

FARMERS MARKET RULES

The purpose of the Hiawatha Farmers Market is to promote the sustainability of local agriculture, to improve the nutritional well being of consumers, and to increase the social health and wealth of the local community. The Market strives to educate the public regarding the benefits of preserving local agriculture and of making healthy food choices. In order to promote the market and foster the sense of community, all vendors and staff are expected to behave in a professional manner toward each other and their customers at all times. We believe the success of the Hiawatha’s Weekday Farmers Market is dependent on placing cooperation among all market constituents. Vendors, staff and customers who work together will build a healthier, more enjoyable market where all vendors can prosper, customers can find the quality products they expect, and producers and consumers can make the connections that build community.

**IMPORTANT: Please read the rules and sign the Market Application, Indemnity Agreement and Lease form. Your signature indicates that you have read, understand and agree with these rules. All vendors will be required to sign all forms before being allowed to sell at the market.**

***DATES AND TIMES***

 The Market will open on the 2nd and 4th Wednesdays of June, July and August from 4:00pm to 6:00pm in the front parking lot of Hiawatha City Hall. The specific dates are as follows: June 8th, June 22nd, July 13th, July 27th, August 10th, August 24th.

NO selling or bagging before 4:00pm will be allowed. Vendors are not allowed to sell to each other before the start time of the market. As soon as the bell rings vendors may begin selling. The Market Manager will ring the bell at 4:00pm. Vendors will **NOT** be allowed to leave the market before 6:00pm.

***FEES***

***STALL FEES ARE DUE BY May 8th***

Fifteen Dollars ($15.00) per day pass. \*Subject to availability.

The Season Rate:

* One space shall be Eighty Dollars ($80.00); (equal to 2 parking stalls)

Seasonal vendors must pay the seasonal lease fee before market starts. Vendors cannot pay the seasonal fee in payment installments. Failure to pay current and past due stall fees may result in loss of market space for the day, and/or expulsion from the market. The Market will not reimburse for fees paid if a vendor decides to no longer participate at the Market, except in cases of unforeseen hardship, as determined by the Park Director. The Market Manager will determine cancellation of market due to inclement weather conditions.

Products sold by weight must be sold on scales certified by the Iowa Department of Agriculture. **Vendors are responsible for the necessary sales tax** on the goods when applicable.

All food items must be displayed or stored off the ground. This includes products in boxes or baskets which may be needed later to replenish inventory currently for sale. Vendors utilizing stall space are responsible for cleaning their area before leaving the market for the day. This should also be done periodically throughout the market to avoid congestion and maintain an appearance suitable to the market.

The Hiawatha Farmers Market will have one key person (Marketing Manager) for the purpose of facilitating the market on sale days. This person will be in charge of day to day decisions. Vendors are expected to honor the decisions of this individual. Grievances should be directed to Kelly Willadsen, of Hiawatha Parks and Recreation at 319-393-1515.

***STALL ASSIGNMENTS***

 Market management has full authority to assign stall space. Requests for particular sites will be given consideration but management reserves the right to assign and locate all vendors. One stall entitles a vendor to a maximum 18’ by 18’ space (equal to two parking stalls) for product display, storage, preparation and parking. *Electricity is not available at the Hiawatha City Hall Market.* All seasonal lessees will have assigned stalls for the entire season. Market is located in the front parking lot of Hiawatha City Hall.

Stalls will be given out on first come, first serve basis and must be assigned before set up occurs. You are not guaranteed the same stall as previous years. Any late coming vendors will be given a stall at the far end for safety purposes of the patrons. The Market Manager will direct the vendor to your stall area.

***SEASON VENDORS***

* Must notify the Hiawatha City Hall at 319-393-1515 by the Monday before the market if you will not be using your season stall.
* **Payment for seasonal vendors must be received by May 8th.** Vendors cannot pay the seasonal fee in payment installments.
* Must be at the market at **3:00** pm to set up. If they are not there their leased space may be given to a day pass vendor for that week.

