



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

### NON-PROFIT ORGANIZATION APPLICATION FORM

Thank you for your interest in joining The F.R.E.S.H. Project - Shawano Farmers Market as a non-profit organization. Your application will be considered on a first-come first-served basis for the one booth available each week solely for non-profit organizations. We provide this booth for several reasons:

1. To provide non-profit organizations a place to raise awareness for their cause and the work they are doing in the community.
2. To provide non-profit organizations a space where they can hold fundraising events/sales.
3. To provide the community with an opportunity to support local non-profit organizations and support community togetherness.

#### Rules and Expectations

1. All non-profit organizations must fill out and submit an application form before participating in the Market. Non-profit organizations will be chosen on a first-come first-served basis as their applications are received. Completed and signed application forms can be submitted via post mail or email. Once the application has been received and your organization has been approved to join the market, the point-of-contact will be notified by the market manager.
2. Non-profit organizations will be expected to abide by the same rules as all vendors. Please read the Market Rules and Regulations document before completing this application. The document is located at <https://www.thefreshproject.org/forms/>. By submitting this Non-Profit Organization Application Form you agree to abide by the Market Rules and Regulations.
3. It will be the responsibility of the non-profit organization to follow all state and local requirements for participating in the Market.
4. All non-profit organizations will be required to verify their scheduled attendance at the market no later than the Monday before the market they will be attending. Please notify the F.R.E.S.H. Project Executive Director as soon as possible if you cannot make it for your scheduled date.
5. The Market operates from 8:00 AM until 12 Noon during the season. All non-profit organizations are required to be at the Market ready to sell or distribute information to customers no later than 7:45 AM. Setup can start as early as 6:30 AM. Non-profit organizations and or their volunteers working the booth should plan on being at the market for the entire market day. At least one representative of the non-profit organization should be tending the booth at all times.
6. Non-profit organizations may display a sign at the booth advertising the organization's name and provide literature about the organization and its' cause or function in the community. No advertising or solicitation regarding any political party or religious beliefs or agendas is permitted.



## **Suggested Items to Sell**

Suggested items that your organization can sell are breakfast items like muffins, coffee cake, donuts, and soft drinks like coffee, water, soda, etc.

Other items your organization may want to sell, such as cookbooks, cups, koozies, t-shirts, etc., should be directly related to your organization and/or its mission. It is also recommended organizations have informational literature to share with customers.

Requests to sell other fund-raising items, such as raffle tickets, must be approved by the F.R.E.S.H. Project Executive Director in advance.

## **Stall Space and Equipment**

The F.R.E.S.H. Project - Shawano Farmers Market will provide one 12' x 12' market stall free of charge to non-profit organizations.

Organizations are welcomed to provide their own equipment (canopy, tables, chairs, etc.) if they so choose. Otherwise, the Market will provide and set-up one canopy with weights, two 6-foot tables, and two plastic chairs for organizations to use. Organizational points-of-contact should communicate to the market manager whether or not loaner equipment will be needed.

Non-profit organization booth availability is limited, so please return your application as soon as possible.

All applications will be reviewed by the Market Manager. Applicants will be notified of their acceptance and assigned date as applications are reviewed.

## **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)



## The F.R.E.S.H. Project - Shawano Farmers Market 2024 NON-PROFIT ORGANIZATION APPLICATION FORM

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

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

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

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

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

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

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

### Products your Organization Intends to Sell: (Please select all that apply)

Baked Goods       Coffee       Soft Drinks       Milk/Juice       Water

Other: \_\_\_\_\_

### 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)