



Racine HarborMarket 2024 Outdoor Season Vendor Rules & Information

In order to ensure a safe, efficient, customer-friendly Market, we require all vendors to comply with the following rules. All vendors must apply every year by completing a written vendor application — previous participation does not guarantee acceptance to the current year. Acceptance to Racine HarborMarket does not guarantee approval to participate in the other HarborMarket events and vice versa. Participation is not open to groups whose primary focus is political or religious.

Application Submittal

Vendor applications must be received at least fourteen (14) days (end of the business day on Wednesday) prior to the date requested for participation. Please apply at [kenoshaharbormarket.com](https://www.kenoshaharbormarket.com) or [racineharbormarket.com](https://www.racineharbormarket.com). Vendors who have attended a HarborMarket event previously should login to their vendor account in MarketWurks. Instructions are on the HarborMarket website:

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

Please do not email date requests.

Dates for all three outdoor season HarborMarket events: Kenosha HarborMarket, Racine HarborMarket and Pleasant Prairie HarborMarket, are on the same application.

2023 Operating Schedule

Day: Thursdays

Dates: May 30; June 13 & 27; July 11 & 25; August 8 & 22

Time: 4:00 pm to 7:00 pm. The length may be shortened in the event of bad weather. (Thunderstorms or high winds)

Where: Monument Square in downtown Racine - Main Street between 5th and 6th Streets. May extend into adjacent Sam Johnson Parkway.

Weekly stall assignments can be found on the Racine HarborMarket website, racineharbormarket.com. The vendor maps are posted no later than Tuesday for Thursday's market. Find your name and stall letter/number, then locate the stall letter/number on the diagram. These letters/ numbers are marked on the pavement.

While all attempts are made to avoid it, sometimes changes to booth location are needed. Please check the map every week. Booths will be compressed so as to limit open spaces. **Booth assignments are NOT suggestions; please set up where assigned.**

Payment: Payment must be received two weeks **prior** to your start date. You will not be assigned a stall space until payment has been received. Credit cards and checks accepted; NO CASH. Vendors who have outstanding invoices must pay invoices in full before any future HarborMarket dates will be approved.

Absence: If you must cancel your attendance please email aforgianni@kenoshaharbormarket.com Refunds, if requested, will be handled on a case-by-case basis by the Board and must be specifically requested. (Please see attendance policy below.)

Set-up: Set-up 2:00 to 4:00 pm. For customer safety, no vehicle is allowed on Market grounds after 3:30 pm. Vendors may not SELL before 4:00 pm, except to other vendors who are selling that day and to distribute CSAs.

Take-down: No sales after 7:00 pm. Do not pack up before 7:00 pm. Take-down must be completed by 8:00 pm. For customer safety, no vehicle is allowed on Market grounds before 7:00 pm. Please do not line up. Any boxes, containers, waste or other materials belonging to the vendors must be removed at the completion of the day. Vendors are responsible for clean-up of their area including food or other product spills and will be charged if additional clean-up is required.

Emergencies

If you see an emergency (medical, fire, safety, etc.) please assure your own safety and call 911 first. Then alert Market staff who will assist in handling the situation.

Logistics

Unloading and Loading

Monument Square is bordered by Main Street to the east, Monument Square drive to the west, Sixth Street to the south and Fifth Street to the north. Access to Monument Square will be from Monument Square Drive ONLY and will be one-way, with vehicles driving north to south (Fifth Street to Sixth Street).

Detailed Driving Directions

Please turn onto Monument Square Drive from Fifth Street. Pull to the side, unload your vehicle and use either one of your carts or one of ours to move your belongings to your booth. (The City of Racine has strongly advised us that vehicles should not drive on Monument Square.) Return to your vehicle, continue south on Monument Square Drive, turn right and park. After the market closes, break down your tent and pack up and THEN get your vehicle. As with set-up, please observe the one-way traffic on Monument Square Drive and pull to the side while loading your vehicle.

Vendors must unload and park their vehicles prior to setting up their booth.

