**2024 Cuba City 12th Annual Community Market Vendor Application**

**Rain or Shine!**

Shape

Name:

Address:

Shape

Telephone:

Email:



Substitute:

Address:

Shape

Telephone:

Shape

Email:



In the space below, please provide a brief description of your business or stand; i.e. farm or business name, what you will bring to the market, what makes you special.

I voluntarily consent to follow the Cuba City Community Market Guidelines

Vendor Signature  Date:

Market Facilitator Signature  Date:

Return your signed application and $30.00 contribution by 4:30 p.m., Thursday, May 9th to:

City Hall

108 N. Main St.

Cuba City, WI 53807 Office: 608-744-2152 Fax: 608-744-2151

Email: [cubacity@cubacitylightandwater.o](mailto:cubacitycdc@gmail.com)rg

You can drop the completed application and payment in the lobby drop box, or mail it to City Hall. Any questions can best be addressed via email. Additional forms are available on the City webs[ite at www.cubaci](http://www.cubacity.org/)ty.org.

\*\*Please make checks payable to **City of Cuba City**

Applications received after May 9th, 2024 will require a $40 contribution or $10 per market.

**Cuba City Market Guidelines**

1. **Qualifications**

The Cuba City Community Market is an outlet for selling locally grown, seasonal fruits, vegetables, cider, honey, sorghum, maple syrup, fresh and dried flowers, nuts, indoor and outdoor plants, baked goods, processed foods, dairy products, meats, apparel, crafts and services. The Market is intended to give growers, producers of goods, and consumers, an opportunity to deal directly with each other. The Market is also intended to enhance the downtown shopping area of Cuba City. Sales of alcohol or animals are prohibited.

1. **Market Management**

The market is facilitated by City of Cuba City. A volunteer member will be present at the market starting at 2:30 pm to help facilitate this function and to enforce market guidelines when necessary.

1. **Space and Contributions**

All individuals wishing to participate in the Market will sign the Vendor Application form. Vendors will be provided with an approximately 12x12 stall. No sharing of space is allowed unless the facilitator is notified. If you require access to electricity, please notify the facilitator before the Market opens. Electricity is limited. Vendors wishing to participate all season long must contribute $30 for One (1) stall before May 9th or $40 for the five markets after that date. Otherwise, vendors will be asked to contribute $10.00 for each market they attend. Payment will be due one half hour after the market opens. Vendors are free to contribute more if they like. All funds will be used strictly for advertising and promotion of the Market. Checks can be made payable to the City of Cuba City. Rain or shine, no refunds will be given. Copies of the vendor application, regulations, and contract will be available at the market.

1. **State, County and Local Guidelines and Regulations**

Each vendor is responsible for having knowledge of and complying with ALL State of Wisconsin, Grant County, and City of Cuba City laws governing health, packaging, labeling, taxes, scales, weights and measures, etc. Vendors are responsible for collecting sales tax on any non-food items, and must display appropriate retail licensing. Also, vendors must secure their canopies if used by tying it down or weighing it down. If you have questions regarding the necessary permit (s), contact Food Safety at [www.foodsafety.wisc.edu](http://www.foodsafety.wisc.edu/) or contact the Food Safety Supervisor, Emily Schneider at 608-576-3296.

1. **Dates and Hours of Operation**

The Cuba City Community Market will be held on the third Wednesday of each month from 4:00 P.M. to 7:00

P.M. A listing of market dates is included below.

* Wednesday, May 15
* Wednesday, June 19
* Wednesday, July 17
* Wednesday, August 21
* Wednesday, September 18

**We will have a meeting on May 8th at 5:30 to discuss any questions and assign your spot.**

**Vendors may start setting up at 2:30 no earlier and are encouraged to remain set up until closing. Vendors will be in their stall by market opening or the slot will be filled as needed.**

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1. **Spaces and Location**

The market is located at Veteran’s Park, S. Washington Street, Cuba City, WI. Spaces will be assigned to vendors on a first come, first serve basis. Assigned by Vicki, locations are limited and will be reserved on a first come, first serve basis.