



**Union Grove Community Market**  
*2025 Market Season*

# **VENDOR GUIDELINES & AGREEMENT PACKET**

**Sundays: June 8th- September 28 11-3pm**

**LOCATION: Piggly Wiggly Parking Lot**

## Producer Market

All vendors must produce all items they sell. Resale, repackaging or relabeling, is not permitted. The Union Grove Community Garden reserves the right to inspect farms and/ or businesses at any time, with or without notice.

## Allowable Products

Fresh, local fruits and vegetables, cider, herbs, honey, maple syrup, preserves, grains, artisan bread and bakery, and flowers are acceptable offerings. Eggs, meats, dairy products, processed foods, processed, stored, displayed according to Federal, State, and Racine County Health Department regulations.

Vendors will submit a product plan with their application indicating market intestine. Soap, lotions, candles, yarn, wool, and wooden products are allowed. Artisan self-crafted art or craft items are juried by the Union Grove Community Garden.

## Food (*processed*)

All food vendors are required and responsible for compliance with all applicable, village, county, state & federal regulations and licensing.

All processed, baked, frozen, and canned goods must be prepared in a licensed facility or comply with the [Pickle/ Cottage bill](#). Resource [Link](#), Pickle Bill Resource [Link](#)

All applications will be forwarded to the Racine County Community Health Division for retention and review.

## Health Department contact

Jennifer Loizzo, RS, Registered Sanitarian- Racine county Community Health Division  
9531 Rayne Rd. Sturtevant, WI 53177 - Email: [Jennifer.loizzo@racinecounty.com](mailto:Jennifer.loizzo@racinecounty.com)

## Applications, Market Calendar and Fees

- In **2025** the market will run **Sundays 10am-3pm June 8th- September 28th**. All applications are reviewed for final selection by the Union Grove Community Garden.
- Submission of application, calendars, and product offering list are required in written form and received by the deadline of **May 1st**. Submission does not guarantee acceptance. Fees are non-refundable after acceptance. Discounts apply if paid in full by the due date.
- The market does not offer exclusivity to any product type or business.



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- All vendors **MUST contact the Market Point of Contact by 5pm on Friday prior to the Sunday market if they will not be attending.** There are NO refunds for no-shows. - Frequent no-shows will result in a denied application for future events.

### Insurance

All vendors are required to carry liability insurance naming **Union Grove Community Garden Inc** as a certificate holder. Please provide a copy for the current year.

### Booth space

- Booth space is 10x10, no electricity is provided. The Market point of contact will assign space.
- Tents must be secured with proper weight in all corners at all times, not obstructing other vendors or market attendees. Tethering methods must be marked in a way to not be hazardous.
- Vendors are responsible for their own tents, tables, and anything else needed for the day.
- Items must stay inside their assigned space and not intrude on a neighbor's space.
- Plan accordingly for uncontrollable weather factors like wind and rain.
- The market is in a parking lot and you can keep your car close to the booth.
- We also have the ability to offer larger spots, approved on a case-by-case basis.

### Booth Set up & Take Down

Vendors are expected to check-in prior to setting up their booth space.

Market grounds open at 9:00am for Setup. Setup is completed by 9:45am and ready for sales by 11:00am for market opening. Take down begins no earlier than 3pm. Please do not pack up early unless confirmed by the Market point of contact.

Packing up early may result in forfeit of future dates. If you have an emergency, please speak to the Market point of contact before packing up for the day.

### Market Contact

Call / Text: 262-558-8396 or Email: [UGCommunityGarden@gmail.com](mailto:UGCommunityGarden@gmail.com)

Address: P.O. Box 74 Union Grove, WI 53182

### Weather

The market operates in all weather conditions. In the event of severe weather, the Market will close to ensure the safety of all.

*I agree to follow all the above Union Grove Community Market Guidelines*

DBA / Business Name \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_



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Vendor Classification

Please indicate what types of vending you will offer at the 2025 market.

Farmers / Producers	Baker / Processors	Prepared Food	Artisan Vendors	Direct Sales & Resellers MML (Multi-Level Marketing)	Info Booth	Food Truck

**Farmers/Producers:** Those who offer raw or minimally processed agricultural products they have grown or raised themselves. Including fruits, vegetables, plants, flowers, honey, livestock products like meat and eggs, and processed items like jams or cider if the core ingredients are grown by the vendor.

**Baker/Processor:** Those who create products from raw or minimally processed ingredients. Examples include bakers, soup makers, coffee roasters, and processors of things like soap, juices, or ice cream. Vendors are required to provide your kitchen location below.

