



# SAUKVILLE FARMERS MARKET

## Vendor Set-up/Break-down Procedure

The Saukville Farmers Market is a Vendor Self-Regulating Market.

**PLEASE NOTE: New Arrival Protocol**

7:45 a.m. Police Officers/Reserves will set up barricades blocking off E. Green Bay Ave. from Hwy 33 to the west end of Veterans Park. In the event street barricades are not set up by 8:00 a.m., one vendor shall call the Saukville Police Dept. at 262-284-0444 to see if an officer is available to set them up. If no officer is available due to police call volume, the vendors are authorized to and responsible for set-up of the barricades. No vendors shall begin setting up prior to barricade placement for public safety and organizational reasons. Vendors shall move/replace barricades to assist one another in gaining entry to the staging area, with entrance from Hwy 33 & E. Dekora Street, at the east end of the block.

**Barricades will be available at the designated entrance areas. Each barricade consists of 2 cross bar/A-frame barricades with a Road Closed sign to be placed between the set of barricades.**

**Village personnel are not on site during the market day to monitor the market; however Police Officers/Reserves will perform periodic checks of vendor permits and activities throughout the season.**

**If weather conditions are threatening or forecasted to be threatening (excessive wind, rain, thunder and lightning) anticipate that the market will be closed.**

**If no vendors have arrived by 9:00 a.m., officers will remove any barricades and the market will be considered closed.**

**Insurance: Sellers are responsible for their own personal liability and product liability insurance. The Village does NOT assume responsibility for or carry any insurances for sellers.**

8:00 a.m. - Vendors shall, on a first come-first served basis, pull up to the far end of the parking lane on E. Green  
8:45 a.m. Bay Ave., along Veterans Park, starting at the west end of E. Green Bay Ave and **back fill spaces curbside from west to east, toward Highway 33.** Vendors are allowed one space each. One vendor space equals 36'L x 22'W (approximately two car lengths). When this parking queue fills up the process will be repeated for the opposite side of the street until all available street parking spaces are used up. Vendors may choose to set up in Veterans Park, again on a first come-first served basis, unless a vendor has special needs and requests a specific space in the park all season. Park vending areas should be no larger than street spaces and include parking availability on Mill Street or Green Bay Ave. west of the Market. If electricity is needed, a small additional fee will be charged. The Village also owns a municipal parking lot located on Park Street, one block west of the Park.

9:00 a.m. - The market opens to the public promptly at 9:00 a.m. Vendors must be set up by 8:45 a.m. Vendor  
1:00 p.m. breakdown will begin at 1:00 p.m. Unless there is an emergency or the weather turns bad, no vendor is to leave before 1:00 p.m. Barricades must remain in place to prohibit through traffic until the last vendor is done breaking down. **Any vendor moving a barricade to exit must replace the barricade until all vendors have vacated the area.** Officers will take down the barricades no earlier than 2:00 p.m. to allow vendors to break-down safely. All vendors must clear the traffic lanes by 2:00 p.m.

**ATTENTION FOOD VENDORS – CONTACT VILLAGE HALL OR VISIT OUR WEBSITE – [www.village.saukville.wi.us](http://www.village.saukville.wi.us) (Our Community tab) FOR INFORMATION REGARDING FOOD PREPARATION AND SALES REGULATIONS. STATE LICENSING MAY BE REQUIRED.**