



2025 Argyle Open Market Vendor Agreement

The Village of Argyle invites area vendors to participate in Argyle's 14th Open Market season. New Vendors are welcomed and encouraged. Market days will proceed *rain or shine* and will only be canceled in cases of severe weather such as active storm warnings or exceptionally high winds. In case of questionable weather, vendors are encouraged to use their own judgment regarding participation.

Market Schedule:

- Dates: **1st and 3rd Saturdays, June through October.** (If there is a 5th Saturday in the month there is no market)
- Time: **9:00 AM – 12:30 PM**, *except* for the October 19th market.
- October 19th Special Event: 12:00 PM – 3:00 PM at Legion Park, in conjunction with the Annual Chili Cook-Off.

Location:

- **Market has moved for 2025!** We will be having the market on E Milwaukee St between State and Broad St.
- We will be using the parking stalls on the south side of the road between Argyle Cafe & Hometown Haven as well as the gravel lot between Hometown Haven and Mosher Insurance.

Vendor Guidelines:

- The Argyle Open Market is sponsored by the Village of Argyle and there is no participation fee.
- No electricity or dumpster is available for vendor use. Please take all garbage with you.
- Set-up time: 8:00 AM – 9:00 AM. Vendors must be set up and ready to sell by 9:00 AM.
 - If additional set-up time is needed, contact the market manager in advance to plan.
- Please plan to stay the whole time (until Noon)
 - Bring enough products to last the entire market time, as the guest who arrives at 11:45 deserves the same experience as the one who arrives at 9:00 AM.

Selling Baked Goods:

- Please refer to guidelines available at www.wisconsin Cottagefood.com if you plan to sell baked goods.

Licensing Requirements:

- All vendors must complete Part C of Form S-240 (Wisconsin Department of Revenue).
- Provide copies of relevant licenses or certificates for items that require them. For more information, visit datcp.wi.gov.
- These measures are in place to protect vendors, guests, and the Village.
- Both new and returning vendors must complete this Vendor Agreement and the S-240-C form *before* setting up at the market.

Argyle Open Market Vendor Agreement

VENDOR INFORMATION

Name of Participant or Business Name: _____

Street Address: _____

City, State, Zip Code _____

Phone #: _____

Email Address: _____

Are you CPR certified? Yes No

We are developing an emergency response plan and would like to know who, on site is certified.

2025 MARKET DATES

Please check dates you will attend: Additional community and market events are pending confirmation as of this update of the form, to stay apprised of updates please visit the community calendar on www.argylewi.gov

✓	Date	Other Community or Market Events	✓	Date	Other Community or Market Events
	June 7	Argyle Community Wide Garage Sale		June 21	
	July 5	Argyle American Legion opens the Market		July 19	Christmas in July & Community Party
	Aug. 2	Mud Volleyball @ Argyle Legion Park		Aug. 16	
	Sept. 6			Sept. 20	
	Oct. 4	Argyle Homecoming		Oct. 18	Argyle Annual Chili Cook-off @ Argyle Legion Park (Market hours 12-3)

RULES & REGULATIONS:

- **Participants** are responsible for everything needed for set-up and clean-up of space reserved, including change and monies for sales. Any vendor using a canopy will weight each corner with a minimum of 20 lbs. Weights must be directly attached to the canopy.
- **Participants** will be assigned a space when they arrive. Spaces are on a first come first serve basis.
- **Participants** will move their vehicles away from the vending area after unloading. Vendors are not allowed to drive/park in the lot unless special permission has been granted by the market manager.
- **Participants** will reach out via email (communitydevelopment@argylewi.org) or call/text Joe @ 608-482-2293 if they are unable to participate prior to Friday at 7PM.
- **All Participants** fully release and forever discharge the Village of Argyle, its employees and volunteers from all claims for injuries and/or damages or loss that may occur.
- The **Village of Argyle** reserves the right to deny any vendor.

Name: _____

Date: _____

(PLEASE PRINT)

Signature: _____

This form and the Vendor Information portion of the S-240 on the next page **MUST** be filled out and returned to the Market Manager the Thursday prior to the first scheduled Market date you plan to participate. Please complete all information and return the completed form via one of the following methods:

- *Mail to:* Argyle Open Market c/o Community Development, PO Box 246, Argyle, WI 53504
- *Drop off:* Village Clerk's Office 401 E Milwaukee St, Argyle, WI 53504 (May drop in Payment Slot if office is closed)
- *Email to:* communitydevelopment@argylewi.gov

For any questions about the Market or completing these forms please email communitydevelopment@argylewi.org or call/text the Market Manager @ 608-482-2293.

The below information must be filled out by ALL VENDORS for the S-240 Form required by the DOR for farmers markets.

If the vendor does not have a Wisconsin seller permit number and claims their sales are tax exempt, enter the exemption code number provided by the vendor.

- 1 - Exempt sales only or display only
- 2 - Multi-level marketing company pays sales tax
- 3 - Nonprofit occasional sales exemption
- 4 - Exempt occasional sales

Wisconsin Seller's Permit Number (15 digits starting with 456)		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
4 5 6 - -				
Legal Business Name (if not sole proprietor)				
Doing Business As (OBA) Name (if applicable)				
Vendor/Contact Name (Last)		Vendor/Contact Name (First)		Vendor Phone Number
Mailing Address				
Email Address				
City		State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)