



Village of Kronenwetter Farmers Market

Sundays 9:00 am to 2:00 pm

June 9 – October 20, 2024

2024 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 Community Development Department. Duties and responsibilities of the Market Manager can be found below.

General Market Manager Responsibilities

- Attend 20 market days as the Market Manager.
- Be onsite from 8:30 a.m. until 2 p.m. (or until a majority of the vendors have left the market).
- Ensure the market is operated safely and in an 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 all vendors follow market rules and regulations as outlined in the Village of Kronenwetter Farmers Market Rules and Regulations document. Provide vendors a document if necessary.
- Maintain the assigned market layout and vendor booth assignments. Vendors should be asked to move if needed.
- Handle all emergencies that arise. If assistance is needed, the Market Manager should call Marathon County Dispatch and ask for a Kronenwetter police officer, or call 911, depending on the situation.
- Supervise and assist any events or entertainers, as needed.
- 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 the 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.
- Provide updates to the Community Development Department, as needed.

I (Market Manager) agree to the following:

- To be compensated with a stipend of \$599 for the 2024 Season.
- To attend all 20 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 previously outlined.
- 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.

KENNETH J. MACIAZ
Market Manager Name (Print)

4-19-2024
Date

Kenneth J. Maciaz
Market Manager Name (Signature)

[Signature]
Community Development Director (Signature)

4/19/2024
Date

Date approved by VB: