



## The F.R.E.S.H. Project - Shawano Farmers Market 2024

### ACTIVITIES PROGRAM GUIDELINES & APPLICATION

The Activities Program of The F.R.E.S.H. Project - Shawano Farmers Market strives to engage the community in active, family-friendly activities that can be held safely in an open park setting.

Community organizations and businesses are invited to host free educational and or recreational activities by participants of all age groups, which promote the Market's mission.

The activities will be held in the green space of Franklin Park during regular Market hours. Organizations/businesses wanting to host an Activity Program should complete the included application form and submit it to the Market Manager. Activities will be reviewed on a first-come first-served basis. There is no registration fee for organizations or businesses providing Activity Programming.

Preference will be given to Activity Programs that meet the following criteria:

- Promote farming, gardening, or food production
- Promote healthy eating
- Promote exercise, play, or relaxation
- Encourage participation by the public
- Are age-appropriate and inclusive
- Are fun!

### Hours of Operation

The Market will be open from 8:00 AM to 12:00 PM, Saturdays from June 22nd - October 12th, 2024, with the exception of July 13th and October 5th, when the Market will stay open until 1:00 PM in support of Shawano Fest and Oktoberfest, respectively.

Activity Programming will run from 9:00 AM to 11:00 AM unless other hours are requested by the participating organization/business and approved by the Market Manager.

Activity Programming must be set up by 8:45 AM. In the case of inclement weather, the Market Manager will make the determination regarding closing the entire Market early.

Vehicles must be parked in the designated parking spaces available around the park. Parking is not allowed in the Market or grassy areas of the park.



## **Market Location**

The Market will be held at Franklin Park, 235 S Washington St, Shawano, WI.

## **Activities Program Setup and Removal**

The participating organizations are responsible for planning, staffing, and managing the event. All necessary materials must be supplied by the organization/business, including tables and/or tent/canopy.

The organization/business must remove all waste and refuse from the activity space before leaving the Market area.

## **Food Safety**

If food will be provided as part of the event, it is the organization/business's responsibility to identify and comply with all rules and regulations in regard to safe food handling and storage.

## **Program Administration and Content**

To maximize accessibility to programming, participation in activities must be free to the public.

Reasonable donations for materials can be accepted by the organization, however, solicitations for donations are not permitted as part of any activity.

Activities with a political or religious agenda are not permitted.

All applications will be reviewed by The F.R.E.S.H. Project - Shawano Farmers Market Executive Director.

Applicants will be notified of their acceptance and assigned date as applications are reviewed.



## The F.R.E.S.H. Project - Shawano Farmers Market 2024 ACTIVITIES PROGRAM APPLICATION

Organization Name: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Website Address (if applicable): \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:(\_\_\_\_\_)\_\_\_\_\_ Alternate phone: (\_\_\_\_\_)\_\_\_\_\_

Briefly describe your organization/business: \_\_\_\_\_

\_\_\_\_\_

Briefly describe the activity: \_\_\_\_\_

\_\_\_\_\_

What is the target age group for the activity? \_\_\_\_\_

Will the activity be a class with a set start and end time, or walk-in? \_\_\_\_\_

Approximately how long will it take for participants to complete the activity? \_\_\_\_\_

### Space/Stall Reservation

2024 Shawano Farmers Market dates are June 22nd – October 12th, from 8:00 AM to 12:00 PM (17 weeks).

The only exceptions to the times will be on **July 13th and October 5th** when the Market will stay open until 1:00 PM to support Shawano Fest and Oktoberfest, respectively. Organizations participating in the Market on these dates will be required to stay open and at their booth until 1:00 PM, so please plan accordingly.

#### **\*Dates Requested:**

- |                                 |                                 |                                 |                                 |                                 |                                 |                                 |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> Jun 22 | <input type="checkbox"/> Jun 29 | <input type="checkbox"/> Jul 6  | <input type="checkbox"/> Jul 13 | <input type="checkbox"/> Jul 20 | <input type="checkbox"/> Jul 27 | <input type="checkbox"/> Jul 27 |
| <input type="checkbox"/> Aug 3  | <input type="checkbox"/> Aug 10 | <input type="checkbox"/> Aug 17 | <input type="checkbox"/> Aug 24 | <input type="checkbox"/> Aug 31 | <input type="checkbox"/> Sep 7  | <input type="checkbox"/> Sep 14 |
| <input type="checkbox"/> Sep 21 | <input type="checkbox"/> Sep 28 | <input type="checkbox"/> Oct 5  | <input type="checkbox"/> Oct 12 |                                 |                                 |                                 |

Electricity Required:  NO  YES Reason: \_\_\_\_\_

**\*Note:** Organizations must supply their own extension cord(s), surge protector(s), power strip(s), etc.



## **Acceptance of, and Consent to, Market Rules and Regulations**

The information provided in the application is true. By signing and submitting this Non-Profit Organization Application, we agree to abide by these rules. We understand there is no insurance provided by The F.R.E.S.H. Project-Shawano Farmers Market to non-profit organizations and agree to release The F.R.E.S.H. Project - Shawano Farmers Market, its employees, agents, representatives, and volunteers working at the Market, and the owner of the land on which the Market is located, from all liability whatsoever for claims of loss, damage or injury to myself, our staff and volunteers, our merchandise and /or our property.

**Organization Name:** \_\_\_\_\_

**Primary Contact Printed Name:** \_\_\_\_\_

**Primary Contact Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Submit Applications by post mail or email to:**

The F.R.E.S.H. Project  
P.O. Box 481  
Shawano, WI 54166

E-mail: [Dave@thefreshproject.org](mailto:Dave@thefreshproject.org)