



Village of Kronenwetter Farmers Market  
Sundays 9:00 am to 2:00 pm  
June 11<sup>th</sup> to October 22<sup>th</sup>

## **2023 Market Manager Agreement**

The Market Manager operates under the supervision of the Community Development Department but will not be considered an employee of the Village. The Market Manager will report to the Planning Technician and Community Development Director. Duties and responsibilities of the Market Manager can be found below.

### **General Market Manager Responsibilities**

- Attend a minimum of 12 Farmers Market Days as the Market Manager.
- Be onsite from 8:45 am until 1:30 pm (or until the majority of the Vendors have left) each required Market Day.
- Ensure market is operated in safe and efficient manner.
- Ensure that all facilities, equipment and utilities are in working order
- Ensure that all vendors have secured the required vendor number to participate in the market.
- Ensure only approved non-profit organizations and educational booths attend the market.
- Oversee the onsite vendor application process including taking applications and fees on site and returning all payments and applications back to the Community Development Department via the Municipal Center drop box.
- Ensure all vendors follow market rules and regulations as outlined in the "Village of Kronenwetter Farmers Market Rules and Regulations" packet. Provide vendors a packet if needed.
- Maintain the Market Layout and vendor stall assignments.
- Handle all emergencies that arise. If assistance is needed, the Market Manager should call one of the Farmers Market Emergency Contacts, the Non-Emergency Dispatch Line, or 911 depending on the situation.
- Supervise and assist any events or entertainers, as needed.

### **Market Day Responsibilities**

- Ensure all park bathrooms have been unlocked and are clean. If the conditions of the bathrooms are undesirable, this should be reported to the Community Development Department to be addressed.
- Ensure that the necessary electricity is on and all outlets are safe and in working order. If any necessary electricity is not working, the breaker should be checked to ensure it is on. If damage to an outlet or lock is present, ensure that that breaker is switched off and notify the Community Development Department to address the issue.
- Unlock the trash cans and place one trash can at both ends of the market.
- Check in each vendor in accordance to their Farmers Market Vendor Number. Each vendor needs to display their number for the duration of the market. If a vendor has not submitted an application, fee, or received a vendor number, they should fill out the required materials and provide this to the Market Manager.

- Ensure the Farmers Market Layout is being followed. Vendors should be asked to move if needed.
  - Provide updates to the Community Development Department, as needed.
  - Provide any fee payments, applications, or other materials to the Community Development Department via the Municipal Center drop box.
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I (Market Manager) agree to the following:

- To be compensated with a stipend of \$300 for the 2023 Season.
- To work a minimum of 12 Farmers Market Days as the Market Manager.
- To be onsite from 8:45 am until 1:30 pm (or until the majority of the Vendors have left) each required Market Day.
- To adhere to all other General Market Manager Responsibilities and Market Day responsibilities outlined above.
- To use my own vehicle and fuel for the transportation of any needed market materials to or from the market without reimbursement.
- I agree to reserve the right for the Village to perform a background check if required.
- I agree to hold all market business in strict confidence and will not directly or indirectly disclose or use any confidential information, except as required in the performance of my duties as Market Manager.

This agreement is entered onto on 25<sup>th</sup> of JUNE 2023 by

KENNETH J. MACIAZ

Market Manager Name (Print)

6-25-2023

Date

Kenneth J Maciaz

Market Manager Name (Signature)