

Kenosha HarborMarket
2023 Outdoor Season
Vendor FAQs

1. Where are you located?

We are located on 2nd Ave, between 54th and 56th Street, and the adjacent Place de Douai to the south of the intersection of 2nd ave and 56th Street. This is one block west of the Kenosha Public Museum.

2. What days and times are you open?

We are open every Saturday between May 13 and October 28, 2023 from 9:00 am to 2:00 pm.

3. How much does it cost to be a vendor?

It costs \$45/week for a single booth for vendors who commit to (and pay for) 22 or more Saturdays of our outdoor season by the first date of the season. The cost for single booth vendors who commit to 21 or less Saturdays is \$55/week. Fees for multiple booths are listed on our website.

4. How do I apply?

We accept electronic applications only. Please visit <https://www.kenoshaharbormarket.com/vendor-application.html> to apply. Returning vendors should login to their vendor account in MarketWurks. Instructions are on our website at the link above and after question 22 below.

5. Do I *really* need insurance?

Yes. All vendors, including nonprofits must carry liability insurance. No exceptions. (Please see next question.)

6. What insurance document do I need?

You need to provide a certificate of insurance that names the following as additional insured Your insurance agent should be able to generate this document. This document may be uploaded as part of your application, but you may wish to wait until you are approved. Vendors are expected to keep this document up to date and provide a new one when a policy renews or changes. Please email the certificate of insurance to aforgianni@kenoshaharbormarket.com

Kenosha Common Markets, Inc.
P.O. Box 643

Kenosha, WI 53141

7. How do I pay?

You may pay by credit card by clicking on the secure link in the invoice that is sent. Alternatively, a check may be mailed to the address below. We do not accept cash.

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8. Do you offer payment plans?

We do not offer payment plans. All fees are due in full prior to the start of the market season.

9. Do you have electricity?

Electricity is available, but limited. Vendors who require electricity for critical functions such as cooking and/or keeping food cold are given highest priority. Electric fee is \$5/week/line. Only cords provided by HarborMarket are to be used.

10. How do I participate in the SNAP/EBT program at HarborMarket?

Please email aforgianni@kenoshaharbormarket.com.

11. What time can I arrive to set-up?

You may arrive as early as 7:00 am.

12. Where do I go to set-up? What is the procedure?

It depends where your booth is located. Please check the weekly map at the link below to locate your booth. If you are on 2nd Ave, please enter from 56th Street and proceed **slowly** down the street towards 54th Street until you are near your booth. If you are located on the Plaza, please also enter from 56th Street and proceed south down the plaza, exiting near the marina parking lot. Please pull to the side, if possible, and then unload, park and return to set up your booth. PLEASE DRIVE SLOWLY so as to avoid hitting pedestrians. All vendors MUST unload and then park BEFORE beginning booth set-up.

13. Where is my booth?

Booth space numbers are marked on the pavement and/or with flags.

<https://www.kenoshaharbormarket.com/vendor-map.html>

-Please note that flags, depending on booth location, are either at the back right or back left of your booth space. They are NOT to be in the middle of it.

On 2nd Ave west, the booth number flag is placed where the back left (viewed from 2nd Ave) should go; on 2nd Ave east, the booth number flag is where the back right (viewed from 2nd Ave) should go. On the Plaza, it is in reverse of that: on the west side of the Plaza, the booth number is located at the back right of the booth (viewed from the Plaza); on the east side of the Plaza, the booth number is located in the back left of the booth (viewed from the Plaza)

-Booths on 2nd Ave are to be set back so 1' of the booth is on the grass. This is required by the City so that, in the event of an emergency, the necessary responding vehicles can drive down 2nd Ave without obstruction.

14. Where can I park?

Free on-street parking is available on surrounding streets. We ask that the closest spaces be reserved for customers and vendors whose mobility is limited. **Please avoid parking in the museum lots. Violators may be ticketed and/or towed.**

15. Can I leave early?

Only in an emergency may vendors leave early. If you must leave due to an emergency, you must speak with market staff and remove your belongings via cart. If you sell out before the market ends, you may use it as an opportunity to market your business.