**Prepared Food:** Those who sell freshly made, ready-to-eat food items. This includes baked goods, jams, sauces, and other pre-packaged food items.

**Artisan Vendors:** Those who sell handmade crafts, art, and other items. This category often excludes resellers or businesses that don't have a direct hand in the creation of the product.

**Direct Sales & Resellers:** Those who are representatives or independent consultants for direct sales companies of products or services that you do not directly contribute to the making of the product.

**\*Required**

Baked goods kitchen address: \_\_\_\_\_

Certified Kitchen address: \_\_\_\_\_

Home baker kitchen address: \_\_\_\_\_

Artists/Crafters please list your offerings for review:

\_\_\_\_\_  
\_\_\_\_\_

Website URL: \_\_\_\_\_

Social Media handle(s): \_\_\_\_\_



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**2025 Market Application / Calendar**

Business Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Indicate all dates you will attend *(Circle all that apply)*

<b>JUNE</b>	N/A	8	15	22	29
<b>JULY</b>	6	13	20	<del>27</del> Closed due to Fair	-
<b>AUGUST</b>	3	10	17	24	31
<b>SEPTEMBER</b>	7	14	21	28	-

» Number of Markets expected to attend: \_\_\_\_\_

<b>PAYMENT OPTIONS</b>		
1	2025 Fee the full season (16 Sundays) <i>(discount)</i>	\$125.00
2	Pay-per-date <i>(not a full season)</i> Pay once arriving at the market but you will not be included in promotional material.	\$10.00 / per market date
3	Pay Day of / On-site <i>Application must be properly completed in full prior to set-up</i>	\$12.00

**MAKE CHECKS PAYABLE TO: Union Grove Community Garden Inc.**

If the vendor does not have a Wisconsin seller permit number and claims their sales are tax exempt, enter the exemption code number provided by the vendor.

- 1 - Exempt sales only or display only
- 2 - Multi-level marketing company pays sales tax
- 3 - Nonprofit occasional sales exemption
- 4 - Exempt occasional sales

Wisconsin Seller's Permit Number (15 digits starting with 456) 456- -		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
Legal Business Name (if not sole proprietor)		Doing Business As (DBA) Name (if applicable)		
Vendor/Contact Name (Last)	Vendor/Contact Name (First)	Vendor Phone Number		
Mailing Address		Email Address		
City	State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)	

**Submit all signed forms, certificate of insurance to:**

*Union Grove Community Garden P.O. Box 74 Union Grove, WI 53182*

*If signing up the day-of a market, Vendors MUST submit ALL required documentation before being approved for vending. Vendors without the required documents will not be allowed to set up their space.*



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## Indemnification Release

### Market Safety Requirements Agreement

### Hold Harmless Agreement

I, \_\_\_\_\_ provided selling space at the **Union Grove Community Market**, agree to the following terms and conditions;

- I agree to comply with the market guidelines, a copy of which I hereby acknowledge the receipt.
- "Union Grove Community Market" shall include its operators, including market manager/ point of contact, its affiliates, or successors, officers, independent contractors, employees, agents, board members, and volunteers.
- "Seller" shall mean farmer, vendor, participant, volunteer, or entity at Union grove Community market: seller's employees, agents or volunteers including family members and its heirs and assigns.

### Indemnification

Seller shall indemnify and hold harmless Union Grove Community Market and Village of Union Grove from and against all loss, damage, liability, claims, suits, cost, and expenses whatsoever. Including reasonable attorney's fees, regardless of the merit or outcome of any matter connected to any act or omission on going to, coming from, or performing services, work, or activities at or in relation to the Union Grove Community Market- Village of Union Grove.

### Release

I hereby waive, release, and discharge all claims for damages, personal injury, and death or property damage. That it may have or which may hereafter accrue because of its activity at the Union Grove Community Market- Village of Union Grove.

I understand that there may be photos and/or videos taken and distributed for Market promotional and marketing materials that may feature my booth, products, staff, and likeness.

### Market Safety Requirement

I hereby assume all liability and financial responsibility for any accident, injury, or property damage resulting from failure to comply with the Union Grove Community Market Guidelines- Village of Union Grove

### Agreement

The undersigned hereby states that I have read, understand and agree to follow the procedures outlined in this copy of the Union Grove Community Market Hold Harmless Agreement, Indemnification and Release.

Signature \_\_\_\_\_ Date \_\_\_\_\_

DBA \_\_\_\_\_