



# MUKWONAGO FARMERS MARKET

EVERY WEDNESDAY FROM 2PM - 6PM

MAY 13TH - OCTOBER 7TH

AT FIELD PARK

## 2026 VENDOR APPLICATION

Farm/Business Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Owner Contact Name \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

**\*\* The following individual will be our day-to-day contact to correspond with should weather be an issue**

Representative at Market \_\_\_\_\_ Mobile Phone \_\_\_\_\_

E-mail \_\_\_\_\_

List ALL items to be sold, with description if necessary (Note: items not listed on this application may NOT be sold at the MFM without further approval):  
\_\_\_\_\_  
\_\_\_\_\_

PRODUCERS/ARTISANS - Welcome to join any/all markets

**\*\*Submit Application/check made out to Mukwonago Area Chamber of Commerce (MACC)**

Circle one SEASONAL - \$250 OR WEEKLY - \$90

SEASONAL VENDOR \$250 per booth (limit 2) for all 21 weeks (May 13<sup>th</sup> – October 7<sup>th</sup>) (No June 17<sup>th</sup>)

**\*\*Note any dates you know you will NOT attend Market:** \_\_\_\_\_

Payment of \$250 due in full at time of application. No Refunds (unless application is denied).

WEEKLY VENDOR \$30 per booth per week. Vendors are required to pay for/attend 3 market weeks.

Payment of \$90 due at time of application. No Refunds (unless application is denied).

**\*\*Note the first three dates you WILL attend the Market:** \_\_\_\_\_

**\*\*Applications due by: January 31, 2026 to ensure your choice of vendor space.**

State Requirement: \*Seller Permit Number (if applicable) 456-\_\_\_\_\_ \*Last four of SSN \_\_\_\_\_

\*Last four of FEIN \_\_\_\_\_ State of WI Sales Tax Exemption Codes (If applicable): 1—Exempt sales or display only

2—Multi-level marketing company 3-Nonprofit occasional sales 4-Exempt occasional sales \*Exemption Code \_\_\_\_\_

Are you a WIC/FMNP Vendor? Circle one YES NO If so, WIC/FMNP permit number \_\_\_\_\_

(Initial) \_\_\_\_\_ I have reviewed the 2026 Farmers Market guidelines and agree to comply, including the consequences if I miss market day without prior notice.

(Initial) \_\_\_\_\_ I have included a Certificate of Liability naming MACC as additional insured.

(Initial) \_\_\_\_\_ I understand we must participate in the EBT Program if we have eligible items.

The renter of a market booth holds harmless the Mukwonago Area Chamber of Commerce & Tourism Center and the Village of Mukwonago, from and against all causes of action, claims, demands, suits, liability, or expense by reason of loss or damage to any property or bodily injury to any person, including death, as a direct or indirect result of use of any rented or occupied market space or in connection with any action or omission of the renter who shall defend the above (Mukwonago Area Chamber of Commerce and Tourism Center) in any such cause of action or claim.

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

Mail to: MACC, 100 Atkinson St. Mukwonago, WI 53149  
(262) 363-7758

Email to: [assistant@mukwonagochamber.org](mailto:assistant@mukwonagochamber.org)





# MUKWONAGO FARMERS MARKET

EVERY WEDNESDAY FROM 2PM - 6PM

MAY 13TH - OCTOBER 7TH

AT FIELD PARK

## 2026 SNAP EBT PROGRAM AGREEMENT

This agreement outlines the terms and conditions for the acceptance of SNAP EBT Electronic Benefits Transfer payments at the Mukwonago Farmers Market. The purpose of this agreement is to establish a framework that ensures compliance with federal and state regulations regarding the Supplemental Nutrition Assistance Program (SNAP) and to promote access to fresh, local produce for SNAP recipients.

### Definitions:

EBT: Electronic Benefits Transfer, a system that allows SNAP recipients to use a card similar to a debit card to purchase eligible food items.

SNAP: Supplemental Nutrition Assistance Program, a federal program that provides food assistance to low-income individuals and families.

