

Janesville Farmers Market, Inc.

Saturdays, 8:00 AM to 1:00 PM, May through October

Located on West Wall Street between North Jackson and North River Streets in Downtown Janesville

VENDOR REGULATORY CHECKLIST

Updated 03/06/15

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. All food must be handled in a way that assures food safety.

If you intend to sell uncut, unprocessed whole PRODUCE:

- You are not subject to regulation.

If you intend to sell MAPLE SYRUP:

You don't need a license if:

- you extract, package and sell only your own maple syrup from your own trees, and
- you don't process the maple syrup or produce any food products other than maple syrup or concentrated sap, and
- your gross receipts from maple syrup and concentrated sap do not exceed \$5,000 during the year.

You need a food processor license if:

- You gather maple syrup from others for bottling, packaging or processing, or
- You process your own or others' maple syrup by adding color, flavors or other ingredients, or
- Your gross receipts from maple syrup and concentrated sap sold at wholesale for further processing exceed \$5,000 during the year of registration.

If you intend to sell HONEY:

- Due to specific State requirements, contact the Rock County Health Department (608/757-5440) to determine if you are exempt or require a State food processing plant license.
- Your label needs to include:
 - Your name or your business name and address, including city, state, and ZIP code. You don't need a street address as long as it's available in the local phone directory.
 - Net weight of contents (contents only, not the container). For honey that you package uniformly, you need to list the weight in pounds/ounces and in metric measure. For products packaged in random weights, like comb honey, you can list the weight in either pounds/ounces or metric measure.
 - Grade, including the word "Ungraded" if that applies
 - Color of honey if it is Wisconsin No. 1
 - Ingredients if you have added anything

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

- Foods must come from a licensed food processing plant and require either a State DATCP license (608) 224-4885 or Rock County Health Department license (608) 757-5440.

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

- You need a License for an Approved Commercial Kitchen. Please contact the Rock County Health Department: (608) 757-5440.

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If you intend to sell HOME CANNED PICKLES OR OTHER PROCESSED VEGETABLES with an equilibrium pH value of 4.6 or lower:

- Exempt from licensing requirements, but have the following labeling requirements for each container: name & address of the producer / date canned / warning statement: "This product was made in a private home not subject to State licensing or inspection." / list of ingredients. You must register with the DATCP.

If you intend to sell CIDER:

- Exempt from licensing requirements, but has the following labeling requirements if unpasteurized: "This product has not been pasteurized, and therefore may contain harmful bacteria that can cause serious illness in children, the elderly and those with weakened immune systems."

If you intend to sell ORGANIC PRODUCTS:

- You need an Organic Certificate. Please contact a USDA Accredited Certifying Agent.
<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5100382>

If you intend to sell PET TREATS (including birdseed):

- You need a Wisconsin Commercial Feed License through the Department of Agriculture. Please contact Patty Roelofs (608) 224-4537 patty.roelofs@wisconsin.gov
- More information can be found on the Department of Agriculture website:
http://datcp.wi.gov/Farms/Feed/Manufacturing_Homemade_Pet_Treats/index.aspx

If you intend to sell PRODUCT BY WEIGHT, including produce and bread:

- Read the guidelines at <http://datcp.wi.gov/uploads/Consumer/pdf/FarmersMarketHandbook.pdf>

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 Rebecca Suehring or Monica Halberg with Nutrition & Health Associates: (608) 754-3722.

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:
<http://www.revenue.wi.gov/faqs/pcs/seller.html> (608) 266-2776. The cost is \$20.00 for this two-year permit. It is \$30 for same day activation.

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

- You are not subject to regulation. You may be responsible for sales tax if your sales of house plants or cut flowers are \$1,000 or more. See ITEMS REQUIRING SALES TAX above.

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://datcp.wi.gov/uploads/Plants/pdf/NurseryChristmasTreeLicensePacket2013.pdf>.

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

- The samples must be posted with a warning statement: “These samples are not subject to State licensing or inspection.”
- For questions please contact the Rock County Health Department or the JFM Market Manager:
manager@janesvillefarmersmarket.com

Important Links:

Wisconsin Food Safety Regulations:

<http://datcp.wi.gov/OnFarmFoodSafety/FoodSafety/>

Pickle Bill Information:

http://datcp.wi.gov/Food/Home_Canned_Foods/

WI Food Regulation Overview:

http://www.uwex.edu/ces/agmarkets/publications/documents/ProducerFoodregoverview_08_07.pdf

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.