



CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



March 17, 2017

Dear Manitowoc Farmers Market Vendor:

The Manitowoc community is poised for another exciting year of enjoying fresh, local foods and local art and craft goods in the downtown Farmers Market, and we invite you to participate! The operation of the Market for 2017 will be largely the same as in previous years, but we are working with vendors on some potential changes that may be implemented later in the season.

If you would like to be a vendor this year, please complete and return the attached "Downtown Manitowoc Farmers Market 2017 Participation and License Agreement." This document includes the Market rules and policies, the vendor acknowledgement form, and market application form. Completed forms can be mailed to or dropped off at City Hall:

City of Manitowoc
Attn: Community Development Department
900 Quay Street
Manitowoc WI 54220-4543

Please read the attached materials carefully as they explain:

- The process for assignment of display areas
- The dates and times for the 2017 Market
- The fees for 2017
- Information on Seller's Permits and sales tax requirements
- Weights and measures requirements
- The rules and policies with which all vendors must comply
- The City's commitments toward the Market
- Map of the Market area

As in years past, the Saturday Market will be located in the parking lot north of the Manitowoc Public Library. The Tuesday Market location will be determined prior to June 6, 2017, and vendors will be notified as soon as details are made available. Returning vendors may request a maximum of 4 display area spaces, and first-time vendors may request a maximum of 2 display area spaces. Flex spaces may also be available once again for preauthorized vendors. While the City will make every effort to provide each vendor with the requested number of spaces, we may need to make adjustments based on demand.

Please note that April 13, 2017 **is the deadline for reduced display area fees this year**. Applications received after April 13, 2017 will cost an additional \$50 per display area space. In April, we will send you a copy of the signed Participation and License Agreement, along with your display area space(s) assignment for the 2017 Market. If you have any questions regarding these materials, please contact Amber Daug's at (920)645-9467.