



# NON-PROFITS AND COMMUNITY ORGANIZATIONS

We are pleased to welcome non-profit organizations to our vendor mix at the Downtown Farmers Market. We believe non-profit participation is critical to all of our events. We will try to accommodate non-profit applicants' needs and requests to the best of our ability. Note the following guidelines:

1. Non-profit and community outreach organizations may request up to six Market days throughout the season. Please indicate preferred dates on the application. Contact the Market Manager with any cancellations so space may be allotted to another organization.
2. No more than a combination of six non-profits and/or community groups will be invited to participate each week. Dates are reserved on a first come, first served basis. A wait list will be created when all six spaces have been reserved.
3. "Bump out" curb spaces are specifically designated for non-profits and/or community groups and can fit a table and chairs. The DFP will assign locations to organizations.
4. We do not provide equipment. Bring all necessary materials, including a table and canopy. A canopy is not required. If a canopy is used, we require weights on each corner. Please confirm that your canopy or patio umbrella will fit on your designated space.
5. Provide clear signage of non-profit or organizational name on booth for clear identification.
6. Arrive each week between 7:00 and 7:30 a.m. The Market hours are 8:00 a.m. to 12:00 p.m.
7. Non-profit booths are for community outreach. However, we are allowing fundraising sales of tickets, merchandise, and memberships from the booths directly limited to the cause. Items that compete with Market vendors are NOT permitted (food, produce, jewelry, crafts). Donations may be accepted but not aggressively solicited.
8. All promotion and informational sharing must be conducted within your 10x10 booth space.
9. Organizations out of compliance with general Market guidelines will be asked to leave.
10. We ask that participating organizations advertise the Market on their Web sites or in social media outreach. Request a logo or information from: [market@downtownfdl.com](mailto:market@downtownfdl.com)
11. The Market is open rain, shine, or snow, unless the weather is severe and dangerous.

## **Bump Out locations**

1. East side of Main St. & South of 3<sup>rd</sup> St. (space between two trees)
2. West side of Main St. & North of 2<sup>nd</sup> St. (space between tree and bike rack)
3. East side of Main St. & North of 3<sup>rd</sup> St. (space between two trees)
4. East side of Main St. & North of 2<sup>nd</sup> St. (space between tree and first vendor OR between tree and light pole)
5. East Side of Main St. & Across from Forest Ave. (space between two cross walks)
6. West side of Main St. & North of 1<sup>st</sup> St. (space by fire hydrant)

The Downtown Fond du lac Partnership is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising from or pertaining to preparation for or participation in the Downtown Farmers Market. Regardless of whether such injury, theft, or damage occurred prior, during, or after the Downtown Farmers Market. Organizations and individuals further agree to indemnify and hold The Downtown Fond du Lac Partnership harmless for and against any claims for such injury, theft, or damage.



# NON-PROFITS AND COMMUNITY ORGANIZATIONS

## Frequently Asked Questions

### **How many times can one organization be at the Market?**

Each organization may sign up to be at the Market up to six times. DFP will have the option to contact groups who might want to fill empty spots, even if the organization has already reached the maximum.

### **How should an organization sign up and pay for the spot?**

A representative from the interested non-profits should contact the DFP office by sending in a completed online Organization Application no later than 2 weeks before the date on which they wish to participate.

### **What are the time requirements?**

The market operates from 8 a.m. to 12 p.m. each Saturday. Main Street is closed to through traffic from Sheboygan Street south to Western Avenue from 6:30 a.m. until 1 p.m. Your booth should be ready to go by 9 a.m. at the latest and should remain up until the end of the Market at 12 p.m. Keep in mind that setting up late will require you to carry your booth materials from your parking spot, since no vehicles will be allowed to enter Main Street after 7:30 a.m. All vehicle traffic must drive from north to south, so be sure to enter Main Street from the road immediately to the north of your assigned location.

### **Where should we park?**

You may park in any space off of Main Street; however, do your best to reserve close parking for Farmers Market customers.

The Market is open rain, shine, or snow, unless the weather is severe and dangerous. Unfortunately, refunds are not given in case severe weather, nor can we offer a rain date.