Kenosha Common Markets, Inc.

2018 – 19 Kenosha Winter Harbor Market Rules

In order to ensure a safe, efficient, customer-friendly Market, we require your compliance with the following rules. ALL vendors must apply every year. Previous participation does not guarantee acceptance to the current year. Participation in the summer does not guarantee participation in the winter, and vice versa. Participation is not open to groups whose primary focus is political or religious. Only vendors who actually sell a product or provide a service on-site will be considered for winter vending. Vendors must request an application from the market manager.

Application Submittal

1. Vendor applications must be received at least fourteen (14) days prior to the date requested for participation.
2. Vendors may lease up to two vending tables for a full or partial season, but these tables must be adjoining.
3. ANY payment method may mail printed applications to:

   Kenosha Common Markets, Inc.
   PO Box 643
   Kenosha, WI 53141-0643

4. Only applicants paying by credit card may email application as a PDF to:

   info@KenoshaHarborMarket.com

5. You may submit application and payment in person to Curzio or other market representative on any Market day, 10:30am–1:30pm. Fourteen-day rule still applies.

2018–19 Operating Schedule

Day: Saturday

Dates: October 20, 2018–May 4, 2019 (28 weeks) Except: December 1 is Kenosha Harbor Holiday International Market & Festival.

Time: 10am to 2pm. Vendors may not make sales before 10am or after 2pm except to other vendors.

Where: Rhode Center for the Arts, 514 56th St., downtown Kenosha.

Set-up: Set-up between 8am to 9:45am.

Take-down: 2pm, completed by 3pm. Please do not pack up before 2pm.

Because of traffic congestion on 56th Street, vehicles may not line up on 56th Street prior to 2pm.

Table Size

We provide a standard 6’ table (and a chair.) The vending space behind the table is approx. 2’ to 4’ deep, depending on location.

The Market Management has the discretion to allow expanded stall space at an additional fee.

There are a very limited number of 8’ tables available on a ‘must-have’ basis at additional cost.
Vendor License & Insurance Requirements

Health Department: It is the responsibility of ALL food vendors to follow local Health Department regulations and restrictions. Read the temporary restaurant license checklist on the Market website for compliance details, then call the Kenosha County, Division of Health at (262) 605-6700 for information on food-related sales requirements, such as licenses and proper food preparation, labeling and handling. If you sell food, you must carry appropriate insurance.

Fire Department: Please read the Fire Dept. rules available on the website.

Liability Insurance: All vendors must provide a Certificate of Liability Insurance naming Kenosha Common Markets, Inc. as additional insured. The policy shall be for $1 million.

Agricultural Products (Produce, Meats, Fish)

Fresh vegetables, fruits, cut flowers, herbs, nursery and bedding plants, meats and fish must be grown/raised in Wisconsin, Illinois, Indiana, Iowa, Michigan or Minnesota. You may carry products from other farms within this region, but they must be marked with the name of the farm. Vendors may not buy, and resell, products from wholesale outlets. Kenosha Common Markets, Inc. promotes and encourages farm-direct and sustainable agriculture practices.

Vendors selling wild-caught ocean fish and other seafood will be individually considered based on its origins, and the uniqueness to our market. Other out-of-area products will be considered on a case-by-case basis.

Buy local. Eat Fresh!

Vendor Conduct

1. On Saturday morning, if a vendor will not make it to the market, text Curzio, the Market Manager, as early as possible, so the vendor layout can be adjusted. Phone: (262) 308-2669

2. A vendor may not leave the Market early, even if sold out, unless it’s an emergency.

3. Smoking by vendors, their staff, or market volunteers is not permitted anywhere on the HarborMarket grounds between 8am and 3pm. Vendors who must smoke MUST stand at least 25 feet outside the market perimeter. Rule includes: cigars, cigarettes, pipes and electronic cigarettes.

4. Vendors may not bring their pets.

5. Vendors are expected to behave in a courteous manner to other vendors, Market Management and the public. Annoying behavior, including unnecessary noise, will not be tolerated.

6. Vendors may not play music.

Parking & Loading — Leave nearby street parking for customers!

Park one or more blocks from the Market. Vendors violating this rule will be warned on the first occasion, fined $25 on the second, $100 on a third occasion and expelled from the market for any
subsequent violation. Take note of the streets with 2-hour parking in the area. Parking tickets from the Kenosha Police Department are $25!

**Unloading and Loading**

We provide 3 market carts for vendors’ use for unloading/loading. You are welcome to take turns, but if at all possible, bring your own cart. Unload completely, move your vehicle to a parking space, then set up your table.

**Vendor Discipline/Termination**

Vendors are expected to cooperate with the HarborMarket Management, and obey all rules. If there is a problem, the vendor will be notified first verbally, and then in writing. Upon second and third occurrences, a fine will be due on the spot. Failure to respond and correct the problem, or pay the resulting fines, will result in termination of the vendor at HarborMarket, without any refund of rental fees.

*Kenosha HarborHoliday International Market & Festival, December 1st, 10AM–5pm, is a separate application. Fee: Prepared food—$150, All other—$100. It will be held under large, heated tents on 55th St. to 56th St., 2nd Ave. to the west side of the Kenosha Public and Civil War Museums. Partners (at this printing) include Kenosha Public Museums, Jerry Smith Farm, Kenosha Area Convention & Visitors Bureau, House of Gerhard, Rustic Road Brewing Co. and Public Craft Brewing Co.*