

Shops at the Greenspace – Vendor Packet

1. Application for Shop Reservation

Location: Downtown Pittsville Greenspace, Shops at the Greenspace

Applicant Information

Business/Organization Name: _____

Applicant Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Website/Social Media: _____

Business Details

- Type of Business / Products Offered:

- Federal EIN: _____ (☐Applied For)

- Wisconsin Seller's Permit #: _____ (☐Applied For)

- Required Licenses/Permits (if applicable): _____

- Proof of Business Insurance (liability coverage required): _____

- Retail or Market Experience:

Reservation Options & Rates

☐ Weekly Reservation – \$50

(Minimum charge; includes weekend use; approved by Clerk's Office)

☐ Monthly Reservation – \$150

(Approved by Clerk's Office)

☐ Annual Reservation – \$1,500

Annual vendors pay \$150 per month for 10 months. If the vendor remains for the full season, the final two months are automatically waived.

Reservation Structure:

- Three shops are available for annual reservation.
- One shop (warming shelter) is available for weekly or monthly reservation only.

Reservation Terms

- This is a reservation of a shop, not a lease of public space.
- Vendors are reserving the shop only, not surrounding Greenspace grounds.
- All sales must comply with applicable laws, including sales tax collection.
- No duplicate business types at the same time unless approved.

Acknowledgement

I certify that the information provided is true and complete. I agree to abide by all rules and requirements of the Shops at the Greenspace Vendor Agreement.

Signature: _____ Date: _____

2. CDA Application Scoring Sheet – Shops at the Greenspace

Applicant: _____

Business Name: _____

Date Reviewed: _____

| Criteria | Description | Max Points | Score |
|-------------------------|--|------------|-------|
| Product Type & Fit | Uniqueness and alignment with local/cottage craft focus. | 20 | ___ |
| Local Production | Locally or Wisconsin-made items. | 15 | ___ |
| Diversity of Offerings | Adds variety without duplication. | 15 | ___ |
| Experience & Readiness | Preparedness and ability to activate space quickly. | 10 | ___ |
| Business Credentials | Insurance, EIN, Seller's Permit. | 10 | ___ |
| Presentation & Branding | Signage, displays, overall professionalism. | 10 | ___ |
| Operational Alignment | Willingness to participate in Greenspace activities. | 5 | ___ |

Total Possible Points: 100

Total Score: ___ / 100

3. Vendor User Agreement & Rules

1. General Conduct

- Treat customers, fellow vendors, city staff, and visitors respectfully.
- Maintain a family-friendly environment.
- Conduct business in a way that reflects positively on the Shops at the Greenspace.

2. Product Guidelines

- All products must comply with laws and regulations.
- Vendors must obtain required licenses/permits.
- No hazardous, illegal, or unsafe items permitted.
- Food items must comply with health codes.

3. Safety

- Space heaters are allowed ****during open hours only**** and must be approved by the Department of Public Works Manager.
- Electrical appliances must be safe and compliant.
- Walkways must remain clear.
- Report unsafe conditions immediately.

4. Shop Use & Maintenance

- Vendors maintain the interior and immediate exterior of their shop.
- Snow removal is required for the pathway directly in front of the shop.
- Vendors must secure signage and inventory inside at closing—nothing may remain outside overnight.
- Vendors are reserving the shop only, not the surrounding Greenspace.
- Setup and teardown must not interfere with other vendors or visitors.
- Any damage beyond normal wear may be billed to the vendor.

5. Security

- Vendors are responsible for securing their own inventory, cash, and equipment.
- The City is not responsible for theft, loss, or damage to vendor property.
- Doors and windows must be locked when unattended.

6. Compliance

- Failure to follow rules may result in loss of reservation without refund.
- The City may amend rules at any time with notice to vendors.

****Liability Waiver:**** Vendors agree to hold harmless and indemnify the City of Pittsville, its employees, officers, and representatives from any claims or damages arising from vendor activities.

Vendor Signature: _____ Printed Name: _____

Business Name: _____ Date: _____