Similar to unloading, in order to minimize wait times, vendors must completely break down their booth and collapse their tent before moving their vehicles in for pickup. The tent may stay up over your products if it is raining. For customer safety, no vehicle is allowed before 7:00 pm. Because of substantial traffic congestion, do not move your vehicle from the parking spot until 7:00 pm. Please wait for the barricade to be moved by staff.

Those who attempt to enter prior to 7:00 and/or attempt to move the barricade are subject to the discipline policy.

Parking

There are several parking options available:

- Ramp parking is available in the Civic Center Ramp, 501 Lake Ave.
- Other Ramps are the McMynn Ramp on 6th and Lake Ave, and the Shoop ramp on Main and State
- The Lakefront Lot is a surface lot; it is 3 blocks east of Monument Square. Cash or credit accepted at the kiosk.
- Limited on-street parking is available throughout downtown Racine. Meters accept coins or one can pay after downloading the parking app.

Additional parking ramp information can be found here: <https://cityofracine.org/ParkingRamps/>

Please do NOT park on Monument Square Drive during the market. Some vendors will be setting up in that area.

Vehicles

All vehicles are prohibited on the Market grounds during the hours of operation unless a special request is approved by the Market Board and management team. A vendor may submit to have a vehicle in the product description section of their application; a picture of the vehicle must be included. Approval will be

based upon necessity, appearance and space availability. Examples include being a food truck. Management reserves the right to reject the application or issue a conditional approval.

Stall Size

Stall size shall be approximately ten feet wide and 10 feet deep (10' x 10'). The width represents the front area that is open to the public. Area behind the stall, if any, may be used for merchandise and equipment storage. Vendor tents or equipment may not obstruct or cover public sidewalks. Special requests for a double stall (or more) can be requested on your vendor application and will be considered based on availability. There will be 1' of easement between different vendors' booths.

Tents

Tents are recommended in order to produce an overall visual effect to HarborMarket. A standard 10 x 10' EZ-UP, or equivalent, is recommended. **Tents are required to have white fabric canopies**. An exception to the white canopy may be granted by HarborMarket management if requested in writing in advance, but only if the alternative is required as a part of a company logo or trademark. Send us a photo of the non-complying canopy for consideration. Vendor is responsible for the purchase and maintenance of their tent. Vendors must secure their tent with weights. A minimum of 25 pounds per corner is recommended. If weights containing water are to be used, they must be sealed. Tent rentals are not available.

Electricity Requirements

Electricity is available on a limited basis, and is allocated to vendors based on absolute necessity (e.g. food refrigeration or preparation). Please be sure to request a cord on your application. There is no rental fee. All cords **MUST BE** completely secured by a cover to minimize the tripping hazard. The Racine Fire Dept will inspect to make sure that cords are not tripping hazards.

Generators that operate below 50dB will be considered. Please email aforgianni@kenoshaharborbormarket.com for more information. They must be placed so as to minimize noise in selling areas; people must be able to easily converse, without yelling.

Pets and Animals

Customer or vendor pets, walked or carried, are not allowed within Racine HarborMarket. Vendors must do business with pet owners at the rear of their stalls. ADA approved service dogs are allowed anywhere in the Market.

Vendor Information

Please also see “Vendor Illness” and “Vendor Attendance” policies below

Farm Produce and Meat, and Plant Products

HarborMarket proudly supports and promotes the quality of fresh, local, farm-direct products. All producers are encouraged to participate in the federal or state subsidized food programs and include signage at their tent. **FRESH vegetables, fruits, cut flowers, herbs, nursery and bedding plants, meats and fish MUST Be grown/raised in the states of Wisconsin, Illinois, Indiana, Iowa, Michigan or Minnesota.** Vendors selling wild-caught ocean fish and other seafood will be individually considered based on its origins, and the uniqueness to HarborMarket. Other out-of-area products will be considered on a case-by-case basis. Vendors growing/selling/reselling more than \$250 of nursery items annual must obtain a Nursery Grower/Dealer License from the Department of Agriculture.

