Farmers' Market on Broadway | Daily Vendor Information

2020 Market Dates & Times

Wednesdays beginning May 27 through September 30, 2020 (19 weeks)
3 – 8pm | Markets end at 7pm after Labor Day (September 7, 2020)

I. Booth Assignment(s)

a. Applicants that initially applied to be a daily vendor
   - **i.** Assignments will be made with general application review. Preference will be given to daily vendor applications.
   - **ii.** You will be scheduled based on your availability and the availability at the market. Preference will be given to produce vendors. All other vendors will be determined based availability and product mix of vendors.

b. Applicants that were denied as a full season vendor but offered a daily vendor option
   - **i.** Assignments will be made after the general application review and booths are assigned to seasonal vendors.
   - **ii.** Availability will be based on the number of daily booths made available and absences scheduled by full season vendors.
   - **iii.** You will be scheduled based on your availability and the availability at the market. Preference will be given to produce vendors. All other vendors will be determined based on the availability and product mix of vendors.

c. Mid-Season Fill in Opportunities
   - **i.** Dates that become available after the season has begun will be filled on an as needed basis.
   - **ii.** Scheduling typically occurs via an email sent the Thursday prior to a Wednesday market. Booth assignments will be made using the guidelines below:
     1. Promptness of response
     2. Product offered
     3. Size of booth and power needs

II. Check in Process

a. All vendors must enter from the north end of Broadway at Dousman St and head south towards their assigned booth. (See Map)

b. If you are unsure of your booth assignment or the location of the booth, there will be a stand with check in information near the entrance. If you need to stop, please pull your vehicle off to the side so that you are not blocking the entrance. This area will not be staffed.

c. The phone number for the Market Manager for the day will be listed on the check in stand if you need further assistance.

III. Set Up

a. No vendor can set up prior to 1pm for any reason.

b. Daily vendors are asked to set up beginning at 1:30pm to allow for trucks and trailers assigned earlier check in times to move into their space without hazard. If you need to request an earlier set up time for any reason, you must do so prior to the day of the market(s) you are assigned.

c. When unloading, pull your vehicle as far out of the center of the road as you can to allow cars to pass. Unload your vehicle and then go park your vehicle. Do not leave your vehicle parked on the road while you set up. This will cause congestion. All vehicles must be off of the road by 2:30pm (no exceptions) and parked in a legal parking spot – refer to Parking in 2020 Vendor Rules (IV, g.).

d. Power – you should have indicated in your application if you need power.
   - **i.** If you bring a generator, it must be whisper quiet. If the generator you bring is not whisper quiet, you will be asked to turn it off and another solution may not be available to you that day. Please plan accordingly.

ii. Reminder, power is not available in all areas of the market and your need for power may impact your ability to be scheduled.

IV. Payment

a. Payment for your booth(s) is due before 1pm on the day that you are scheduled. You can pay via the options below:
   i. Visit the On Broadway, Inc. office – address below.
   ii. Check made payable to On Broadway, Inc.
   iii. Cash
   iv. PayPal (contact On Broadway, Inc. for payment request to be sent to you by email)
   v. Mailing Address:

      On Broadway, Inc.
      Attn: Farmers' Market on Broadway
      340 N Broadway, Suite 165
      Green Bay, WI 54303

b. Any unpaid booth fees are subject to a 10% late fee and will count against you for future scheduling opportunities.
c. Refunds are not given for markets with inclement weather. For questions about the cancelation of markets, review the 2020 Vendor Rules.

V. Absence Policy

a. Cancelations – If you cancel your daily booth assignment within 48 hours it will negatively impact your ability to be scheduled for future events.
b. No Show – If you do not notify On Broadway, Inc. that you will not be attending the market twice, you will not be scheduled for the remainder of the season and any dates already scheduled will be taken away. Refunds will not be given for any vendors who do not show up.

VI. Information Checklist – you will receive the information below when assigned dates as a daily vendor. This information is very important to your success and confidence to participate in the market. Please review carefully.

a. 2020 Daily Vendor Information – This document.
b. 2020 Vendor Rules – This information must be reviewed and signed by every vendor that participates in the Farmers' Market on Broadway. Most of the information needed to understand the guidelines of being at vendor at the event can be answered here.
c. Event Map