

APPLY FOR FARMERS MARKET THROUGH OPENGOV

STEP-BY-STEP INSTRUCTIONS:

- 1) Open Chrome or another web browser:
- 2) [Click here for Farmers Market Farm Vendor application](#)
[Click here for Farmers Market Food and Specialty Vendor application](#)

Review City of West Allis Farmers Market Vendor instructions, then, press 'Apply Online':

Events / Farmers Market Farm Vendor Application

Apply Online

Farmers Market Farm Vendor Application

RETURNING VENDORS

If you are a returning vendor to the West Allis Farmers Market, we will accommodate your previous stall rental location and quantity provided you do not have any outstanding financial obligations to the City of West Allis and are properly licensed by the state of Wisconsin and the City of West Allis Health Department.

NEW VENDORS

If you are applying to be considered as a new vendor for the 2022 West Allis Farmers Market season, please list the number of stalls you are asking to reserve for the 2022 season. Availability is not guaranteed; the Tourism & Event Coordinator will contact you if availability exists for the season.

- 3) If you know you have an existing account, ensure you are on the 'Log In' tab. Enter your email address and password and then press 'Log In':

The screenshot shows the 'Citizen Services' login page for the City of West Allis, WI. At the top, there is a logo and the text 'Citizen Services' and 'Welcome to City of West Allis, WI'. Below this, there are two tabs: 'Log In' and 'Sign Up'. The 'Log In' tab is selected. Underneath the tabs, there are two input fields: one for an email address (containing 'yours@example.com') and one for a password (containing 'your password'). Below the password field, there is a link that says 'Don't remember your password?'. At the bottom of the form, there is a blue button labeled 'Log In >'. Three red arrows point to the 'Log In' tab, the email field, and the 'Log In >' button.

- 4) If you do not think you have an existing account, ensure you are on the 'Sign Up' tab. Enter your email address and a password and then press 'Sign Up':

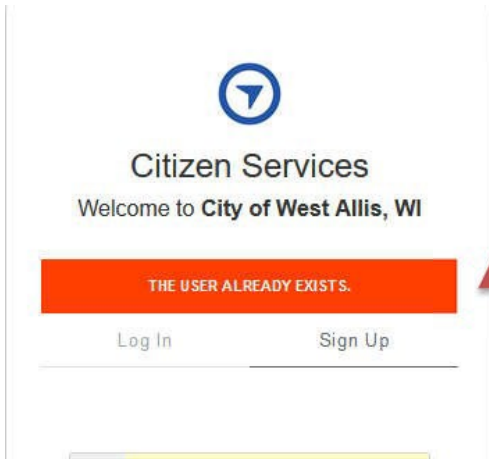
Citizen Services
Welcome to **City of West Allis, WI**

Log In Sign Up

yours@example.com

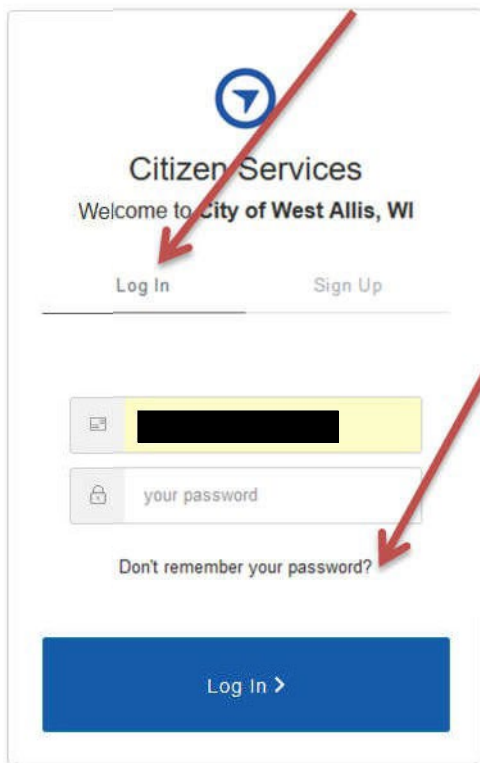
Sign Up >

- 5) If you do not think you have an existing account, but the system indicates you do have an account, it is likely the City previously established an account for you when you did business with the City.

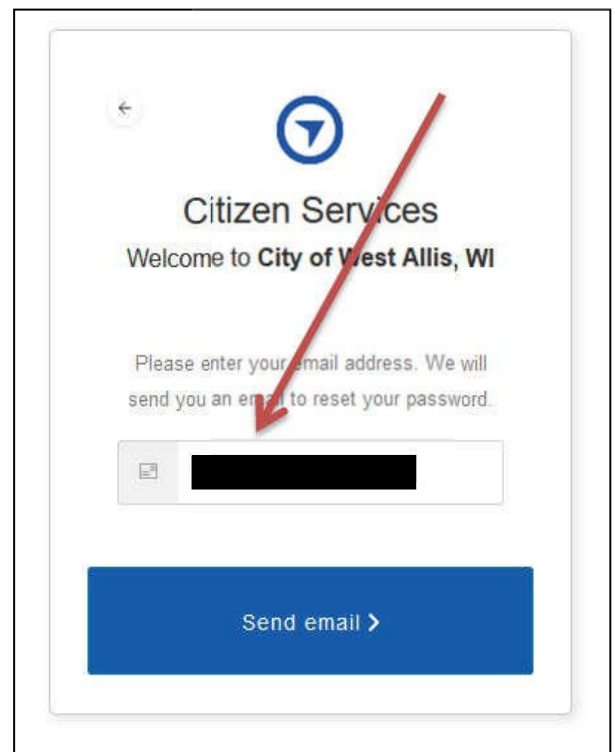


The screenshot shows the 'Citizen Services' login page for the City of West Allis, WI. At the top is a blue circular logo with a white arrow pointing down. Below the logo, the text reads 'Citizen Services' and 'Welcome to City of West Allis, WI'. A prominent orange error message box in the center contains the text 'THE USER ALREADY EXISTS.' Below this message are two buttons: 'Log In' and 'Sign Up'. A red arrow points from the right side of the image towards the error message box.

In this case, click on the 'Log In' tab and click on 'Don't remember your password?' You will be prompted to enter your email address and can click 'Send email'.



This screenshot shows the login page with the 'Log In' button selected. The password field is obscured with a black box. A red arrow points from the top left towards the 'Log In' button. Another red arrow points from the right side towards the 'Don't remember your password?' link. A blue 'Log In >' button is at the bottom.



This screenshot shows the password reset page. It features a back arrow in the top left, the City of West Allis logo, and the text 'Citizen Services' and 'Welcome to City of West Allis, WI'. The main instruction reads: 'Please enter your email address. We will send you an email to reset your password.' Below this is an email input field with a blacked-out email address. A red arrow points from the top right towards the instruction text. A blue 'Send email >' button is at the bottom.

You should receive an email with instructions on how to set a password. Then, refer to Step 4.

6) Add or confirm (if already entered) your contact information and press 'Next':

Have a project #?

Step 1 of 6 ·

Save Draft and Exit

Farmers Market Farm Vendor Application

Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name

Last Name

Email address

jmatte@westalliswi.gov

Phone Number

Address 1

Address 2 (Optional)

City

State

ZIP/Postal Code

Next >

Revert

7) Complete the vendor application and click 'Next' in the bottom right-hand corner:

Have a project #?

Step 2 of 6 ·

Save Draft and Exit

Farmers Market Farm Vendor Application

Section 1: Vendor Information

First Name *

Last Name *

Business/Farm Name *

Business Website URL *

Email Address *

Best Phone Number to Reach You *

Business/Farm Address

Address: *

City *

State *

Zipcode *

Briefly List or Describe the Products/Types of Products You Sell *

NEW FOR 2022 - IRS FORM W-9 REQUIRED

Please upload IRS Form W-9, "Request for Taxpayer Identification Number and Certification". The IRS Form W-9 is required for the City Finance Department to create a vendor ID number. The City is required to properly secure this information and not share it for any other purpose. *

Choose File

No file chosen