



Downtown De Pere Farmers Market Guidelines and Requirements

The Downtown De Pere Farmers Market will return this summer on Thursday evenings. Downtown De Pere is home to scenic beauty, historic charm, unique shops, specialty restaurants, exciting entertainment options, St Norbert College as well as 24,724 residents and a market area of 49,946 people.

Definitely De Pere invites vendors selling fresh fruits and vegetables, meats and cheeses, breads and baked goods, specialty foods, and handcrafted items to participate in the Downtown De Pere Farmers Market. The market will feature live music and weekly events such as a kids market, health and wellness activities, and learning and education opportunities.

Dates June 15 - September 28 | 3:00 pm - 7:00 pm

Cost One 10' x 10' Stall - \$150 | Two 10' x 10' Stalls - \$250 | Daily Stall - \$25

General Guidelines

- Fill out the online application and submit electronically by March 15, 2017 (see link below).
- Mail all required forms and payment, postmarked by March 20, 2017. Check will be deposited once accepted to the market. Vendor fees are nonrefundable after April 15.
- Acceptance letters will be sent March 31, 2017.
- All vendors will be required to attend a vendor meeting in May. The date and time will be included in your acceptance letter.
- Stall numbers and placement map will be available at the vendor meeting.
- Vendors may not sublet their space or allow another vendor to sell in their booth.
- Vendors are responsible for collecting and reporting any applicable sales tax.
- All legal-for-trade scales should be approved by the Wisconsin Department of Agriculture.
- Vendors are responsible for all required licenses and corresponding fees.
- Examples of items approved for sale without obtaining a license: homegrown vegetables, fruits, fresh and dried flowers, fresh herbs, and handmade crafts.
- Examples of items requiring a license and/or that must originate from a licensed operation: bakery items, processed foods, cheese, eggs, dried herbs, poultry, and meats.

Vendor Rules and Regulations

Produce Vendor criteria for uncut vegetables, fruits and cut flowers

- Must be locally grown (except peaches and blueberries) and cultivated by vendor.
- Vendor must own or lease the property where the produce is grown.
- Buying, reselling, and sharing of produce amongst vendors is prohibited.
- Organic vendors must have proof of certification.
- If selling products by weight, an approved scale is required.

Processed Food Vendor criteria for prepackaged foods

- All foods must be processed by vendor.
- Product must be made in a licensed and inspected establishment.
- All vendors must have a sellers permit from the State of Wisconsin.
- If selling products by weight, an approved scale is required.

Prepared Food Vendor criteria for foods prepared on-site

- Food sold must be prepared on-site by the vendor.
- Only one vendor selling the same type of product will be accepted, first come first-served.
- A Temporary Restaurant Permit from the City of De Pere Health Department is required.
- All vendors must have a seller's permit from the State of Wisconsin.
- If selling products by weight, an approved scale is required.

Art and Craft Vendor criteria for handcrafted and homemade products.

- Items for sale must be of original design or creation.
- Items for sale must be made by the vendor selling them.
- All vendors must have a sellers permit from the State of Wisconsin.

Please Submit Application Online <https://goo.gl/forms/oqMmNWtgLkV4ERep1>

If you prefer a hard copy of the application, one can be mailed or emailed by request.