



## The F.R.E.S.H. Project - Shawano Farmers Market 2025

### NONPROFIT ORGANIZATION APPLICATION FORM

Thank you for your interest in joining The F.R.E.S.H. Project - Shawano Farmers Market, hereinafter referred to as 'the Market.' The F.R.E.S.H. Project is a nonprofit organization that is providing this booth free of charge to other nonprofit organizations for the following reasons:

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

#### Policies and Procedures, and Organization Expectations

Please read and follow the instructions below before submitting your application.

1. Read the **Market Policies and Procedures** document prior to submitting this application form. The document can be located online on The F.R.E.S.H. Project website. By submitting this Nonprofit Organization Application Form, you acknowledge that you have read and agree to abide by all policies and procedures, and will accept the decision(s) of the Market Manager with regards to acceptance or disapproval of your application.
2. Nonprofit organizations will be chosen on a first-come first-served basis as their applications are received. 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 organization's point-of-contact will be notified by the Market Manager.
3. The Market operates from 8:00 AM until 12 Noon during the season. All nonprofit 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. Nonprofit 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 nonprofit organization should be tending the booth at all times.
4. Nonprofit 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.
5. Please notify the Market Manager as soon as possible if you cannot make it for your scheduled date.



## **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 Market Manager in advance.

## **Stall Space and Equipment**

The F.R.E.S.H. Project will donate one 12' x 12' stall free of charge to nonprofit organizations.

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

All applications will be reviewed by the Market Manager. Applicants will be notified of their acceptance and assigned date as applications are reviewed. Booth availability is limited, so please return your application as soon as possible.

## **Acceptance of, and Consent to, Market Policies and Procedures**

By signing and submitting this Nonprofit Application Form, we acknowledge that we have read and understand the **Market Policies and Procedures** and agree to abide by said policies and procedures. The information provided in this application is true and accurate. We further acknowledge there is no insurance provided by The F.R.E.S.H. Project - Shawano Farmers Market to vendors 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:**

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

### **Or by email to:**

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



**The F.R.E.S.H. Project - Shawano Farmers Market 2025**  
**NONPROFIT 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**

2025 Shawano Farmers Market dates are June 21 – October 11, from 8:00 AM to 12:00 PM (17 weeks).

The only exceptions to the times will be on **July 12th and October 4** 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 set up and open until 1:00 PM, so please plan accordingly.

**\*Dates Requested:**

<input type="checkbox"/> Jun 21	<input type="checkbox"/> Jun 28	<input type="checkbox"/> Jul 5	<input type="checkbox"/> <b>Jul 12</b>	<input type="checkbox"/> Jul 19	<input type="checkbox"/> Jul 26
<input type="checkbox"/> Aug 2	<input type="checkbox"/> Aug 9	<input type="checkbox"/> Aug 16	<input type="checkbox"/> Aug 23	<input type="checkbox"/> Aug 30	<input type="checkbox"/> Sep 6
<input type="checkbox"/> Sep 13	<input type="checkbox"/> Sep 20	<input type="checkbox"/> Sep 27	<input type="checkbox"/> <b>Oct 4</b>	<input type="checkbox"/> Oct 11	

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

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