

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/11/2026

EVENT NAME: Manitowoc Farmers Market

ORGANIZER: Visit Manitowoc - Erika Christel

E-MAIL ADDRESS: farmersmarket@manitowoc.org

EVENT DATE: Saturdays 5/2/26 to 10/31/26 **NEW OR RECURRING:** Recurring

LOCATION/DESCRIPTION: Use of the Briess Lot to host a weekly farmers market. This market will be relocated to Washington Park on 8/1/26 to allow Malt City Brewfest to take place in the Briess Lot.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Courtney Hansen /ec Eric Nycz /ec Brock Wetenkamp /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



Special Event Application

Monday, February 9, 2026

General Event Information

Event name Manitowoc Farmers Market

Location Briess Lot

Date Saturday, May 2, 2026

End date if multiple day event and additional dates if applicable. every Saturday through 10/31/2026. Relocation date: 8/1/26

Event time 8:00 AM - 1:00 PM

Setup start time Saturday, May 2, 2026 06:30

Takedown end time Saturday, May 2, 2026 13:30

Applicant Information

Name of Applicant Erika Christel

Organization Name Visit Manitowoc

Address 900 Quay Street
Manitowoc, WI, 54220

Email farmersmarket@manitowoc.org

Phone number (920) 686-3508

On-site contact & phone number Laci Kitzmann, 920-323-4553

Event description

The Manitowoc Farmers Market occurs every Saturday morning as an outlet for crafters, artisans, and vendors to connect with the community. There is an annual relocation for Malt City Brewfest on 8/1/2026, in which the Market moves to Washington Park. Everything is contained within the park and there are no road closures necessary for it.

The market provides on portable restroom on site and it remains in places for the entire season. The library has restrooms available during their Saturday hours. Estimated annual attendance is 45,000.

Estimated total attendance 45000

Event Features

Select all that apply to the event

Food or drink sales Vendor(s) Food Trucks

Collecting monetary donations

Accepting credit card sales/transactions

Expected revenue 0

Route & Road Usage

Where are cars parking? Side streets

Event Structures

Select all that apply Portable restrooms Tent(s)

Safety & Security

Describe any assistance needed from the Police Dept. and/or Fire Dept.

As in the past, a Police presence via a walk-through or drive-by is appreciated as it makes vendors and shoppers feel safe.

Equipment & Facility Requests

Do you need power or lighting? Access to power panel on 8th St. Keys will be returned at the end of season.

Tables & seating

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' $\frac{8}{\$6 \text{ max } 20}$

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type

Channelizer drums 3'

Cones 18" $\frac{8}{\$5.50}$

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Equipment will be dropped off at the discretion of DPI. Equipment request notes:

In addition to the power panel, keys to access shared blue job box are needed. If available, one of the requested picnic tables should be ADA-accessible. The traffic cones may be still located in the blue job box on site in the Briess lot. For the first market, please drop traffic cones at Visit Manitowoc office on Friday if not already in blue box. For the Washington Park date 8/1/26, no addtl equipment is needed apart from what we regularly do at the market (cones and picnic tables).

Waiver of Fees

Are you requesting a Waiver of Fees?

Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

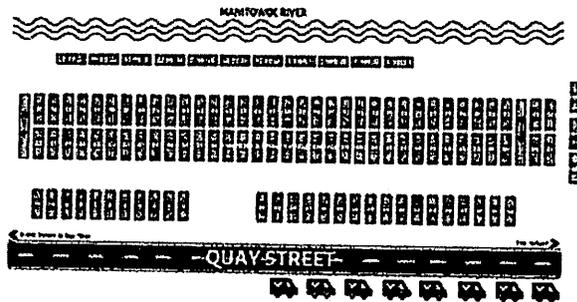
Why should this Waiver of Fees be granted?

This is a function of the City of Manitowoc

Map

Upload map and supporting documents

FARMERS MARKET LOT LAYOUT



Questions and comments

The map layout is attached based on number of spaces available, but is subject to change. There continues to be an issue with vehicles being left in the parking lot overnight. It is posted, but continues to be an issue during peak downtown activity times. This causes an issue in the mornings for vendor placement.

This is the first season that the Market is under Visit Manitowoc. Some equipment and layout needs may have to be adjusted.

Legal Notice and Submission

Would you like to meet with the Special Event Committee to discuss your event?

Yes

Applicant date of birth

Friday, June 12, 1998

Sign

Erika Christel