

**OMRO WINTER MARKET POLICIES**

**Market Goals:** To attract business to Omro during the Market’s off-season, to create a fun and festive atmosphere and foster new relationships among Omro business leaders.

**Market Dates and Time:** The Omro Winter Market begins Saturday, November 16, 2019 with following dates of November 30, December 7 and 14, 2019; January 11 and 25, and February 8 and 22, 2020. The Market will operate from 9 am to 1 pm in the old Dollar General building at 125 W. Huron (across from City Hall).

**Rental Payment:** The fee required to participate in the Omro Winter Market is $125 for the season – with a guaranteed stall, or $20 per week for weekly open spaces. Weekly extra spaces are on a first come-first served basis.

**Market Stall Assignments, Dimensions, Requirements, and Restrictions:**1. Seasonal Participants will be assigned a numbered space.
2. Each designated standard stall is 12’ by 12’.
3. **Electricity is not guaranteed at all locations; however, it is available at a fee of $3 per week. If you do need electricity, please bring your own cords.
4. NO PETS ARE ALLOWED IN THE MARKET AREA!**

**Market Set Up Procedures:**

1. Please contact the Future Omro Office at 920-685-6960 by Thursday prior to the market day if an emergency arises.
2. Unloading starts no earlier than 8 am unless otherwise arranged. **Reminder: seasonal vendors must be checked in by 8:30 am or your space may be “sold” to another vendor for the day.**3. Vendors must furnish their own booth items such as tables and chairs.
4. When setting up, do not extend into adjoining spaces.
5. All products sold at the market must be displayed and sold in a manner which prevents contamination.
6. Vendors may only sell products submitted on their application. Additional items require approval from the Market Committee prior to bringing products to the Market.

**Market Closing Procedures:**

1. The Market will close at 1 pm.
2. The stall must be cleaned up, taking all waste and garbage with you. Garbage receptacles in the area are NOT for vendor use. If determined necessary by the committee, a fee may be imposed for those who leave items behind.
3. If you sell out of your product early, the Committee asks that you stay in your booth space until the end of the market.

**Weather:**

1. Each vendor is personally responsible for safeguarding his or her own goods. The Market Committee is in no way responsible for goods or products damaged for any reason.
2. The Committee will use its discretion to cancel the Market in the event that weather conditions become severe or unsafe for the public and/or vendors (such as severe storms). **Please monitor our Facebook page for announcements in reference to closings due to weather (7:30 am that morning at the latest).**

**Insurance:**

1. All vendors will be held liable for damage caused to/by their product, equipment, etc. We **strongly recommend** that each vendor carry personal liability and product liability insurance. If you do not carry separate liability insurance for your crafts/fussiness check into your homeowner’s policy for coverage.
2. Future Omro is **NOT** responsible at any time for the vendor, vendors’ goods or personal effects.

**Vendor Approval Guidelines:**

1. The Market will be a mix of produce, arts & crafts, direct sales, baked goods, processed foods, flea market items, market place/rummage sale items.
2. All vendors will require approval by the Committee prior to entering the Market.
3. The Committee reserves the right to refuse an application at any time for any reason.
4. The Committee has the right to reject any articles deemed not appropriate for the Market.

**Food/Drink Vendors:**

1. A copy of all permits, licenses and Certificate of Insurance must be on file with the Future Omro Office **Prior to vending.**2. Vendors must have their original Winnebago County Health Department permit with them at the Market and follow the food and beverage guidelines within them.

**CODE OF CONDUCT**

**Any vendor confronting customers, business owners with foul or intimidating language or behavior will be subject to immediate dismissal from the Omro Winter Market, hereafter “Market”, without a refund of fees. Grievances should be brought to the Omro Winter Market Committee, Hereafter, “Committee”, and will be reviewed on a committee level. Disruption of the Market during regular Market hours of actions leading to the endangerment of the safety of pedestrians may result in the termination of the Market season.**

 **Termination:** The Committee will handle any problems related to the administration of these rules and regulations. Any violation of Market Rules and Regulations could be grounds for **termination of the remainder of the Market season.**

**The Omro Winter Market Committee retains the right to make adjustments, corrections or changes as necessary to the Rules and Regulations of the Market sheet. All vendors and businesses will be notified if any alterations are made.**

**OMRO WINTER MARKET**

Please fill out the following and submit it to the Future Omro office at 130 W. Larrabee St.; Omro, WI 54963, or to shawkins@omro-wi.com Those vendors participating on a weekly basis can submit their application to the representative at the Market.

**I have read, fully understand, and agree to abide by the Omro Winter Market Policies.**

Business/Vendor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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