



Janesville Farmers Market
Saturdays, 8:00 AM to 1:00 PM, May through October
Located on North Main Street in Downtown Janesville

Farm Vendor Application

Please submit fees with application. Checks should be made out to "Janesville Farmers Market, Inc."
For the purpose of this document, Janesville Farmers Market, Inc. herein is referred to JFM

1. Contact Information:

Name of Vendor:

Name of Business/Organization:

Have you been a vendor at the JFM in the past: If so how many seasons:

Mailing Address:

City State: ZIP Code:

Business Address (if different)

City State: ZIP Code:

Primary Phone: Secondary Phone: Fax:

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

Website: Can we share link from JFM website? Y/N

English speaking contact, if necessary: Name Phone

Vendor Alternate Representative(s): Must be family member or participant in production of products sold.

Table with 3 columns: Name, Relationship to Vendor/Business, Phone/Email. Rows 1 and 2.

Use back of sheet if more space is needed

2. Type of Application:

- A. Seasonal: 26 weeks, May 2 through October 31: \$150
B. Partial Seasonal: 8 consecutive weeks of your choice: \$75
C. Daily: \$20 Date(s) you intend to vend (not binding):

*Applications received at the February Annual Meeting receive a 10% discount on seasonal and partial seasonal prices.  
Please Note: There is no discount on the parking fee. Check with the JFM Manager to see if parking is available.*

### 3. Product Information

Size of growing area, if applicable: (please state approximate size in acres \_\_\_\_\_ Acres)

Location, size, and number of greenhouses

Location of land or production facility: Address:

Section \_\_\_\_\_ Town of \_\_\_\_\_ County:

Signature(s) of landowner(s) required to allow JFM inspection of production facility. Permission can be documented by (a) submitting a written agreement with the landowner, specifying access for inspection or (b) the signature of the landowner (s) below.

I agree to allow access to JFM manager or representative to conduct inspections of rented production areas.

Land/Facility Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

### 4. License, Permit, Labeling and Permission Information

**Provide copies of licenses and permits issued by regulatory agencies as required for your product(s).**

It is the responsibility of the vendor to obtain and provide to the Market Manager copies of all licenses and permits required for the sale of vendor's products at the JFM along with this application.

-License and permit requirements (if needed) may include, but not limited to: nursery (if selling perennials); processing; safe handling of potentially hazardous food; sales tax; and certified scale.

-Potentially hazardous foods need extra care in handling, as required by State and Local regulations. Examples include: meat, poultry, fish, baked goods with high-moisture vegetables, eggs, ice cream, custards, cheese, and other defined items.

-Liability Insurance – Vendor is responsible for their own personal and product liability insurance. Insurance is encouraged for all vendors. Insurance is **required** for vendors selling potentially hazardous foods.

-Vendors will provide a copy of automobile insurance.

-Labeling – Vendors are responsible for meeting all labeling requirements.

**We are a producer-focused market. Permission may be granted to current seasonal vendors for a limited amount of products from other farms. These “supplemental products” must be Wisconsin grown, less than 35% of a vendor's sales and contribute something that is needed to our market. Please complete a separate application for each supplemental product you wish to sell at the market.**

## 5. Product Checklist

Please indicate all items you intend to sell at the JFM in 2020.

<b>Fruit</b>	<b>Vegetables (cont.)</b>	<b>Processed Goods**</b>	<b>Misc. (including flowers and herbs)</b>
Apples	Mushrooms	Baked Goods	Basil
Apricots	Onions	Candy	Bedding Plants - license required if perennial
Blackberries	Oregano	Canned Sauces	Cilantro
Blueberries	Parsley	Cheese	Corn - ornamental
Cantaloupe	Parsnips	Cider - Juice	Cut Flowers – Required – Attach a list of varieties
Cherries	Peas	Herbal Vinegars	Dried Flowers
Cranberries	Peppers	Herbal oils	Eggs
Currants	Potatoes	Jams/Jellies	Herbs – Fresh cut
Elderberries	Pumpkins	Pasta	Herb plants - license required if perennial
Grapes	Radishes	Pesto	Honey
Melons	Rhubarb	Pickles/Relishes	Houseplants - license required if perennial
Pears	Rutabagas	Other:	Maple Sugar
Plums	Shallots		Maple Syrup
Raspberries	Soybeans edamame		Mint
Strawberries	Spinach		Mushrooms
Watermelon	Squash, summer		Nursery Stock – license required
Other:	Squash, winter		Oregano
	Swiss Chard	<b>Meat</b>	Perennials/wildlings – license required
<b>Vegetables</b>	Tomatoes	Beef	Rosemary
Asparagus	Turnips	Bison	Sage
Beans	Other:	Chicken	Sorghum
Beets		Duck	Thyme
Broccoli		Emu	Wild gathered items – Attach location/permission
Brussel Sprouts		Fish	Other:
Cabbage		Goose	
Carrots		Lamb	
Cauliflower	<b>Grains/ Nuts</b>	Ostrich	
Corn, sweet	Buckwheat	Pork	
Cucumbers	Cornmeal	Rabbit	
Eggplant	Hazelnuts	Seafood	<b>Highlight/ list here any new items for 2018:</b>
Garlic	Hickory Nuts	Venison	
Onions	Popcorn unpopped	Other:	
Gourds	Walnuts		
Green Onions	Wheat		
Kohlrabi	Wheat Flour		
Leeks	Other:		
Lettuce			

\*\*Please complete the Prepared Food Application for any processed goods you plan to sell. If the owner of the land or production facility is not the same as listed on contact information, provide the name and address of owner here.

\_\_\_\_\_  
If someone else processes your product, provide name and location:

## 6. Agreement

I have read the rules, regulations and policies as described for the JFM and hereby agree to abide by them. Further, I agree to sell at the JFM only such items as those listed above. I also acknowledge these products must be of my own production and produced at the location described on my application.

I agree that the JFM has authority to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct rule violations subject to appeal under the procedures set forth in the market rules.

I agree to allow for inspection of my records and of the premises where the products offered for sale are produced. The JFM and/or representatives of the market will carry out these inspections at any time. Failure to allow an inspection will constitute a violation of market policies.

I understand that the JFM does not carry any insurance policies to cover individual participants and that I may be required to carry such insurance.

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Photo Release:

I authorize Janesville Farmers Market, Inc. to photograph me, my products and my representatives throughout the event and use the photographs in related promotions. I understand and agree that the Janesville Farmers Market may edit, duplicate, distribute, reproduce, broadcast and/or reformat these images in any form and manner without payment of fees, in perpetuity.

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Saturdays, 8:00 AM to 1:00 PM, May through October**  
**Located in Downtown Janesville**  
**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: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

- Complete application includes: 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 and other regulatory requirements needed for the sale of product at this site.

Please submit complete application materials to:

Janesville Farmers Market, Inc.  
PO Box 8252 Janesville, WI 53547-8252  
(608) 289-9292, [manager@janesvillefarmersmarket.com](mailto:manager@janesvillefarmersmarket.com)