However, for local products, if you did not personally grow/raise all the products in your stall, you must display a sign with the origin information. At least 75% of your produce must be from your farm. The sign should say, for example, “Carrots, Sally Smith Farm, Rochester, Minnesota,” or “Our meat products originate from farms in Wisconsin and Illinois.” Market management reserves the right to visit farms. Please, if you didn’t grow it, it’s okay...just let folks know where and who did. No more than 25% can be grown elsewhere.

Fire Department Rules

All food vendors, and vendors using electricity, must abide by the City of Racine Fire Department regulations. Please contact the City of Racine Fire Department - Fire Prevention Bureau at 262-635-7915 for further information on required best practices for cooking and heating in the Market setting, who needs a fire extinguisher, type of fire extinguisher needed, use of open flame and hot oil/grease, electric cord use, etc. The Fire Department comes through the Market every week; be prepared for their visit by knowing your responsibilities, being set up properly and having the proper fire extinguisher. Please also note that sources of heat cannot be located under tents.

Health Department Requirements

ALL food vendors must follow Health Department regulations. Please call the City of Racine Health Department at (262) 636-9496 for further information on City of Racine Health Department requirements. Sellers of potentially hazardous foods must contact the City of Racine Health Department for approval and possible licensing prior to selling of such foods. Regular inspections by the City of Racine Health Department will take place.

Potentially hazardous food means any food that requires temperature control, because it is in a form capable of supporting the rapid and progressive growth of infectious or toxic microorganisms. The City of Racine Health Department reserves the right to restrict the sale of particular types of foods or products. Processed food must originate from a licensed establishment.

You may also reach out to Marcia Fernholz at Marcia.Fernholz@cityofracine.org or 262-705-0309 for more information.

Samples

If you wish to offer samples at your booth, please follow the below:

- Each food vendor is recommended to have a properly set-up hand washing sink inside their stall area.
- The hand washing sink should be set-up before servicing food and this includes free samples offered.
- Samples must be provided in a single-use, sealed and disposable container
- Vendors must wear gloves when preparing samples
- Ill vendors should not prepare samples (please see “Illness Policy” below)

Insurance

All vendors must provide a one million dollar “certificate of liability insurance” naming Kenosha Common Markets, P.O. Box 643, Kenosha, WI, 53141 as “Additionally Insured”. Your insurance agent will know exactly what document you need. You may email this to aforgianni@kenoshaharbormarket.com.

Please include the name of the business. Your insurance certificate must be received at least two weeks prior to your first date of attendance. If your policy expires or changes mid-season, please email us a copy of your new insurance certificate prior to your old one expiring, or upload it into your MarketWurks vendor account (preferred).

New vendor applicants may wish to wait for acceptance into HarborMarket prior to purchasing vendor insurance.

If your certificate of insurance is issued as described above, it will cover all markets that Kenosha Common Markets operates, including Kenosha HarborMarket and Pleasant Prairie HarborMarket.

Products Sold

If you wish to sell products beyond those submitted as part of your initial application, please submit a change request in MarketWurks and include a description of what you would like to add to your product list. The Board will review your request and let you know if it is approved or not. Approval is not guaranteed..

SNAP/EBT Participation and Market Match

Food vendors (agricultural and processed) are invited to participate in HarborMarket’s SNAP/EBT program. Customers swipe their benefits card at the Market’s information booth and receive wooden tokens in the amount they selected, as well as up to a \$20 match per week, to spend at the booths of participating vendors. Vendors turn in these tokens to Market staff at the information booth who record the amount. Vendors receive reimbursement for the tokens via direct deposit near the beginning of the following month (ie. reimbursement for tokens turned in during January is directly deposited in early February). Please email

aforgianni@kenoshaharborbormarket.com if you are interested in participating to complete the necessary paperwork. Paper checks will not be issued.

