



2009 VENDOR APPLICATION
MENASHA'S FARM FRESH MARKET

City of Menasha
 140 Main St.

Menasha, WI 54952

Phone: 920-967-3600 E-mail: ksewall@ci.menasha.wi.us

BUSINESS NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE # : _____

E-MAIL : _____

ADMINISTRATIVE USE ONLY: No. of weeks requested: Total Paid: Date Recv'd: Stall No: Received by:

Please provide complete information requested below for all items that you intend to sell at the market. All items sold at the market should be listed.

FRUITS AND VEGETABLES

<input type="checkbox"/> Apples	<input type="checkbox"/> Chard	<input type="checkbox"/> Green top root veg.	<input type="checkbox"/> Onions (all other)	<input type="checkbox"/> Radishes (w/ tops)
<input type="checkbox"/> Artichokes	<input type="checkbox"/> Cherries	<input type="checkbox"/> greens	<input type="checkbox"/> Oranges	<input type="checkbox"/> Radishes (w/o top)
<input type="checkbox"/> Asparagus	<input type="checkbox"/> Choke Cherries	<input type="checkbox"/> Kale	<input type="checkbox"/> Papayas	<input type="checkbox"/> Rutabagas
<input type="checkbox"/> Avocados	<input type="checkbox"/> Corn on the cob	<input type="checkbox"/> Kiwanos	<input type="checkbox"/> Parsley	<input type="checkbox"/> Spinach
<input type="checkbox"/> Bananas	<input type="checkbox"/> Coconut	<input type="checkbox"/> Kohlrabi	<input type="checkbox"/> Peaches / Pears	<input type="checkbox"/> Squash
<input type="checkbox"/> Beans-green/wax	<input type="checkbox"/> Cucumbers	<input type="checkbox"/> Leeks	<input type="checkbox"/> Peas	<input type="checkbox"/> Tangerines
<input type="checkbox"/> Beets w/ tops	<input type="checkbox"/> Currants	<input type="checkbox"/> Lemons	<input type="checkbox"/> Peppers (All)	<input type="checkbox"/> Tomatoes
<input type="checkbox"/> Beets w/o tops	<input type="checkbox"/> Dill	<input type="checkbox"/> Lettuce (head)	<input type="checkbox"/> Persian Limes	<input type="checkbox"/> Tomatoes (Cherry or plum)
<input type="checkbox"/> Berries (all)	<input type="checkbox"/> Eggplant	<input type="checkbox"/> Lettuce leaves	<input type="checkbox"/> Persimmons	<input type="checkbox"/> Thyme
<input type="checkbox"/> Broccoli	<input type="checkbox"/> Endive	<input type="checkbox"/> Limes	<input type="checkbox"/> Pineapples	<input type="checkbox"/> Watercress
<input type="checkbox"/> Brussel sprouts	<input type="checkbox"/> Escarole	<input type="checkbox"/> Loquats	<input type="checkbox"/> Plums	<input type="checkbox"/> Zucchini
<input type="checkbox"/> Cabbage	<input type="checkbox"/> Fruit Citrus	<input type="checkbox"/> Mangoes	<input type="checkbox"/> Potatoes	
<input type="checkbox"/> Carrots w/ tops	<input type="checkbox"/> Garlic	<input type="checkbox"/> Melons (whole)	<input type="checkbox"/> Pomegranates	
<input type="checkbox"/> Carrots w/o tops	<input type="checkbox"/> Grapes (Concord)	<input type="checkbox"/> Mixed Fruits	<input type="checkbox"/> Prickly Pear	
<input type="checkbox"/> Cauliflower	<input type="checkbox"/> Grapes (all other)	<input type="checkbox"/> Nectarines	<input type="checkbox"/> Pumpkins	
<input type="checkbox"/> Celery	<input type="checkbox"/> Grapefruit	<input type="checkbox"/> Onions (green top)	<input type="checkbox"/> Quince	

* Please refer to Wisconsin Department of Agriculture, Trade and Consumer Protection list (attached) for appropriate method of sale for produce being sold.

OTHER PRODUCE ITEMS (NOT LISTED ABOVE):

CUT AND/OR DRIED FLOWERS OR PLANTS (list types): _____

PREPARED FOOD OR REFRIGERATED ITEMS A state license may be required for the sale of processed foods such as dairy, eggs, meat products, canned items, bakery, etc. Please contact Todd Drew, RS – Menasha Health Department (920) 967-3522 for more information.

