



## OMRO THURSDAY NIGHT MARKET POLICIES

---

**MARKET GOALS:** To attract business to Omro; to support local farmers and gardeners; to create a fun and festive atmosphere in Omro; to foster new relationships among Omro business leaders.

**Market Dates and Time:** The market season begins Thursday, June 6, 2019 and will run through October 3, 2019. The market operates on Thursdays from 4 pm to 7 pm.

**Rental Payment:** The fee required to participate in the Omro Thursday Night Market is \$50 per season - with a guaranteed stall, or \$5 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'x12'.
3. **Electricity is not guaranteed at all locations; however, it is available** at a fee of \$3 per week. All generators must be "whisper quiet" variety.
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 Wednesday prior to the market day if an emergency arises.
2. Unloading starts no earlier than 3 pm unless otherwise arranged. **Reminder: seasonal vendors must be checked in by 3:30 pm or your space may be "sold" to another vendor for the evening. If you know you are going to be late, you must notify the Future Omro office by noon the day of the market in order to avoid this action.** Vendors may park near the stall to unload.
3. Vehicle must be unloaded prior to the start of the Market.
4. Vendors must furnish their own booth items such as tent, tent weights, tables and chairs.
5. When setting up, do not extend into adjoining spaces.
6. All products sold at the market must be displayed and sold in a manner which prevents contamination.
7. Vendors may only sell products submitted on their application. Additional items require approval from the OTNM Committee prior to bringing product to the Market.

### Market Closing Procedures:

1. The Market will close at 7 pm.
2. The stall must be cleaned up, taking all waste and garbage with you. Dumpsters 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. The Market will be held each Thursday, rain or shine.
2. 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 as a result of inclement weather or for any other reason.
3. 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 torrential downpours, severe storms, tornadoes, hail, etc.).
4. If the Market is cancelled due to weather, the Committee is NOT responsible for any vendor who wishes to set up or remain on the premises, nor is the Committee responsible AT ANY TIME for the vendor or his or her goods or other personal effects.

### 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/business 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, processed food, art, and prepared food approved stalls.
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.

**Produce Vendors:**

1. Produce must be locally grown and cultivated by the vendor. A “small amount” of produce grown in other areas will be allowed, but must be prominently labeled as such; for example: Door County Cherries, Dane County Raspberries, Michigan Blueberries, Georgia Peaches, etc.
2. Vendors shall make available for inspection and contact information on the lands or areas where their crops or products are grown or produced if requested by the Committee.

**Art Vendors:**

1. Art must be of **original** design.
2. Vendors must provide their own tables, chairs, and shelter from inclement weather.
3. Vendors are expected to participate rain or shine. If you feel that inclement weather would cause damage to your goods, we ask that you let us know **BEFORE** the Market begins on a day where rain may occur.
4. The Omro Thursday Night Market is **NOT** responsible for artwork lost, damaged or stolen during 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.
3. Exceptions will be reviewed by the Committee prior to selling the product.

**Entertainers and Performers:**

1. Entertainers and performers must be approved by the Committee prior to the Monday of the next Market Day.

**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 Thursday Night Market, hereafter “Market”, without a refund of fees. Grievances should be brought to the Omro Thursday Night 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 2019 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 for the 2019 Market season**.

**The Omro Thursday Night 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 alternations are made.**

For additional information contact the Omro Thursday Night Committee, Future Omro Office – 130 W. Larrabee Street – Omro, WI 54963  
Phone: 920.685.6960 x29 Email: lkromm@omro-wi.com



**OMRO THURSDAY NIGHT MARKET POLICIES**

---

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

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

Business Represented \_\_\_\_\_

Phone \_\_\_\_\_

Address/City/ZIP \_\_\_\_\_

Email \_\_\_\_\_

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

Signature \_\_\_\_\_

Date \_\_\_\_\_