

# WISCONSIN COMMON MARKET

## WISCONSIN COMMON MARKET CHECKLIST

### Part 1: Account Set Up

There are three components to a Wisconsin Common Market application. Please use this checklist to ensure that you complete and submit each of the three components necessary for timely consideration of your application. Please submit the three components of your application to:

Wisconsin Common Market  
Attn: Karman Briggs, WCM Manager  
418 Wisconsin Street  
Eau Claire, WI 54703

If you have any questions regarding the application process, please contact Karman Briggs at 715-836-7511, Ext. 174 or [kbriggs@wisconsincommonmarket.com](mailto:kbriggs@wisconsincommonmarket.com). If Karman is unavailable, please contact Reneé Walz at 1-800-782-1063, Ext. 211 or [rwalz@wisconsincommonmarket.com](mailto:rwalz@wisconsincommonmarket.com).

For Wisconsin Common Market application consideration, please complete and submit the following items:

- 1. MEMBER APPLICATION:** Please print both pages. Additional copies can be downloaded at <http://www.wisconsincommonmarket.com/memberapplication.pdf>.
- 2. ONLINE VENDOR PARTICIPATION AGREEMENT:** Print two copies and sign both. Upon acceptance of your application, a WCM staff member will also sign both copies and return one to you with your acceptance letter. Additional copies can be downloaded at <http://www.wisconsincommonmarket.com/vendoragreement.pdf>.
- 3. DIGITAL PHOTOGRAPH:** A digital photograph that is representative of your products or product line is required for timely consideration of your application. You may either e-mail the photograph to [kbriggs@wisconsincommonmarket.com](mailto:kbriggs@wisconsincommonmarket.com) or burn it to CD and submit it with the other components of your application.

*Upon receipt, review and acceptance of the three components of your application, the Wisconsin Common Market staff will establish your online store front. You will then receive a "Welcome Packet" via mail that contains the unique user name and password to access and modify your online account. At that point, you may request further training and/or assistance to upload products and successfully manage your Wisconsin Common Market online store front.*

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