ARTS AND CRAFTS ITEMS: _____

AFFIDAVIT

I agree to sell at Menasha’s Farm Fresh Market only such items as those listed above. I acknowledge full responsibility for all my activities in the Market (and those assisting me, i.e. family members, partners, etc.) throughout the term of this season. I also understand that I am responsible for my own personal and product liability insurance.

SIGNATURE _____

DATE _____

Spaces: approximately 12’ x 12’ on Menasha Marina terrace along Main Street sidewalk (see attached map)

COST PER WEEK PER STALL: \$10.00

OR

Take 15% off total cost for 2 or more weeks at a time,

Take 30% off total cost for whole season at a time.

Please circle the dates you plan to attend (21 Thursdays):

June 11	July 2	August 6	September 3	October 1
June 18	July 9	August 13	September 10	October 8
June 25	July 16	August 20	September 17	October 15
	July 23	August 27	September 24	October 22
	July 30			October 29

Please indicate your stall preference (refer to attached map):

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Signing up for all Thursdays in the season is a \$63 savings!

NUMBER OF DATES ATTENDING _____ x 10 = _____ (Don’t forget to subtract 15% or 30%)

TOTAL FEE \$ _____ (If signing up for all Thursdays the total with discount is \$147)

Payment must be received no later than 2:30 p.m. on the Thursday(s) you are requesting.

Upon receipt of this form, you will be contacted by the City of Menasha to confirm your date(s) requested and your stall location.

Thank you!



VENDOR INFORMATION

City of Menasha

140 Main Street, Menasha, WI 54952

Phone: (920) 967-3600 E-mail: ksewall@ci.menasha.wi.us

WHEN AND WHERE

Every Thursday evening, June 11 through October 29, 2009 from 2:30 - 6:30 p.m.

Located on Menasha Marina terrace along the Main Street sidewalk.

APPLICATION

Please complete the attached application form enclosed and return to:

City of Menasha, 140 Main St., Menasha WI, 54952. Forms are also available on line at

www.ci.menasha.wi.us. Click on the permits and applications link.

APPROVED ITEMS

Produce, fresh fruits and vegetables, plants, baked goods, frozen meats, eggs, fresh and dried flowers, spices, maple syrup, honey and bee products, fruit juices and preserves (Please refer to application for handling procedures on processed foods) and quality arts and crafts.

UNACCEPTABLE ITEMS

Any goods not grown or produced by the seller, the sale of goods that have been traded or bartered for, rummage/household goods/used clothing, live animals, mass produced products or pyramid items.

RULES APPLICABLE TO VENDORS

Vendors are responsible for complying with state and local health regulations. Vendors must provide their own tent/wagon/trailer and tables used in setting up their space. These items must be clean and in good working order. Vendor is responsible for removing garbage and debris at the end of the market. Vendor to vendor harassment will not be tolerated.

FEES AND PROCEEDS

A vendor Fee is charged to help cover the cost of administration and supervision, but mainly advertising. Menasha's Farm Fresh Market is advertised on 6 major websites, in the Menasha Horizon newsletter (reaching over 1700 people), at all of our local businesses and in the Curtis Reed Square kiosk. There will also be signage at either end of Main St. on the day of the market and a large sign on Racine St.

All proceeds of product sales go directly to the vendors. Vendors selling items subject to sales tax are responsible for the collection of the tax and the reporting to the state.

PARKING

All vendors must have their vehicles off of Main St. by 2:30 p.m. unless they have prior permission for special parking. Vendors are encouraged to park in the public parking ramp adjacent to the marina terrace.

CERTIFIED SCALE REQUIRED

Please contact City Sanitarian Todd Drew at the Health Dept, 312 Racine St. 920-967-3522 to verify scale requirements. If the scale you are currently using is NOT a certified scale, you must contact Todd Drew at least 5 days prior to the market to have this taken care of. If your scale IS already certified, please let him know. You will also find in this packet the WI Dept. of Agriculture, Trade and Consumer Protection "required methods of sale for retail sales of produce" to use as a reference.

STALL DESIGNATION

Stalls will be assigned based on receipt of application. Full-season vendors will be given priority, followed by timely applications received with payment. If a vendor is not in their requested stall by 2:30 p.m. on the day of the market, their stall is subject to other interested vendors.

ONE WEEK VENDORS

The one-week permit can be applied for with the market manager on-site or in advance by filling out the the application. These vendors will have their choice of remaining stalls. The ten dollar vendor fee will be required prior to the start of the market.

FOR MORE INFORMATION

Please call (920) 967-3600 or stop by the City of Menasha, Mayor's Office at 140 Main St., Menasha.