Vendor Conduct

A vendor may not leave the Market early, even if sold out. Use this time to advertise your products. In an emergency, a vendor may leave early, but all equipment and goods must be moved by hand or your handcart. Please let staff know if an emergency requires your early departure.

Smoking (cigarettes, pipes, cigars, electronic-cigarettes) by vendors, their staff or market volunteers is not permitted anywhere on the HarborMarket grounds at any time. Vendors who must smoke MUST stand at least 25 feet from any Market vendor.

Vendors should behave in a courteous manner to other vendors, Market management and the public. Swearing and aggressive behavior is not tolerated. Annoying behavior, including unnecessary noise, is not allowed. Physical contact with staff or volunteers will result in immediate ejection from the event and potential exclusion from all future HarborMarket events, without refund of fees.

Vendors are not allowed to play music. The running of any gasoline or diesel motors, compressors, or engines is not permitted. The only exception is generators that operate below 50dB, which are allowed on the west side of Place de Douai. They must be placed so as to minimize noise in selling areas; people must be able to easily converse, without yelling.

Vendors utilizing oil should put down a protective barrier so as to prevent any spills from staining the concrete. Vendors must remove any stains prior to leaving. **If stains are left, vendors will be fined so as to pay for staff to work on stain removal. Failure of the vendor to clean the stain or pay the fine may result in removal from the market without refund of fees.**

Vendor Discipline/Termination

Vendors are expected to cooperate with the HarborMarket management, and obey all rules and directions of HarborMarket board and staff members.

Issues which require immediate correction (including, but not limited to, safety or inappropriate behavior) will be fixed on the spot, or vendors will be issued a fine and asked to leave. The fine must be paid before vendors may attend any subsequent HarborMarket event.

Issues which require correction in subsequent weeks will be addressed via email. Failure to correct the issue or repeating of the issue will result in \$50 fine for the next occurrence and \$100 fine for the 3rd occurrence and exclusion from the next HarborMarket date without refund of fees paid. Issues which require addressing a fourth time will result in a \$200 fine and exclusion of all HarborMarket events for the balance of the season without refund of any fees paid.

These steps of discipline apply to all events and locations combined for the outdoor season. This means separate discipline steps do not happen for each location; reaching step two at one event would put any

future issues at step three, regardless of the event location.

Staff and board members have the authority to enforce rules and policies and issue fines. 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, and exclusion from all future HarborMarket events.

Fundraising, Sponsors and More

Private or Personal Fundraising

Vendors may not solicit personal or organizational donations unless they are nonprofits soliciting for their organization.

Health Vendors

To be considered a market “vendor,” these professionals must provide an actual service on-site (hearing test, chair massage, bone screening, etc.). If you are not providing an actual service on-site, then you are simply marketing your practice, thus considered a Sponsor. (For information on becoming a sponsor, email aforgianni@kenoshaharbormarket.com)

Clubs and Troops

Unfortunately, we cannot accommodate the hundreds of individual youth groups, clubs and troops who wish to fundraise at HarborMarket. A group, club, or troop may participate only if it submits an official letter from the school’s principal or the regional troop manager authorizing it as the only group representing the entire school or organization that year. Clubs/troops may not sell or give away food or beverage products.

No Licensed Products or Multi-Level Marketing Allowed

Products featuring licensed imagery (such as NFL, NBA, or university team mascots or logos, cartoon characters, etc.) cannot be sold at HarborMarket. No multi-level marketing products or home improvement services are allowed in the Market. Other vendors of products and services should inquire about sponsorship opportunities for a presence at HarborMarket. All applications will be reviewed by the Kenosha Common Markets Board of Directors to ensure appropriateness for HarborMarket.

Sponsor Marketing Opportunities

For-profit businesses like banks, real estate, housing, assisted living, media, etc. whose purpose is

primarily to market a service and not on-site sales are categorized as Sponsors. Sponsors have additional marketing opportunities for signage at the music venues, and links on our website. Please email aforgianni@kenoshaharbormarket.com for more information.

