



March 31, 2008

TO: All vendors of the Farmer/Artisan Market:

FROM: Rachel Risse, Secretary, Elkhart Lake Area Chamber of Commerce

An annual meeting will be held on April 15, 2008 at 6:30 p.m. in the Elkhart Lake Civic Center, 40 Pine Street, Elkhart Lake. This is open to any vendors from both markets who are interested in the 2008 Market. The gathering is very informal. It is a time to work out areas of concern and to discuss any upcoming changes in guidelines, etc. Your input and cooperation is vital to keep our market running smoothly.

The market will be held Saturday mornings in June through the end of September from 8:30 a.m. to Noon. **No advance sales prior to the 8:30 a.m. opening time each Saturday.** The first market day will be Saturday, June 7<sup>th</sup>.

The rules and regulations from 2007 will apply in 2008 and are listed.

- No harassment or verbal abuse of other vendors will be permitted. Disruptive behavior will not be permitted. (T-shirts with improper design will not be permitted.) Any complaints regarding such behavior will result in the removal of the vendor. We must work together to co-exist. **All space contracts are non-refundable and non-transferable.**
- Keep in mind the railroad tracks are now private property and the rules for the railroad will need to be followed.
- No use of buildings, water, or electricity will be allowed of the vendors.
- We also are asking you to be responsible for any sizable amount of trash you may create. Please, take it home with you. The full garbage cans have been an odiferous problem in that the village pickup is four days later (Wednesdays).
- Deadline for seasonal rate is June 7<sup>th</sup>, 2008.
- If you would like to be a certified vendor for the WIC program, please call Madison at 608-261-8867 and they will give you the information needed to become certified for Sheboygan County.
- **NOTE: In an effort to keep seasonal fees down – artisans who have paid for a seasonal space are required to notify the Elkhart Lake Area Chamber of Commerce Office if they do not plan to use their space on any given Saturday, so that it can be leased to another vendor. The deadline to do so is Friday at noon. Failure to notify will result in a fine. Vendors, who rent a space on a weekly basis, must pay in advance to guarantee a reserved space. If you do not pay in advance, the sites may not be available as they are assigned on a first-come, first-served basis. Booth fees are non-refundable.**
- The market site is open for setup beginning at 6:30 a.m. Saturday mornings.

## **New rules for Artisan Market vendors.**

At the request of the Elkhart Lake Area Chamber of Commerce Board or Directors a jurying committee has been established for the Artisan Market.

All artisan vendors will be required to submit two (2) pictures showing the majority of their goods along with their applications.

No franchise vendors i.e. Mary Kay, Tastefully Simple, Watkins, etc. will be allowed at the market.

Jewelry vendors will be encouraged to show that their pieces are at least 50% handmade. The jurying committee is aware that sometimes vendors in this category fall into a “gray” area where it may be hard to prove whether or not the jewelry is 50% handmade. It will be stressed that they will be evaluated on their own design work and originality.

Antiques and classic collectables will be allowed. “Knick Knacks” i.e. Precious Moments, modern household items, books, etc. will be discouraged.

Merchandise resembling weapons or anything harmful i.e. toy guns, swords, lighters, etc. will not be allowed.

Entertainers i.e. accordion or piano players will be allowed. The committee felt that they add a great deal of ambiance to the market and are greatly enjoyed by all in attendance.

The jurying process will be discussed at the upcoming Farmer’s Market meeting and we will try to answer any questions at that time or people may call the chamber office. Following the meeting the committee will accept or deny applications for the market.

If there are any vendor applications that the committee members are unsure about, they will be held, no deposit will be collected. The committee will then meet the following week and form letters will be sent out notifying vendors of their admission to the market

Application forms are enclosed (each market has a specific form). Forms are also available on line at [www.elkhartlake.com](http://www.elkhartlake.com), click on Chamber Businesses and then the Farmers Market button. Bring your completed application along to the meeting to arrange your assigned area. If you will not be in attendance, mail the application to the Chamber office and a space will be assigned upon receipt. We will try to fill in the dates as accurately as possible. The open dates are important to know when non-seasonal vendors need a space. No permanent spaces will be given after June 7<sup>th</sup> but we will try to comply due to loading and unloading in the parking lot. We will begin at the north end of the lot and go south as vendors arrive. If you can not attend on a date you reserved, please call the Chamber office by the Friday before Market to advise - phone 920/876-2922 or e-mail us at [elfarmkt@verizon.net](mailto:elfarmkt@verizon.net).

Sincerely,

Rachel Risse  
Secretary  
Elkhart Lake Area Chamber of Commerce