City of Menasha Health Department
Weights and Measures
MENASHA FARM MARKET SCALE RULES
August 2008

Scales required for sale of fresh produce items by weight shall be of a commercial type meeting NIST Handbook 44 requirements. Those newer than 1986 shall be marked NIST Class III; those newer than 1/1/97 also must be NTEP approved:

- Have a scale capacity of 30 lbs or less, and a maximum scale division size of ½ ounce or .02 lbs
- Any scale used must be pre-approved by the City of Menasha Sanitarian / Sealer of Weights and Measures prior to the vendor's first sale of each year. Scales which have been sealed by another jurisdiction (State DATCP or Municipal Weights and Measures Sealer) will be accepted provided the seal is intact and tested within the last 12 months.

Questions or for certification call Weights and Measures (920) 967-3522

**WISCONSIN DEPARTMENT OF AGRICULTURE,
TRADE, AND CONSUMER PROTECTION
P.O. BOX 8911 MADISON, WI 53708**

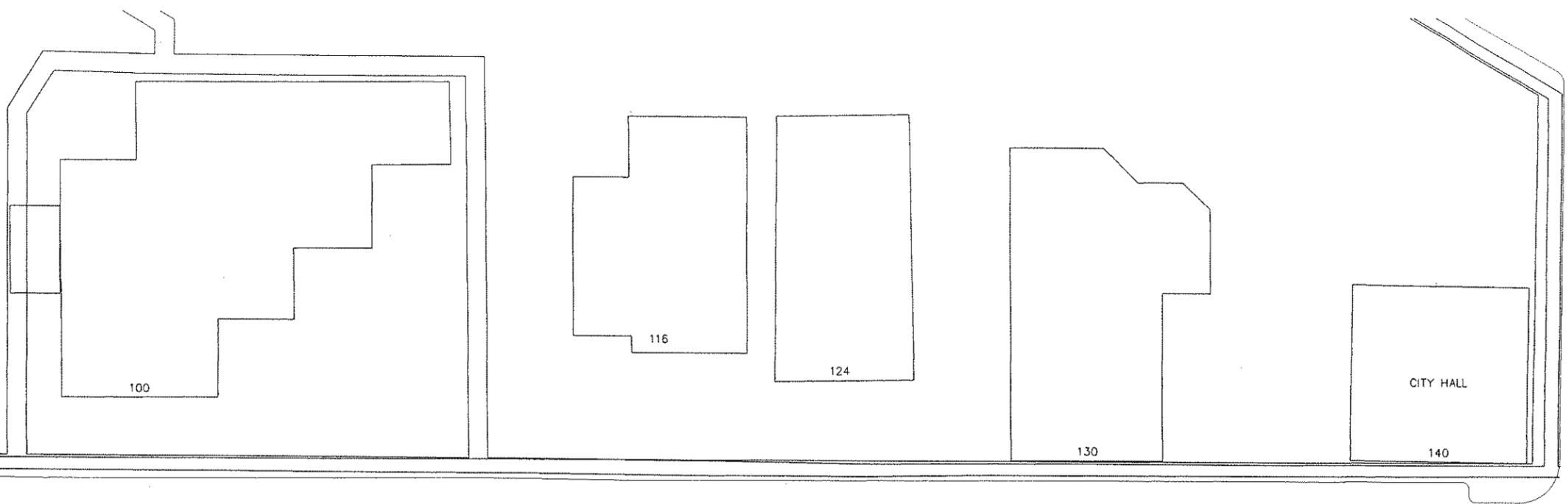
REQUIRED METHODS OF SALE FOR RETAIL SALES OF PRODUCE
SECTION ATCP 91.03 WI ADMINISTRATIVE CODE 04/01/02