Illness Policy

PURPOSE: The purpose of the Illness Reporting Policy is to ensure that all vendors, their employees and HarborMarket volunteers/employees report to the Chairperson of Vendor Relations when you experience any of the conditions listed so that appropriate steps are taken to preclude transmission of foodborne illness or other communicable diseases.

POLICY: Kenosha Common Markets, Inc. is committed to ensuring the health, safety and well-being of our employees and customers by complying with all health department regulations. All shall report if they are experiencing any of the following symptoms.

- Diarrhea
- Fever 100 F or higher with or without sore throat
- Vomiting
- Jaundice (yellowing of the eyes or skin)
- Lesions (such as boils and infected wounds, regardless of size) containing pus on the fingers, hand or any exposed body part

COVID-Related Procedures and Precautions

- CDC information, as of 1/6/22: People with COVID-19 or experience a positive exposure should isolate for 5 days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by 5 days of wearing a mask when around others to minimize the risk of infecting people they encounter.
- **Do NOT attend if you are in quarantine, isolation, have any symptoms or have test results pending. No exceptions.** Violation of this policy will result in immediate removal from HarborMarket for the balance of the season, without refund of fees. Please report quarantine or isolation status to aforgianni@kenoshaharbormarket.com or lruffolo@kenoshaharbormarket.com as soon as possible
- Please respect HM staff, volunteers, vendors & customers who ask that you refrain from physical contact and maintain six feet of social distancing. There may be personal/family circumstances of which others are unaware that require these precautions.
- Samples must be offered in closed containers. Staff preparing them must wear gloves. (Please see “Health Department Requirements” section in this document)

- While hand sanitizer is available at the Information Booth, vendors are welcome, and encouraged, to have some at their booth for their own personal use. Having hand sanitizer available for customer use is also allowed and encouraged.

Illness policy reviewed by Lynda Ruffolo, RN, BSN 1/2023

Vendor Attendance Policy

Purpose

Racine Harbormarket is held on select Thursdays during the summer of 2024, and organized by Kenosha Common Markets, a 501(c)(3) non profit organization. Over 30 vendor booths are set up during each market. A successful market is a full market. A full market is visually pleasing to our visitors which increases foot traffic which results in increased vendor sales. Adherence to contractual attendance is the vendor's responsibility as a small business owner; a back-up plan for staffing is advised should the primary staff be unavailable. Vendor no call-no shows, excessive absences, late arrivals and early outs negatively affect the market's image and all vendors' financial success.

Definitions

No call - no shows: Vendor not providing notice by 9am Monday for markets that week (occurring through Sunday). Penalties are assessed for each occurrence of this type.

Late arrivals or Early outs: Not ready for sales at start time or dismantling or leaving before the end of day (unless in case of emergency or directed to by HarborMarket staff)

Excused absences: A planned absence with written notice at least 2 weeks before the contracted date. Two occurrences are allowed per outdoor market season before penalties are assessed. Examples of these absences are for family or emergent illnesses.

**KCM understands that sometimes, despite the best of planning and intentions, life happens. As such, extenuating circumstances will be taken into consideration when determining penalties. Examples of such extenuating circumstances include vehicle accidents, health emergencies, death in the family and personal safety emergencies. This does NOT include circumstances which were, or could have reasonably been, foreseen.

Penalties Related to Absences (All Types)

1st occurrence- documentation of the event via email.

2nd occurrence- documentation and warning of potential future fines

3rd occurrence- Fine of \$50 that needs to be paid in full before further attendance at any KCM market. Potential exclusion from next HarborMarket event, without refund of fees paid.

4th occurrence- Fine of \$100, with possible exclusion from the remainder of the outdoor seasons of ALL current markets, without refund of fees paid.

After the 4th occurrence - exclusion from the remainder of the outdoor seasons of ALL current markets, without refund of fees paid, and exclusion of participation in future events

These steps of penalties apply to all events and locations combined for the outdoor season. This means separate penalty steps do not happen for each location; reaching step two at one event would put any future issues at step three, regardless of the event location.