00 PM, May through October
Located on West Wall Street between North Jackson and North
River Streets in the heart of Downtown Janesville



NON PROFIT APPLICATION

*Please type or print clearly. For the purpose of this document, Janesville Farmers Market,
Inc. herein is referred to as JFM.*

1. Contact Information:

Name of Organization: _____

Primary Contact: _____

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Primary Phone: (_____) _____ Secondary Phone: (_____) _____

Email: _____ *(Information will be sent by e-mail unless otherwise requested.)*

Fax: (_____) _____ Website: _____

Will your organization be accepting donations or conducting sales? (**yes/no) _____

****if yes, please include \$15 vendor fee****

Dates requested (subject to availability) _____

Application materials include

Non-Profit Application Daily Vendor Fee, if applicable Hold Harmless Form Copies of organization
and automobile proofs of insurance (available from organization's insurance agent)

Please submit complete application materials to:

Janesville Farmers Market, Inc. PO Box 8252 Janesville, WI 53547-8252

(608) 289-9292 manager@janesvillefarmersmarket.com



2. Organization Description/Mission:

3. Person's Representing Organization at the Market:

4. Non-Profit Stall Rules

- Non-profit stalls are available on a first come, first served, basis.
- Each local non-profit organization may have a space at the market only two times per season, May through October. Additional opportunities may be requested in writing for approval by the Market Manager.
- Organizations desiring a stall on a particular day or days should make a reservation with the Market Manager as early as possible.
- All activities conducted by the approved non-profit will be contained within the 10 X 10 stall assigned by the Market Manager. Organizations will not walk around and hand out information or solicit market vendors or patrons.
- The non-profit organization will provide its own table, chairs, and professional signage.
- A member of the organization will be present at the stall at all times.
- Non-profit organizations accepting donations or conducting sales must pay a \$15 daily vendor fee each time the organization reserves a stall. Organizations not accepting donations or making sales do not pay a fee.

5. Organization Eligibility

Janesville Farmers Market, Inc. believes non-profit organizations can make a positive contribution to the market, and therefore reserves up to two vendor stalls for non-profit organizations. The term “non-profit” includes informal clubs as well as 501 organizations. The application process is used to determine whether organizations have a mission in line with the goals of the JFM to improve the quality of life for the local community. JFM will not allow organizations promoting religious, political, or discriminatory causes. Non-profit organizations must fill out an application and be approved each market season before they are allowed to request a presence at the market. Eligibility may be subject to approval by the JFM Board.

6. JFM Approval Process

All individuals and organizations wishing to occupy a stall at the JFM must complete the appropriate paperwork and submit all necessary local, state, and federal regulatory documentation. A non-profit organization will not be allowed a stall at the JFM without submitting a completed Non-profit Application. Once the JFM Market Manager receives all necessary documentation, the Market Manager will process the application and send an email confirming the organization’s completed application and eligibility to occupy a stall. The Market Manager will assign the organization a stall on market day.

7. Disputes, Appealing, Decisions, and Dispute Hearings

A. Non-profit organizations or prospective Non-profit organizations wishing to dispute the Rules and Regulations of the JFM or the decisions of the JFM Market Manager may do so in writing. The letter of Dispute must be submitted (post Marked) within 30 days of the dispute. The Letter of Dispute must include the decision or Rule and Regulation being disputed, a clear statement of the nature of the dispute and the desired outcome. Letters of Dispute should be addressed to the JFM Board of Directors.

B. Within 14 days of receipt of the Letter of Dispute, the JFM Board of Directors shall meet to discuss the dispute. At that time, the JFM Board of Directors may ask the Disputee and/or Market Manager to give testimony regarding the dispute. Any other witnesses and/or evidence shall appear at the discretion of the JFM Board of Directors.



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JFM Hold Harmless Form

The undersigned hereby represents that he/she is the Applicant or the Officer or other Authorized Agent of the Applicant named herein and that he/she is over 18 years of age.

The undersigned further acknowledges that he/she had read and is familiar with the [Janesville Farmers Market Policies, Procedures and Rules](#) and recognizes and agrees by his/her signature hereto that the issuance of any permit is expressly conditioned upon Applicant's acceptance and continuing compliance at all times with said Policies, Procedures and Rules.

Applicant on behalf of him/herself and his/her heirs, successors and assigns, hereby releases fully and forever, and discharges the City of Janesville, the Janesville Farmers Market Inc., and each and every of the perspective officials, officers, employees and agents from any and all claims, actions, cause of action, damages, costs and/or expenses of any kind or nature, including attorney's fees, however caused and incurred by the applicant, arising from or in any way connected with the issuance of permission to Applicant to be a vendor at the Janesville Farmers Market and the resulting operation of Applicant's business at said Market.

Applicant hereby agrees to indemnify and hold harmless the City of Janesville, the Janesville Farmers Market Inc., and each and every of their respective officials, officers, employees, and agents from and against any and all claims, actions, causes of action, damages, costs and/or other expenses of any kind or nature, including attorney's fee, arising from or in any way connected with the Applicant's use of public space, operation of Applicant's business and the use of the same by Applicant's agents, members, partners, associates, contractors, servants, employees, invitees and licensees.

The undersigned declares under penalties and perjury that the factual information furnished by him/her in Applicant's Application is true, accurate and complete to the best of his/her knowledge.

Applicant shall be responsible for compliance with all laws, rules, regulations and ordinances governing the sale of all goods at the Janesville Farmers Market.

The Janesville Farmers Market Board of Directors reserves the right to terminate the Market Contract of any or all Vendors at any time without cause and without reimbursement of fees paid.

Date: _____

Applicant: _____

By: _____

Address: _____

Telephone: _____

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.

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