

Kenosha HarborMarket Rules

All vendors must apply every year – a previous participation is NO guarantee of acceptance to the current year. Participation is not open to groups whose primary focus is political or religious.

Note text typed in red for changes in the 2012 Rules.

2012 Operating Schedule

- Day: Saturday
- Dates: May 19th through October 13th (22 weeks)
- Time: 9:00 a.m. to 2:00 p.m. Hours may be extended length during special area events or at the discretion of Market Management.
- Where: 2nd Avenue between 54th and 56th Streets in Kenosha HarborPark, West of the Kenosha Public and Civil War Museums.
- Set-up: Set up is expected to occur between 7:30 a.m. to 8:45 a.m.
- Take down: 2:00 p.m., completed by **3:30 p.m.**
- **For customer safety, no vehicle is allowed in the market before 2:15 p.m.**

Vehicles

All vehicles are prohibited on the HarborMarket grounds during the hours of operation except if provided with an In-Install Parking Permit; **however all vendors must provide the license plate numbers of all the vehicles expected to be used. Please ensure to complete this info on your application. Market Officials will monitor correct “vendor vehicle parking”.**

A vendor may submit an In-Install Parking Application. The application must include the purpose for having the vehicle, a picture of the vehicle and the application fee. Approval will be based upon necessity, appearance and space availability. Management reserves the right to reject the application or issue a conditional approval.

Stall Size

- Stall size shall be approximately ten feet wide and fifteen feet deep. (10' x 15')
- The Market Management has the discretion to allow expanded stall space.
- The width represents the front area that is open to the public.

- The back of the stall may be used for merchandise and equipment storage.
- Total stall space is approximately 150 square feet.

Tents

- Tents are recommended in order to produce an overall visual effect to the market. A standard 10 feet by 10 feet EZ-UP or equivalent is recommended.
- Tents are required to have white fabric canopies. An exception to the white canopy may be granted by market management but only if the alternative is required a part of a company logo or trademark.
- The vendor is responsible to purchase and maintain the tent.
- Each vendor is responsible to secure the tent with weights. A minimum of 25 pounds per corner is recommended. If containers containing water are to be used, they must be sealed.
- HarborMarket Management has a limited number of tents available for rent at **\$25** per market day; any vendor may rent a tent for a maximum of 3 times per season.

Electricity requirements

Electricity will be available on a very limited basis and will be allocated to vendors based on absolute necessity (food refrigeration, preparation). A fee of \$5 per market day or \$100 per season must be paid in advance (see appropriate line of the application).

Pets and Animals

- Customer pets are allowed at the market if leashed and under control. Any pets presenting a problem will be required to leave.
- Vendor may not bring their pets to the market.
- The trade of live animals is not permitted.

Health Department Requirements

- Food vendors must follow Health Department regulations. Please call the Kenosha County, Division of Health at (262) 605-6700 for further information on Health Department requirements.
- Sellers of potentially hazardous foods must contact the Division of Health for approval and possible licensing requirements prior to selling of such foods.
- Potentially hazardous food means any FOOD that requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms.
- The Division of Health reserves the right to restrict the sale of particular types of foods or products.
- Processed food must originate from a licensed establishment.

Vendor Conduct

- A vendor may not leave the market early, even if sold out.
- A vendor may leave early only under emergency circumstances and all equipment and goods must be moved by hand or your handcart.
- Smoking by vendors is not permitted on the HarborMarket grounds.
- Vendors should behave in a courteous manner to other vendors, market management and the public.
- Annoying behavior, including unnecessary noise, will not be tolerated.
- Vendors are not allowed to play music.
- The running of any gasoline or diesel motors or engines is not permitted.

Parking and Loading

Free public parking is available for vendors in two locations. A marina parking lot is available east of 3rd Avenue at the terminus of 58th Street. A second area of parking is located east of the Kenosha Public Museum and the Kenosha Civil War Museum.

Vendors parking in these two lots are to park in the center areas or further East.

Vendors with trucks and/ or trailers are to park at the east side of the lots as a courtesy to the Museum visitors. Vendor parking on either 56th or 54th Street between **1st and 3rd Avenue** is prohibited during the hours of market operation.

All vendors must provide the license plate numbers of all the vehicles expected to be used. Please ensure to complete this info on your application. Market Officials will monitor correct “vendor vehicle parking”.

“Customers come first, that’s why you should follow this rule”.

Vendors violating this rule will be warned on the first occasion, fined \$25 on the second, \$100 on a third occasion and expelled from the market for any subsequent violation.

Unloading and loading

Traffic on 2nd Avenue during the market unloading and loading periods is one way from 56th Street north to 54th Street. Vehicles are not to enter from the 54th Street end. Vendors will cue along 56th Street preferably from the north side of the street facing west. Vendors are to unload and park their vehicles prior to setting up their booth.

Similar to unloading, in order to minimize wait time in cueing, vendors are to have their market materials fully broken down for loading when they move their vehicles in for pickup.

For customer safety, no vehicle is allowed in the market before 2:15 p.m.

At market closing the first vehicle driving in to 2nd Avenue MUST wait for an official signal “it is safe to drive in”. Penalties for violating these rules apply as above.

Vendor Discipline/Termination

Vendors must cooperate with the HarborMarket Management and obey all rules. A vendor will be notified verbally and then in writing, stating the problem, **except where noted above relative to vendor vehicle parking and traffic rules disobedience, as vendors are only notified ONCE verbally! The second and third occurrences will trigger a fine due on the spot.** Failure to respond to the problem or pay the fines will result in termination of the vendor at HarborMarket, without any refund of rental fees.

Revised: January 2012