

## **Rusk County Farmers Market 2026 Producer Contract & Vendor Rules**

The Ladysmith outdoor market is located on 2<sup>nd</sup> Street and Hwy 8 in downtown Ladysmith. This market opens June 20<sup>th</sup> and closes October 10<sup>th</sup> with market hours on Saturdays 8:30am-noon and Wednesdays noon-4:00pm. The Bruce market is located in the Bruce Village Park, 651 W. Arthur Avenue. The Bruce market opens July 3<sup>rd</sup> and closes September 25<sup>th</sup> with market hours on Fridays, 1:00-5:00 pm. RCFM's indoor market is held in the lower level of the Rusk County Community Library, 418 Corbett Ave W, 9:30am -12:30pm, on January 17<sup>th</sup>, February 14<sup>th</sup>, March 14<sup>th</sup>, April 18<sup>th</sup>, and May 16<sup>th</sup> (November date TBD).

### **The undersigned agrees:**

1. To sell only what I, or a direct member of my family, have produced. I am not reselling products that someone else has grown or produced. All crafts must be made by the seller, or by a family member. I also agree to provide written directions to all locations where I am growing produce or producing my product, and a list of the products I am growing or make exceptions to this rule on a case-by-case basis.
2. To sell within the market days and hours in the spot designated by the Market Attendant. Vendor set-up begins one hour before the market opens. **Pre-registration with the Market Manager is required to sell at any market;** text 715-415-1685 or email [kchalbur@gmail.com](mailto:kchalbur@gmail.com) at least 48 hours prior to the start of the market.
3. To follow the State of Wisconsin food safety rules, and to display all required licenses at the market. To label all food sold as required by DATCP.
4. To follow the rules of the Farmers Market Nutrition Program, Double Value Coupon, Market Match, Double Up Food Bucks, Prescription Produce (FoodRx) and Kid's Bucks Programs. Reimbursements will not be made for improper acceptance of vouchers, coupons, tokens, or prescription papers.
5. To conduct myself in a professional and courteous manner towards my fellow producers and towards customers. To offer customers correct change for purchases.
6. Smoking is not allowed on the market grounds.
7. To pay selling fees in a prompt manner. For outdoor markets: non-vehicle spaces are \$15/day, \$50/month, or \$150/season; non-vehicle 1.5 spots are \$225/season. Pavilion vehicle spots will be available to season vendors only at a rate of \$225/season; the 1.5 vehicle pavilion spots are \$275. Handicapped vehicle spots with tents are \$20/day. Indoor market fees are \$15/day or a contribution of a dish to pass for the fundraiser.
8. To encourage customers to provide their own bags and to use as little plastic as possible.
9. To provide the information required by the Wisconsin Department of Revenue for the completion of a Wisconsin Temporary Event Report (Form S-240).

Failure to follow these rules will result in a verbal warning from the Market Manager or the Market Attendant. A second violation can result in the seller being asked to leave the market that day. Further violations can result in the seller being asked to not sell any more that season at the discretion of the market manager.

# Rusk County Farmers Market Vendor Contract

Vendor Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ SSN (last 4 digits) \_\_\_\_\_

What Products do you sell? \_\_\_\_\_

Do you have a Wisconsin Sellers Permit? No \_\_\_\_\_ Yes \_\_\_\_\_ 456- \_\_\_\_\_ - \_\_\_\_\_

If no and you sell taxable items, are your sales less than \$2,000 in a calendar year? No \_\_\_ Yes \_\_\_

Preferred Vending Spot at Ladysmith Outdoor Market: \_\_\_\_\_

Do you need electricity? \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Photo Release Form

I, \_\_\_\_\_, give permission to the Rusk County Farmers Market to use my name and/or photo for media/marketing purposes. This permission extends to anyone working with me at my booth.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Return signed contract to:

Kathy Halbur  
W4673 Elm Drive  
Tony, WI 54563  
kchalbur@gmail.com  
715-415-1685