**If a season vendor does not use their season stall for two consecutive weeks without notifying the Market Manager they will lose their season stall and season status.**

Remember that if you are sharing a stall, you MUST put that persons name on your registration form at the beginning of the season. You are not allowed to share this stall if you have not done so. Both vendors will need to sign the compliance agreement and submit their individual registrations.

***VENDOR EQUIPMENT AND SUPPLIES***

The Hiawatha Farmers Market is not responsible for any lost or stolen supplies. Each vendor is responsible for providing; monitoring and removing all equipment and supplies he or she requires doing business on the Market site. This includes signs, tables, chairs, products and equipment utilized for clean-up purposes.

Vendors will provide their own table for selling or sell off the back of their vehicle. Vendors are responsible for keeping their space attractive during Market hours and for cleaning up their space after the market closes.

All vendors who wish to erect canopies (including umbrellas) on the farmers market site during a normal period of market operations, including the set up and break down period, **are required to have their canopies sufficiently and safely anchored to the ground** from the time their canopy is put up to the time it is taken down. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the farmers market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. The Market Manager will be directing set up so that the fronts of the vendor displays are aligned in a straight row for safety reasons.

All signs must remain within the allotted vendor's exhibit space and must not block traffic or pedestrian ingress or egress, or interfere with other vendors' display or views. **HIAWATHA FARMERS MARKET** strongly recommends all vendors market their business by posting adequate signs or banners.

**SIGNAGE**: All vendors are encouraged to post a sign identifying him/her or the name of the business represented.

**PRICE SIGNAGE:** Vendors are encouraged to clearly mark the prices of their items. This can be done by individually tagging each item or by listing all of your items and prices on a large sign or blackboard.

Vendors must have sacks available to put purchased goods in for their customers. You can purchase sacks from area grocery stores or paper distributors listed in the phone book. Vendors are asked to take garbage with them. The garbage cans in the parking lot are for customer use only.

***TAXES, FEES AND LICENSES***

Each vendor is responsible for filing state sales tax statements where applicable. Call Dave Herzog, Revenue Agent, at (319) 341-9718 if you have questions as to whether the products you sell are subject to sales tax.

All sales are to be by container or item, not by weight unless the vendor has present at the market a legal for trade scale that has been licensed and inspected by the Iowa Department of Agriculture and Land Stewardship, Weights and Measures Bureau Vendors are not allowed to give produce or other items away for free or at unreasonably low prices, thus undercutting potential sales of other vendors.

**MOBILE FOOD PERMITS:** – See Market Manager for information.

**WIC PROGRAM:** The Hiawatha Farmers Market is a participant in the Iowa Farmers Market Coupon Program sponsored by the Iowa Department of Agriculture. Clients of the Women, Infants & Children (WIC) program, nutritionally-at-risk Iowans, are given checks from local area distribution centers for the purchase of fresh fruits and vegetables from an Iowa Certified Farmers Market Program Vendor. In order to become a certified vendor, you must complete an application form and meet certain other requirements set by the Iowa Department of Agriculture. Do not accept these checks unless you have been certified by the State Department as an IOWA CERTIFIED FARMERS MARKET PROGRAM VENDOR. Upon certification you will be given a sign to post at your stall. Please be sure the sign is easily visible to people attending the market. Please see the Market Manger for more information.

**USDA FOOD STAMP PROGRAM:** Farmers Markets are identified as a place where food stamps may be used to purchase food for human consumption and garden seeds and plants that produce food. If interested in accepting food stamps, contact the U.S. Department of Agriculture, Food and Nutrition Service, at 515-284-4035 or write them at 210 Walnut Street, Room 641, Des Moines, IA 50309, to obtain an application form and further information. [www.fns.usda.govifsp/](http://www.fns.usda.govifsp/)

Vendors are encouraged to consider obtaining individual liability insurance for products sold. All vendors shall provide, at the time of application, copies of any permits and licenses applicable to the sale of their products.

