



## **Outpost Co-op 2025 Community Creatives**

### **Four store locations**

100 E. Capitol Drive Milwaukee | 7000 W. State St Wauwatosa  
2826 S. Kinnickinnic Ave. Milwaukee | 7590 W. Mequon Rd. Mequon

### **Dates 2025**

March 22 11:00 a.m. – 2:00 p.m.  
May 17 11:00 a.m. – 2:00 p.m.  
August 16 11:00 a.m. – 2:00 p.m.  
October 11 11:00 a.m. – 2:00 p.m.  
*(Dates may be subject to change)*

Thank you for your interest in Outpost's Community Creatives! The co-op started inviting makers and creatives in the aisles in 2016 with a Makers Market, curated by Venice Williams from Kujichagulia Producers Co-op. The baton has been passed and we are committed to continue her vision of supporting and lifting local entrepreneurs and creatives, and to offer a unique experience from creatives of diverse and supportive backgrounds.

### **Criteria**

Criteria that is considered for accepting vendors into the market includes:

- ✓ Product quality
- ✓ Local ownership
- ✓ Product offering fits the needs of the community
- ✓ Creative expression will uplift the experience for Outpost shoppers
- ✓ Wisconsin Seller's Permit is preferred for goods sold
- ✓ Seller responsible for collecting payment

The event will provide a minimum of one and a maximum of four vending spaces per Outpost store location.

### **Direct all questions regarding Outpost Community Creatives to:**

Outpost Co-op Community Creatives  
creatives@outpost.coop  
3200 S. 3<sup>rd</sup> Street  
414-431-3377  
Milwaukee, WI 53207



## Rules of Operation

Below are the Rules of the Outpost Community Creatives. Please read carefully before applying to make sure your business fits the requirements of the event:

- **Approval:** All vendors will be selected by Outpost on the above criteria. It is preferred each vendor has a current State issued "Sellers Permit" prior to market day.
- **Entertainers and Musicians:** All entertaining creatives will need to have electric needs and volume approved before the event. Outpost location management reserves the right to correct volume day of.
- **Set-up:** Market set-up will be open one hour prior to posted start time. All vendors should be ready for the public 10 minutes before start time.
- **Operating Hours:** Vendors are expected to stay at their table with no early pack-up, until the event closes. Space around the table must stay tidy during the market, nothing should remain behind, including garbage, at the end of the market.
- **Loading/Unloading/Parking:** Premiere parking in an Outpost parking lot is for Outpost customers. Vendors may unload using these parking stalls and move vehicles to a further parking stall or use street parking, where applicable, unless arranged in advance for increased accessibility needs.
- **Table Assignment:** Outpost provides up to 4' of space. A chair will be provided upon request. Each vendor's product display must stay on top of the assigned table and not overflow to the floor space and/or into the store. Vendors may provide their own tables, not to exceed 4' x 2'
- **Signage:** There will be no posting of signs on store walls or shelving. Each vendor is encouraged to have a table-top sign indicating the name of their business. Prices of products are required to be posted.
- **Attendance:** Vendors scheduled for the events are expected to be present for all market dates scheduled, with the exception of severe weather or other factors that require Outpost to cancel the market and/or close the facility. If the event of an Outpost cancellation, vendors will be notified in as timely manner as possible. If a vendor cannot make their scheduled event date they must notify Outpost within 24 hours. *Any absence of more than one market by a vendor may result in the vendor forfeiting future appearances.*
- **Restrictions:** Due to limited space size and ventilation, only equipment that is used to keep food warm (thermos, crock pot, Nesco roaster, hot plate) may be used. Toaster ovens, convection ovens, and open flames are strictly prohibited. Vendor must provide their own refrigeration.
- **Table Reservation Fee:** A \$25 fee is collected upon approved application and is returned after event or if the event is cancelled Outpost. Day of event no-shows forfeit the \$25 reservation fee.
- **Vendor and Item Guidelines:** Products sold and represented by each vendor must be grown and/or produced directly by the vendor. Applicants must list all products they intend to sell on the application. Any items added by a vendor after the original application must be approved in advance by Outpost Co-op. Vendors must comply with all applicable local, state, and federal laws, rules and regulations, inclusive of food safety regulations for safe storage and serving temperature of the product.
- **Welcoming and Friendly Environment:** Vendors are expected to treat fellow vendors, customers, and Co-op employees with respect. We strive to create a market culture of inclusivity that embraces culturally and economically diverse customers. Vendors are expected to contribute to this inclusive environment. If any vendor is not being a good neighbor, or is not adhering to the Rules, Outpost has the right to terminate the vendor's acceptance into the event.
- **Social Media:** It is expected that vendors make a minimum of 3 stories and 2 posts to promote the event.



## **Vendor Code of Conduct**

Outpost Co-op is committed to fostering an inclusive, welcoming environment for all our customers, employees, and partners and does not tolerate any form of divisiveness, harassment, discrimination, or intimidation based on a person's race, ethnicity, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability (visible and invisible), pregnancy or parental status, veteran status, socioeconomic status, political affiliation, language or accent, immigration status, or body size or appearance. We ask that vendors maintain neutrality when in an Outpost store or on Outpost property. This includes but is not limited to, items that feature hate speech, symbols of oppression, or messages that encourage exclusion or harm.

Outpost reserves the right to review and determine whether vendor products and/or services align with our values of inclusion and respect. Items, services and/or behavior found to promote discrimination, hate, or harm will not be permitted. Our team will assess concerns on a case-by-case basis, and we encourage community feedback to help uphold these standards. If a violation occurs, we may take corrective action, including removal of products, suspension from participation, or other appropriate measures. We are committed to ongoing evaluation of this policy to ensure it reflects our commitment to a safe, welcoming shopping experience for all.



## 2025 Community Creatives Application

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: WI ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Please indicate which type of vendor category your business falls under (check all that apply)

Art/Craft/Book  Food/Bev  Hot Food/Bev  Produce  Entertainment  Other

Provide a description of the specific items to be sold. Vendors will be selected based on type of product and attributes to ensure a good mix of vendor offerings:

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A reservation fee of \$25 will be collected upon approval of application and will be returned post event or in the event of a cancellation by Outpost. Failure to show for a scheduled day without contacting Outpost no later than 24 hours prior to a scheduled event results in a forfeit of the reservation fee.

You must place a checkmark by the following agreements and include any additional paperwork with this application.

I have read the Rules of Operation and agree to comply as stated

I have read the Vendor Code of Conduct and agree to comply as stated

A copy of licensing required by the State of Wisconsin and Milwaukee County is attached

*My business \_\_\_\_\_ agrees that by participating in the Community Creatives Event, we will hold harmless Outpost Cooperative from and against all causes of action, claims, demands, suits, liability, or expense by reason of loss or damage to any property or bodily injury to any person, including death, as direct or indirect result of use of any rented or occupied market space. I further understand that violations of the Rules of Operation may result in losing my vendor space.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Application shall be received no later than 2 weeks prior to a Community Creatives Event. Receipt of application does not guarantee approval. Approved vendors will receive notice by Outpost.***