



2020
JEFFERSON ST. FARMERS MARKET
BURLINGTON, IOWA
RULES AND REGULATIONS



Downtown Partners, Inc. (DPI) reserves the right to remove any vendor at any time for failure to comply with market rules and regulations. By submitting an application, vendors acknowledge they have received, read, understand, and agree to follow all rules and regulations set forth by DPI and the Jefferson St. Farmers Market.

PRODUCE AND MERCHANDISE GUIDELINES

The Jefferson St. Farmers Market will include the following categories: **produce** (Tri-State Area*, broker, and certified organic fruits and vegetables); **baked goods** (Tri-State Area and broker pies, cookies and cakes, and other homemade items such as honey, jelly and jam); **meat/fish/eggs** (Tri-State Area home raised and broker); **food to be prepared at the Market** (such as sandwiches, soups, cooked vegetables, smoothies, shaved ice, kettle corn); **floral** (Tri-State Area and broker flowers and plants); **artwork** (original Tri-State Area); **crafts** (original Tri-State Area candles, soaps, handmade jewelry, and other art items); **imported goods** (broker); and **other** (subject to review by DPI and/or the Jefferson St. Farmers Market Steering Committee.

- * Tri-State Area refers to items grown or made in Iowa, Illinois, or Missouri
- ** Certified Natural – a copy of your Certification must be in our file

All items for sale, both food and non-food, are subject to individual inspection, and the Jefferson St. Farmers Market Steering Committee reserves the right to prohibit products that are not in keeping with the rules or standards of our Market. Live animals will not be sold anywhere in the Market area during hours of set-up or operation.

Vendors should display their name in a prominent spot in their space.
Products' prices should be posted for all products being sold.
If you are brokering produce, it MUST be marked with Point of Origin.

LIABILITY

By renting space at the Jefferson St. Farmers Market, vendors agree not to hold DPI, its Board of Directors, the Jefferson St. Farmers Market Steering Committee, or the Market sponsors responsible for damage of any kind. Vendors assume all responsibility for the operation of their booth and for any damages or injuries that may occur during normal hours of operation or from consumption of products or goods. This includes all lawsuits, demands and claims including court costs, legal fees, and damages. Vendors are also responsible for any loss or damages DPI may incur on their behalf, including but not limited to court costs and attorney fees. All items for sale will be handled and displayed at the vendor's risk, and DPI and/or the Jefferson St. Farmers Market Steering Committee assumes no responsibility for theft, accident, or natural disaster. **All vendors need to supply a Proof of Liability insurance policy to the Market Manager when returning application and stall fee.**

SPACE RENTAL

Each vendor is responsible for his/her own set-up of items such as tables, chairs, and tents or awnings. Trucks or other vehicles must be clean and in reasonable good condition. **Awnings or tents are allowed and encouraged; BE SURE they are adequately weighted down. Please leave your pets at home.**

Vendors who rent for the season MUST contact Market Manager Rachel Lindeen, 319-572-7609, before the day of the market if they are to be absent from the market.

- a. Vendors who purchase seasonal stalls receive top consideration when making assignments
- b. Vendors purchasing stalls on a day-to-day basis receive consideration on a first-come/first-served basis
- c. If a vendor with a seasonally reserved stall has not arrived within the set time of the market opening, without prior notification to the Market Manager, that stall may be reassigned by the Market Manager for that market day
- d. **If a seasonal vendor does NOT notify the market manager of absences, after 2 successive weeks of no show, your stall will be reassigned to another vendor.**

SET-UP AND HOURS OF OPERATION

Vendor set-up begins at 3 PM, and all vendor vehicles **must be** in purchased vendor spaces by 4 PM unless the Market Manager is notified of extenuating circumstances; i.e.: vendor has work conflict or is coming from a great distance. **NO moving vehicles are allowed within the vendor area between 4 PM and 7 PM.** Market hours are 4:30 PM. – 7 PM. **Absolutely no sales are allowed prior to 4:30 PM.**

The market will be canceled only in the event of severe weather. Otherwise, it will be held rain or shine. The Market will be held in the 300-500 blocks of Jefferson.

CLEAN UP AND TRASH REMOVAL

Vendors are responsible for their own clean up. Food concessions must provide their own trash containers for customers' use during the Market. All vendor spaces must be clean before you leave the premises.

SALES TAX

Vendors are responsible for collecting and remitting all applicable sales tax. Failure to respond to sales tax inquiries by the Internal Revenue Service may result in vendor being prohibited from participating in future markets or in other DPI events. Out-of-state or other vendors who do not have an Iowa Sales Tax Number must obtain a Temporary Permit. If you have any questions regarding Iowa sales tax rules and regulations, please contact the Iowa Department of Revenue and Finance at 800-367-3388 or www.state.ia.us/tax.

VENDOR CONDUCT

All vendors are expected to behave in an acceptable and appropriate manner in their interactions with the Market Manager, customers, and other vendors. **Vendors should refrain from smoking in consideration of their customers and other vendors.** Problems should be addressed with the Market Manager, who has authority over vendor location, regulation, and conduct. **Disruptive behavior will result in removal of the vendor from the Market, with no refund of vendor fees.**

HEALTH INSPECTION

All vendors must comply with Iowa state and county public health regulations governing the preparation, handling, and presentation of food. Vendors selling prepared foods are responsible for obtaining all necessary licenses and/or permits. **This is now handled through the Lee County Health Department; call them at 319-372-5225 or go to www.leecountyhd.org/index.php/en/inspectio/food-inspections.**

FARMERS MARKET NUTRITION PROGRAM

(IOWA WIC AND IOWA SENIOR COUPON PROGRAMS)

The 2020 Jefferson St. Farmers Market will be sanctioned by the Iowa Department of Agriculture and Land Stewardship; therefore, certified vendors will be able to accept both 2020 WIC and Seniors/ FMNP coupons. **If you would like to become a certified vendor or if you have questions about these programs, please contact Paul Ovrom at 515-242-6239 or paul.ovrom@iowaagriculture.gov. FMNP certified vendors must adhere to the rules and regulations of the Iowa Farmers Market Nutrition Program.**

FOOD STAMPS

Food, seeds, and food-producing plants may be purchased with USDA Food Stamps. **If you would like to become a certified vendor for this program, call the Federal Department of Agriculture at 515-284-4035.**

Revised January 2020