**These rules may be modified at any time. The market manager will notify all vendors of changes. Deadline for contracts is May 8th for season vendors. Check with City Hall for day pass availability.**

**Let’s have a great season!**

City of Hiawatha; 101 Emmons St. Hiawatha IA 52233 319-393-1515

Please call the Iowa Department of Agriculture and Land Stewardship if you have any questions about this information. Iowa Department of Agriculture and Land Stewardship.
Henry A. Wallace Building, Des Moines, IA 50319
(515) 281-5321www.agriculture.state.ia.us**FARMERS MARKETS**

**REQUIREMENTS FROM INSPECTIONS & APPEALS**

**FOOD & CONSUMER SAFETY BUREAU**

**The following products may be sold at a farmers market to consumer customers without being licensed as a food establishment at the market location:**

1. Fresh fruits and vegetables which are whole and uncut

2. Bakery products that are not potentially hazardous. These products include only the following items: breads, cakes, doughnuts, pastries, buns, rolls, cookies, biscuits, and pies (except meat pies). The following products are examples of bakery products that are potentially hazardous and cannot be sold at farmers market without a license: soft pies, custard filled products and cream filled products.

3. Fresh Shell Eggs that are kept at 45 F or below (ambient temperature)

4. Honey

5. Non-potentially hazardous food products; that is products that do not require refrigeration, since they are shelf-stable. These products can be prepared in the home, to be sold for consumption off-the-premise. Some examples of products that can be prepared in the home for direct sale to consumer customers include: jams, jellies and dried noodles.

**The following products may not be sold at a farmers market without appropriate licensing from local, state or federal authorities:**

1. Potentially hazardous food products, which include meat, poultry, dairy products

2. With the sole exception of jams and jellies, no “home style” canned goods can be sold at farmers markets, since food in a hermetically sealed container shall be obtained from a licensed food processing plant. (Section 3-201.12 of the Food Code which has been adopted by Section 137F.2 of the Code of Iowa)

# What type of licenses are honored to sell potentially hazardous foods at farmers

**Market?**

1. Farmer’s market potentially hazardous food license.
	1. A separate license is required for each county in which a vendor sells food.
	2. The license is only valid at farmers markets.
	3. If the vendor has operates two or more stands simultaneously, a separate license is required for each unit.
2. Mobile food license
3. Temporary food service license
4. Canned goods, except jams and jellies, must be from a licensing food processing plant.

**Labeling Requirements**

All food must be labeled with the common name of the food and the name and address of the person who prepared the food.

Allergen information needs to be declared on the label or by the use of a placard.

The following food products are considered major allergens: Peanuts, Soybeans (not refined soybean oil), Milk, Eggs, Fish, Crustacean (crab, lobster or shrimp), Tree Nuts (almonds, pecans or walnuts) & Wheat.

Food that is prepared in licensed food establishments or food processing plants must be labeled with the following information:

1. Product name

2. A list of ingredients in order of predominance (by weight). If the product has a standard of identity in the Code of Federal Regulations, it must conform to that standard.

3. Name and address of the manufacturer, packer or distributor. Unless the name given is the actual manufacturer, it must be accompanied by a phrase which states the product is: “manufactured for” or “distributed by.”

1. Net weight or volume.
2. Allergen information.

For more information please contact:

Linn County Public Health

501 13th St NW

Cedar Rapids, IA 52405

Phone: (319) 892-6000

Fax: (319) 892-6099

health@linncounty.org

**Hiawatha Farmers Market 2016 Summer Vendor Application**

Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Farm/Business Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address if different than Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State and Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please mark those categories in which you plan to sell. Number your choices by

sales volume with 1 being the largest sales item.

Fresh farm products \_\_\_\_ Processed farm foods \_\_\_\_

Baked goods and grain products \_\_\_\_ Fishermen \_\_\_\_

Concessionaires’ \_\_\_\_ Artisans \_\_\_\_

Charitable Organizations \_\_\_\_

Description of items to be sold \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Season Pass \_\_\_\_\_\_\_\_ ($80)

Day Pass \_\_\_\_\_\_\_\_ ($15)

City of Hiawatha
101 Emmons St. Hiawatha IA 52233
319-393-1515