

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/5/2025

EVENT NAME: Downtown Manitowoc Farmers Market

ORGANIZER: City of Manitowoc - Adam Tegen

E-MAIL ADDRESS: ategen@manitowoc.org

EVENT DATE: Saturdays 5/3/25 to
10/25/25

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: A Saturday morning Farmers Market with many vendors happening weekly in the Briess Lot.

COMMITTEE CONCERNS: Relocation may be necessary. If so, this event is additionally approved to move to Washington Park if its open.

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Eric Nycz /ec Dan Koski /ec	

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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Special Event Application

Tuesday, February 4, 2025

General Event Information

Event name	Downtown Manitowoc Farmers Market
Location	Briess Parking Lot, Temporary Relocation for Brewfest TBD
Date	Saturday, May 3, 2025
End date if multiple day event and additional dates if applicable.	10/25/2025
Event time	8:00 AM - 1:00 PM
Setup start time	Saturday, May 3, 2025 06:30
Takedown end time	Saturday, May 3, 2025 13:00

Applicant Information

Name of Applicant	Adam Tegen
Organization Name	City of Manitowoc
Address	900 Quay Street Manitowoc, WI, 54220
Email	ategen@manitowoc.org
Phone number	(920) 686-6931
On-site contact & phone number	TBD, 920-323-4553

Event Details

Event description

The Downtown Manitowoc Farmers market is an outlet for local food purveyors, crafter/artisans, and other goods to connect with buyers of their goods and services. The events runs Saturdays from May-October from 8am-1pm. The farmers market has been held in the Briess Parking lot, with an annual temporary relocation due to Malt City Brewfest in early August. In 2025, we hope to continue to move some of the larger food truck units to Quay Street to open up the market for additional vendors and also to address safety.

We know people travel from outside the City to attend the market, but the total attendance from outside the City of Manitowoc is unknown at this time. The Market provides one portable restroom on site and it remains in place for the entire market season. The library has restrooms during their scheduled Saturday hours as well. Estimated annual attendance is 45,000 and growing.

Estimated total attendance 45000
Event website www.manitowoc.org/farmersmarket

Vendors & Money Exchange

Select all that apply to the event Vendor(s) Food Trucks

Expected revenue 0

Route & Road Usage

Road Closure

No roads to be closed, but market staff do post no parking signs each morning on the north side of Quay Street for the food trucks.

Where are cars parking? Streets and public parking lots in the city.

Event Structures

Select all that apply Portable restrooms Tent(s)

Safety & Security

Describe any assistance the event needs 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. With the parking lot used by downtown event-goers for Friday evening events, assistance with unattended vehicle in the lot prior to vendor arrival on Saturday morning would be of great value to the on-site market manager.

Equipment & Facility Requests

Park or facility request not listed above: Briess Parking Lot

Do you need power or lighting? Access to power panel on 8th Street for vendors requesting electricity. Keys will be returned at end of season.

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type

Channelizer drums 3'

Cones 18" 8
\$5.50

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Est. equipment cost per day 44

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.

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?

City of Manitowoc event via the coordination services of a seasonal Market Manager position.

Map

Upload map and supporting documents



FM Vendor Map 2024 (11 x 8.5 in).pdf

Questions and comments

The map layout is attached based on number of spaces available and 2024 market. 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.

Legal Notice and Submission

Would you like to meet with the Special Event Committee to discuss your event? No

Applicant date of birth Tuesday, February 4, 2025

Sign Adam Tegen

FARMERS MARKET LOT LAYOUT

MANITOWOC RIVER



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| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 18A | 18B | 18C | 18D |
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| 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 85 | 86 |
| 48 | 47 | 46 | 45 | 44 | 43 | 42 | 41 | 40 | 39 | 38 | 37 | 36 | 109 | 108 | 107 | 106 | 105 | 104 | 103 | 102 | 101 | 100 | 99 | 98 | 97 | 96 | 95 | 94 | 93 | 92 | 91 | 90 | 88 | 87 |

19A 19B 19C

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| 35 | 34 | 33 | 32 | 31 | 30 | 29 | 28 | 27 | 26 | 25 | 24 | 23 | 22 | 21 | 20 | 19 |
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◀ N 8th Street & Bus Stop

The Wharf ▶

QUAY STREET