Vendor: A participant in the Farmers Market who sells eligible food items and shall agree to accept EBT payments.

### Responsibilities of the Market:

The Market will provide EBT equipment for payments.

The Market will inform the Vendor about SNAP regulations and eligible items. Please see the reverse side for all eligible items that can be purchased with SNAP tokens.

The Market processes EBT transactions and reimburses the Vendor. Vendors turn in tokens at the last market each month and will get reimbursed at the first market of the next month.

### Responsibilities of the Vendor:

The vendor will only accept Mukwonago Farmers Market tokens, not other markets' tokens or printed scripts.

The vendor will only accept payments for SNAP-eligible food items.

The vendor will keep accurate EBT transaction records and provide documentation for reimbursement.

The vendor will display signage indicating EBT payments are accepted.

The vendor will make sure the customer receives full value for their tokens. NO cash change to be given.

### Signature

By signing below, both parties agree to the terms and conditions outlined in this agreement.

Farm/Business Name \_\_\_\_\_

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

Authorized Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail to: MACC, 100 Atkinson St. Mukwonago, WI 53149

(262) 363-7758

Email to: [assistant@mukwonagochamber.org](mailto:assistant@mukwonagochamber.org)





## MUKWONAGO FARMERS MARKET

EVERY WEDNESDAY FROM 2PM - 6PM

MAY 13TH - OCTOBER 7TH

AT FIELD PARK

### 2026 SNAP EBT Eligible Items Include:

- Fresh, seasonal fruits
- Locally grown vegetables
- Artisanal bread and pastries
- Farm-fresh eggs from free-range chickens and ducks
- Handcrafted cheeses
- Honey produced by local beekeepers
- Freshly squeezed juices and smoothies
- Locally roasted coffee beans
- Homemade jams, jellies, and preserves
- Grass-fed beef, free-range chicken, and heritage pork
- Freshly baked pies, tarts, and cakes
- Handmade pasta and sauces
- Herbal teas and spices sourced from local growers
- Organic herbs and salad greens for home cooking
- Specialty olive oils and vinegars
- Fermented foods like sauerkraut, kimchi, and kombucha
- Seeds and seedlings

Customers CANNOT use SNAP EBT cards for items like hot prepared foods, fresh flowers, artisanal soap, home-made cleaning products, pet food and treats, crafts, or alcoholic beverages.

MACC, 100 Atkinson St. Mukwonago, WI 53149

(262) 363-7758

Email to: [assistant@mukwonagochamber.org](mailto:assistant@mukwonagochamber.org)



# 2026 Mukwonago Farmers Market Guidelines

The Mukwonago Area Chamber of Commerce (MACC) strives to host a Market that benefits our local growers, producers, consumers, and our community. The MACC & Mukwonago Farmers Market (MFM) Committee supports the following guidelines to ensure we host the best Market possible. A Market Manager will be available at each Market to oversee setup, enforce guidelines, and manage weekly activities at the Market.

## Market Location & Operation

The Mukwonago Farmers Market is located at Field Park, the corner of State Hwy 83 and NN/Veterans Way. The Market will operate every Wednesday from May 13<sup>th</sup> through October 7<sup>th</sup>, 2026, except for June 17<sup>th</sup> from 2 - 6 pm, "rain or shine."

## Vendors

To qualify as a producer, you must own or rent land on which your products are grown or raised. You must plant, maintain, harvest, and Market the produce you sell. Products other than plants or farm produce must be made or produced locally by the vendor. The MFM Committee reserves the right to conduct a location inspection. Resale is not permitted. Set up begins at 1 pm. Vendors MUST be set up by the start of the Market at 2 pm. For safety reasons, all vendor vehicles must be in their booth no later than 1:50pm. Vendors MUST remain set up until the close of the Market at 6 pm. The MFM Manager must approve any early departures or late arrivals.

Vendors shall only occupy the booth space they have been assigned. Each booth space is 10ft x 10ft with room for one vehicle to park directly behind their assigned booth. Tents must be weighted for safety.

