

VENDOR APPLICATION
MENASHA MAIN STREET FARM FRESH MARKET

Sponsored by City of Menasha Sustainability Board

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, bakery, etc. Please contact Todd Drew, RS – Menasha Health Department (920) 967-3522 for more information.

AFFIDAVIT

I, _____, agree to sell at the Menasha Main Street Farm Fresh Market only such items as those listed above. I also acknowledge those products will be of my own production. I further 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 10' x 10' on Menasha Marina terrace along Main Street sidewalk (see attached map)

COST PER WEEK PER SPACE: \$10.00

OR

COST FOR REMAINDER OF SEASON (10 THURSDAYS): \$70.00

Please Check the dates you plan to attend:

AUG 21 ___	SEPT 18 ___	OCT 16 ___
AUG 28 ___	SEPT 25 ___	OCT 23 ___
SEPT 4 ___	OCT 2 ___	
SEPT 11 ___	OCT 9 ___	

TOTAL FEE \$ _____

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City of Menasha

140 Main St.

Menasha, WI 54952

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

WHEN AND WHERE

Every Thursday evening, August 21 through October 23, 2008 from 2:00 until 6:00 p.m.

Located on Menasha Marina terrace along Main Street sidewalk.

APPLICATION

Please complete the attached application form enclosed. 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, canned fruits and vegetables, fruit juices and preserves 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.

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.

PROMOTION OF THE MARKET

There will be a banner on the fence at Calder Stadium, facing the Racine St. exit of Hwy 441. Posters will also be made and distributed as well as flyers. The Farm Fresh Market will be advertised on the City of Menasha Website and on our community bulletin board.

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.

MAIN ST.

CENTER ST.

CENTER ST.

MARINA
GOVERNMENT CANAL

Vendor Area

MILL ST.

AVENUE