COMMODITY	METHOD OF SALE
Apples	Count, Dry Measures of Bushel, ½ Bushel, Peck or Net Weight
Apples Coated with Taffy or Caramel	Count or Net Weight
Artichokes	Count or Net Weight
Asparagus	Net Weight Only
Avocados	Count or Net Weight
Bananas	Net Weight Only
Beans, Green and Wax	Net Weight Only
Beets (with tops)	Bunch or Net Weight
Beets (without tops)	Net Weight Only
Berries, Strawberries and Blueberries	Dry Measures of Quart, Pint, ½ Pint, or Net Weight
Broccoli	Net Weight Only
Brussel Sprouts	Net Weight Only
Cabbage	Net Weight Only
Carrots (with tops)	Bunch or Net Weight
Carrots (without tops)	Net Weight Only
Cauliflower	Count or Net Weight
Celery	Count or Net Weight
Chard	Bunch or Net Weight
Cherries	Dry Measures of Quart, Pint, ½ Pint or Net Weight
Choke Cherries	Dry Measures of Quart, Pint, ½ Pint, or Net Weight
Corn on the Cob	Count or Net Weight
Coconut	Count or Net Weight
Cucumbers	Count or Dry Measures of Bushel, ½ Bushel, Peck or Net Weight
Currants	Dry Measures of Quart, Pint, ½ Pint or Net Weight
Dill	Bunch or Net Weight
Eggplant	Count or Net Weight
Endive	Bunch or Net Weight
Escarole	Bunch or Net Weight
Fruit, Citrus, Kiwi, Star, Ugli	Count or Net Weight
Garlic	Count or Net Weight
Grapes (Concord)	Dry Measures of Quart, Pint, ½ Pint or Net Weight

COMMODITY	METHOD OF SALE
Grapes (all others)	Net Weight Only
Grapefruit	Count or Net Weight
Green Top Root Vegetables	Bunch or Net Weight
Greens	Bunch or Net Weight
Kale	Bunch or Net Weight
Kiwanos	Count or Net Weight
Kohlrabi	Bunch or Net Weight
Leeks	Bunch or Net Weight
Lemons	Count or Net Weight
Lettuce Head	Count or Net Weight
Lettuce Leaves	Bunch or Net Weight
Limes	Count or Net Weight
Loquats	Count or Net Weight
Mangoes	Count or Net Weight
Melons (whole): Cantaloupes, Honeydews, Catawbas, Watermelons	Count or Net Weight
Mixed Whole Fresh Fruits or Vegetables in Baskets or Reusable Containers	Count or Net Weight
Nectarines	Count or Net Weight, Dry Measures of Bushel, ½ Bushel, or Peck
Onions (green top)	Bunch or Net Weight
Onions (All others)	Net Weight Only
Oranges	Count or Net Weight
Papayas	Count or Net Weight
Parsley	Bunch or Net Weight
Peaches or Pears	Count or Net Weight, Dry Measures of Bushel, ½ Bushel, or Peck
Peas	Net Weight Only
Peppers (all)	Count or Net Weight
Persian Limes	Count or Net Weight
Persimmons	Count or Net Weight
Pineapples	Count or Net Weight
Plums	Dry Measures of Bushel, ½ Bushel, Peck or Net Weight
Potatoes	Net Weight Only
Pomegranates	Count or Net Weight
Prickly Pear	Count or Net Weight
Pumpkins	Count or Net Weight
Quince	Count or Net Weight
Radishes (with tops)	Bunch or Net Weight
Radishes (without tops)	Net Weight Only
Rutabagas	Net Weight Only
Spinach	Bunch or Net Weight
Squash	Count or Net Weight
Tangerines	Count or Net Weight

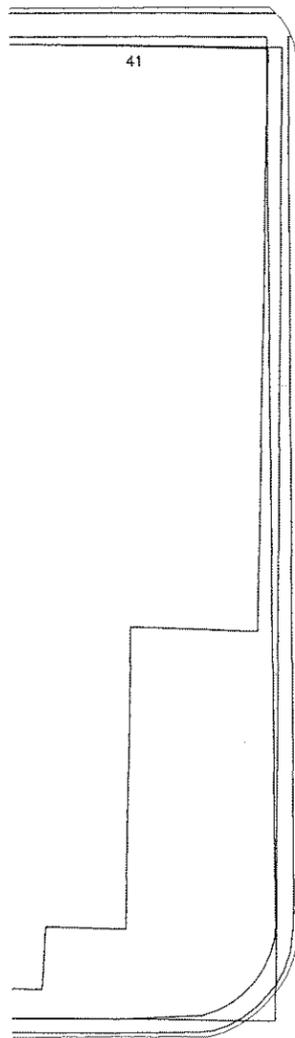
COMMODITY	METHOD OF SALE
Tomatoes	Dry Measures of Bushel, ½ Bushel, Peck or Net Weight
Tomatoes (cherry or plum)	Dry Measures of Quart, Pint, ½ Pint or Net Weight
Thyme	Bunch or Net Weight
Watercress	Bunch or Net Weight
Zucchini	Count or Net Weight

*Items not listed above should be sold by net weight. Packages of cut up pieces of produce should be sold by weight.



CHUTE STREET

MAIN STREET



CENTER STREET

