



September 2011

Dear Potential Winter Farmer's Market Vendor,

We would like to thank you for your interest in our Winter Farmer's Market in historic Port Washington, Wisconsin.

This will be our 2nd year doing the Winter Farmer's Market. We are working hard to promote the market to ensure greater customer participation than last year. Similar to last year, we will be located at the 1st Congregational Church at 135 North Webster (just west of the Niederkorn Library). While the weather permits we will occupy both the church's fellowship hall and the west side of Webster Street. Then with winter, we'll all retreat to the fellowship hall.

We hope you are interested in joining us, starting November 5, 2011 and through May 26, 2012. See the chart below for specific dates. Important information about the winter market is listed below:

1. **MARKET TIME AND SET UP:** Market vendors need to be in place no later than 8:45 AM each of the eleven Saturday mornings. The Market will be open from 9:00 AM until 1:00 PM. For safety reasons no vendor will be allowed to leave prior to 1PM. Except for emergency situations, any vendor who does vacate their space prior to the close of the Market will be in violation of the agreement and a review of the agreement may occur. We will also be enforcing the state/local licensing requirements with regards to all consumables – if you have a question about permits you can call Bob Carrier 608-206-9172 Wis DATCP.
2. **COSTS:**
 - The costs for a **seasonal vendor** this year will be \$110.00 for the 11-event season, per vendor space – that is for 11 Saturday market dates. As a seasonal vendor, we will provide you the same space throughout the season. We will call each registered seasonal vendor prior to each Saturday market date to confirm attendance.
 - **"Weekly" or transient vendors'** spaces are \$14 per week.

Please notify the Pat Wilborn (262-284-1970) if you are unable to attend. We will draw from the waiting list to fill in these available spaces. These procedures are implemented so that we can continue to offer a full market venue to the customers each week.

A 5-foot round table and an adequate number of chairs will be provided to each vendor.

Please record which dates you would like to participate on BOTH page 2 and 3. **Keep page one for your records and mail in page two with your payment.** All vendor applications will be considered on a first come first served basis. We will be generating a vendor waiting list based on the order in which requests are received.

Thank you for your participation and we look forward to a successful Winter Farmer's Market –

YEAR TWO!

2011 Port Washington Farmers Market Vendor Agreement Form

COMPLETE, SIGN & MAIL WITH YOUR PAYMENT:

Name:	Address:
City, State, Zip:	Phone:
E-mail address:	Signature:
(For office use) Vendor type:	(For office use) Payment confirmed:

CHOOSE ONE OPTION BELOW:

___ I will need ___ (#) vendor space(s) for the season (\$110.00/each payable with this application and vendor agreement).

___ I will need ___ (#) vendor space(s) **for each of the dates marked on the schedule below** (\$14 each payable upon arrival at the market).

Please circle or mark your desired dates to participate in the market on the schedule below.

November 5, 2011	December 3, 2011	January 28, 2012
November 12, 2011	December 10, 2011	February 25, 2012
November 19, 2011	December 17, 2011	March 31, 2012
Closed for Thanksgiving	Closed for the holidays	April 28, 2012
		May 26, 2012

I agree to the terms of this agreement and agree to abide by all policies set forth by the Port Washington Farmers Market Committee. I will adhere to the provisions as outlined in the 2011 Port Washington Farmers Market sign up form. If these provisions are not fulfilled by me or my employees I understand that my vendor agreement may become void and I may be subject to any fees associated to the Port Washington Farmers Market Committee.

Signed: _____ Date: _____

Please make all checks payable to: **“PortFish, Ltd.”**

Mail completed form with payments to:

**PortFish, Ltd.
c/o Farmers Market Application
233 East Pier Street
Port Washington, WI 53074**

*****PLEASE ONLY MAIL THIS COMPLETED AND SIGNED SHEET WITH YOUR PAYMENT.*****

Circle desired dates on this schedule and **PLEASE KEEP FOR YOUR RECORDS:**

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will be provided to each vendor.**

Signage and name of vendor is encouraged.

Special displays and samples of products are encouraged.

**Be unique and treat every customer
as a repeat-customer.**