16. Can I play music?

No. We hire and pay for musicians to provide music, both on 2nd Ave and the Plaza.

17. Are you open if it rains?

We are open if it rains. Any severe weather (ie. thunderstorms) will trigger a market closure or modified opening or closing. Any closures will be communicated by market staff or volunteers if the market is already open and via social media and calls/emails/texts if prior to opening.

18. What kind of tent do I need?

All tents must be 10' x 10' and white. Any waivers will be granted on a case-by-case basis and will only be considered when such a tent is part of a company's branding. If you wish to request a waiver, please email aforgianni@kenoshaharbormarket.com.

Please make sure that your tent is adequately weighted down on all legs - at least 25lb per leg is recommended.

19. What are the Health Department rules?

The Kenosha County Health Department enforces health codes related to food safety. Specific rules apply to vendors who prepare food off site as well as those who prepare only onsite. ALL prepared food and processed food vendors must prepare their food in a licensed commercial kitchen, if it is being prepared prior to the market. Please contact the Kenosha County Health Department for rules and license requirements well in advance of your first market attendance date. Regular inspections will take place. If a vendor is not in compliance, the Health Department may shut down the booth.

For Health Department related questions, please contact Patricia Shumaker -
Patricia.Shumaker@kenoshacounty.org

For licensing, please contact Adam Barningham -
Adam.Barningham@kenoshacounty.org

20. Can I add or change dates?

Yes, date changes can be requested via logging into your vendor profile in MarketWurks. (Please see instructions below.) Changes must be requested at least two weeks in advance. Due to the volume of change requests, staff cannot enter these changes.

21. Can I add products to my booth beyond those included in my approved application?

Vendors may request product additions by logging into the vendor's profile in MarketWurks. (Please see instructions below.) Change requests will be reviewed. Due to the volume of change requests, staff cannot enter these changes.

22. How do I access my vendor profile in MarketWurks?

Go to: <https://kenharbor.mymarket.org/>

If you **have** already registered your profile, select "Login". Enter your email address and password. (Click on "Forgot Password" if necessary and follow the instructions.) Proceed to Step 5 below. Your application should take less than 15 minutes to complete.

If you **have NOT** already registered your profile, select "Register Profile" and begin

at Step 1 below.

Step 1: Send Request. Enter the email address that you previously used to sign up with HarborMarket.

Step 2: Enter the verification code that was sent to your email. (This may take a few minutes. Please check your spam folder.)

Step 3: Set an account password

You'll now be returned to <https://kenharbor.mymarket.org/>

Step 4: Enter your email address and password that you just set.

You are now logged in.

Step 5: Click "Request Changes" in the upper right corner of the screen.

Step 6: Scroll down to "Kenosha HarborMarket"

Step 7: Click on the drop down tab for "Kenosha HarborMarket Summer 2023" Go ahead and make changes to dates, products or insurance.

Step 8: Scroll back up to the top of the screen and click "Submit".

Step 9: A pop up window will appear. Select "Okay" to confirm your change requests.

Step 10: Logout. (Please keep a record of your password for future logins. HarborMarket does not have access to your password information.)

We receive your application/date request automatically. You will receive an email when we approve, waitlist or decline your change request.

23. Who do I contact if I will miss a date?

Please email aforgianni@kenoshaharbomarket.com. Please note the vendor attendance policy within our rules that is posted on our website.

24. Who do I contact if I have a question or need help at the market?

Please contact any of our staff or volunteers. There will always be at least one staff member or volunteer at the HarborMarket information booth on 2nd Ave.

25. What do I do if there is an emergency at the market?

In an emergency, assure your own and others' safety first, call 911 and have someone alert market staff to assist and direct emergency personnel to the location.

26. Who do I contact if I have a question or need help during the week?
Please email aforgianni@kenoshaharbormarket.com or
lruffolo@kenoshaharbormarket.com.