



Dear Local Vendor,

Thank you for your interest in Marketplace Thursdays, produced by Wausau Events, Inc.

Wausau Events will once again offer reserved spaces for vendors. These reserved spaces will be determined by staff and will take into consideration: longevity in the market, past spots, uniqueness and variety of product, past attendance, and commitment to market dates. The reserved spaces will be \$75/season for non-electrical and \$150/season for electrical.

If you cannot make more than 3 market dates, you will not receive a reserved space. In addition to reserved spaces, there will also be non-reserved spaces for vendors, as space allows. These spaces will be on a first-come, first-serve basis every Thursday. The non-reserved spaces will be \$10 each Thursday. **PLEASE NOTE YOU STILL MUST SUBMIT AN APPLICATION TO SELL AT THE MARKET.**

We strive to make this market unique. We offer entertainment on most Thursdays and have the market on The 400 Block. The market will run from June 21 – September 20, 2018 from 9 a.m. – 2 p.m. Please read over the **Vendor Application Requirements & Processes** page to familiarize yourself with how Marketplace Thursdays work on The 400 Block.

We will be holding an Informational Meeting for all vendors to go over our procedures, spot numbers, and to answer any questions. **ATTENDANCE AT THIS MEETING IS REQUIRED.** The date and location of this meeting will be **EMAILED** to you. Please provide a valid email address that is checked for communication.

If you have any additional questions, please contact the Wausau Events office at 715-297-9531 or execdir@wausauevents.org. Thank you for applying for the Marketplace Thursdays!

Best,

Sara Hujar
Executive Director, Wausau Events
execdir@wausauevents.org
715-297-9531



Marketplace Thursdays Vendor Application Requirements & Processes

In order to be a vendor at Marketplace Thursdays, all criteria below must be met. Spot preference is taken into consideration based on longevity, product, and opportunity. Wausau Events reserves the right to refuse any application for any reason, even if a vendor has been at the Marketplace in the past.

All accepted vendors will be notified of acceptance via email and will be required to attend the annual vendor meeting – held late May or early June. The exact date and time will be included in your acceptance letter. Failure to have representation at the meeting may result in the loss of your spot. The meeting will cover information on the market and you will learn your spot number, receive your parking pass, and view the map.

All vendors are expected to be in compliance with all rules and regulations with the Marathon County Health Department, as well as all Fire Codes, and are expected to have a retail license with the State of Wisconsin, if necessary.

WAUSAU EVENTS MUST RECEIVE A COMPLETED APPLICATION BY APRIL 25, 2018 TO BE CONSIDERED FOR A SPOT.

REQUIREMENTS FOR VENDORS

PRODUCE VENDORS

- Must be locally grown within 90 miles of Wausau (except peaches & blueberries)

PROCESSED FOOD VENDORS

- All food must be processed by you or the business you own
- Product must be made in a state licensed and inspected establishment. Proof of establishment is required
- Retail license: All vendors must have a sellers permit from the State of Wisconsin

ARTS & CRAFT VENDORS

- Must be of original design or creation
- Must be made by person displaying (no sales reps)
- NO garage sale items – NO bought items
- Retail license: All vendors must have a sellers permit from the State of Wisconsin

PREPARED FOOD VENDORS

- A Temporary or Mobile Food Establishment permit from the Marathon County Health Department is required. Please contact the Health Department at 715-261-1919
- Retail license: All vendors must have a sellers permit from the State of Wisconsin

Wausau Events will have a representative on-site/nearby to take day-of registrations during the season and to handle any comments/questions.