At times, MFM may need to adjust the position of a booth to accommodate traffic patterns in the park or if there is a natural hazard such as a tree or mud puddle in your booth space. The MFM has the final say as to where your booth will be located.

No electricity will be provided.

All vendors are expected to display professionally, post all prices of products, and clean up their booth after each Market.

## Insurance/Licensing

It is the Vendors responsibility to have ALL the necessary paperwork, such as licenses and permits, filed with the County and State prior to selling at the Market and must comply with their rules and regulations while selling at the Market. The Health Department may conduct random inspections. A Certificate of Liability Insurance is required to be provided to the MACC office prior to attending the Market naming MACC as additional insured. Vendors who use a scale must have the scale inspected and licensed and comply with all regulations as determined by the Department of Weights and Measures.

## Contracts/Attendance

Contracts are approved by the MFM Committee based on the following (in no particular order): date of application received, previously approved vendor, attendance of the previous year, and types of products sold. Seasonal vendors have priority over weekly vendors. The Market operates "rain or shine".

While no Vendor is given 100% exclusivity, there may be a waiting period until product demand grows, or current vendors withdraw from the Market. In the event a vendor would like to modify their list, and amendment of the inventory list must be submitted to the Committee for approval. New items identified on the amended inventory list may not be sold prior to approval. The MFM Committee determines vendor balance and Market expansion.

Every effort should be made to note attendance plans on the originally submitted application. Any changes to attendance should be brought to the attention of the Mukwonago Chamber office as soon as possible. We understand emergencies can happen; however, MFM strives to eliminate gaps in the Market for the benefit of all vendors.

- Seasonal vendors are required to notify the Chamber office by 10am on Market Day if you will NOT BE attending. If you don't provide this information, your permanent booth location may be given away.
- Weekly vendors must inform the Chamber office by 10am on Market Day if you will or will NOT BE attending. Check-in and payment will be required PRIOR to setting up.
- In regard to repeat No Shows, the MFM Committee reserves the right to revoke the vendor's participation in future Markets.

Failure to comply with the rules of the Market can result in the vendor's dismissal from the market. MFM maintains the right to change the rules and regulations, as necessary.

### Fee Schedule

MFM has established the following fee schedule for the 2025 Market Season:

Seasonal Vendor Fee (21 weeks): \$250 per booth space to be paid in full at the time of registration.

Weekly Fee: \$90 minimum (3 weeks) to be paid at the time of registration.

All effort will be made to keep Seasonal vendors in the same booth space week to week. Vendors paying a weekly fee will be placed in available booths as the Chamber assigns. **No refunds will be given** (unless the application is denied).

### Programs

MFM encourages Vendors to participate in the WIC Farmers Market Nutrition Program (FMNP). This program was established to provide fresh, unprepared, locally grown fruits and vegetables to WIC participants. MFM maintains the right to add additional programs, as necessary.

### Entertainment

Entertainment and activities are planned by MFM. Vendors may not play radios or other sources of music.

### Market Staffing

The MFM Manager will be on site every Wednesday beginning at 12:30 pm during Market Season and is responsible for the following:

- Oversee operations of the MFM during operating hours.
- Communicate with vendors on weekly and seasonal booth assignments and fee collection.
- Enforce Guidelines.
- Call the Mukwonago Police Department in the event of a problem.
- Report to and perform other related duties as assigned by the MFM Committee.
- Co-ordinate SNAP/EBT operation and token distribution to market customers.

### Promotion

The MFM runs ads in various media, and makes and distributes signs, posters, and flyers. MFM reserves the right to share vendor names and images taken at the Market with media outlets for Market promotion.

### Notice of Nondiscrimination

The MFM Committee is committed to the policy that all persons shall have equal access to programs, facilities, and employment without regard to personal characteristics not related to ability, performance, or qualifications, as determined by organizational policy or by local, state, or federal authorities. It is a policy of the organization to maintain an environment free of discrimination, including harassment MFM prohibits discrimination and harassment against any person because of their sex, race, color, creed, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, citizenship, military status, or any other protected classification. Discrimination or harassment will not be tolerated at the MFM.