



Wednesday Evening Farmer's Market  
June 5 to September 25, 2019  
200 block of N. Elm Street  
Avoca, Iowa

2019 Vendor Guidelines & Application

*Avoca Main Street Farmers Market Contacts*

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# 2019 Avoca Main Street Farmers Market

## Regulations and Guidelines

### **Location:**

The 200 block of North Elm Street on Avoca Main Street.

### **Market Dates and Hours:**

Wednesdays, starting June 5, 2018 and running through September 25, 2019, with ONE HOUR LONGER market on July 3, 2018 to honor Avoca's 150<sup>th</sup> Celebration. Hours will be 5:00 PM to 7:00 PM. EXCEPT July 3 when they will be 5:00 PM to 8:00 PM.

We ask that all vendors start setup between 4 pm and 4:30 pm, and are ready to go at 5:00 pm each market day. Sales prior to the start of the market day at 5:00 pm are strictly prohibited. Vendors will not be allowed to setup after 5:15 pm.

### **Vendors:**

Vendors will be admitted to the Avoca Main Street Farmers Market based on space availability and product representation. All vendors must be registered and all fees paid by 5 p.m. on the market day in question.

### General Market Rules:

- Vendors are required to provide their own tables, chairs, and overhang. If your booth requires power limited arrangements can be made with the Avoca Main Street Farmers Market volunteer staff.
- All vendors must comply with all applicable city, state, and federal laws, rules and regulations. Vendors are responsible for complying with state and local health requirements and for obtaining all permits, licenses and/or inspections applicable to their products. All permits and licenses must be posted each market day.
- Smoking is not permitted.
- Pets not permitted except dogs on leash at all times, leash no longer than 5' or Certified Service Dog.
- Vendors are responsible for removing all waste, rubbish, recyclables or trash generated during selling at the market.
- Vendors are expected to display professionalism and conduct themselves and their business in a manner that is respectful, honest and courteous toward customers, market managers and other vendors. The Avoca Main Street Farmers Market organizers retain the right to prohibit a person or business from participating in the market for conduct deemed inappropriate or unprofessional.
- Avoca Main Street Farmers Market does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations.

### **Fees:**

**Grower/Producer:** Seasonal Fee: \$150 for one vendor area (between 10' and 24') - this fee will provide space for all 17 Wednesday markets. One-Time Fee: \$10 per market day.

**Crafter/Artisan:** Crafts and home-based sales featured every Third Wednesday. Seasonal Fee: \$35 for one, 10 x 10 vendor area - This fee will provide space each of the four Third Wednesday markets. One-Time Fee: \$10 per market day.

**What May Be Sold: (see labeling requirements)**

Fresh Fruits and Vegetables – whole and uncut.

Farm Fresh Eggs – must be kept at 45 degrees Fahrenheit or below.

Baked Goods that are not potentially hazardous – breads, cakes, doughnuts, pastries, buns, rolls, cookies, biscuits, and pies. (*No meat pies, soft pies, custard or cream filled pies, or cream cheese frosting*)

Jams and Jellies – only those meeting CFR Title 21 Part 150

Dried Noodles

Candies

Honey

Flowers and Hand-Crafted Items – must be grown or made by vendor

Frozen poultry, beef, pork, lamb

**Proper Licensing is Required to Sell the Following (must present licensing proof when requested):**

Meat Products – Must be State or USDA inspected, obtain a Potentially Hazardous Foods License, and sell products frozen from a freezer or cooler

Baked goods, jams and jellies must be labeled. Labeling must include product common name, name and address of maker, telephone number of maker, allergen information, and a list of ingredients.

Home-Style Canned Goods – Except Jams and Jellies meeting CFR Title 21 Part 150 requirements

Alcoholic Beverages

**\*\*\*\*\* The selling of Wild Morel Mushrooms is strictly prohibited \*\*\*\*\***

**Potentially Hazardous Foods License**

Vendors who wish to sell Potentially Hazardous Foods must apply with the Department of Inspections and Appeals Food & Consumer Safety Bureau to gain licensing. License must be presented when requested.

**Sales Tax**

Vendors who wish to sell taxable products must collect sales tax either using a Permanent Sales Tax Permit or a Temporary Sales Tax Permit.

**Sampling**

Sampling of products may be done by vendors using healthy food handling practices. Vendors **may not** sample potentially hazardous foods including cut melons, raw sprouts, and cut tomatoes. Failure to comply will result in disciplinary action.

**Price Setting**

The Avoca Main Street Farmers Market does not set prices but expects all vendors to work together to provide a fair market price to all customers.

**Liability Insurance**

It is requested that all vendors carry their own liability insurance and all vendors must sign a waiver to participate in the market.

**Disputes**

If a dispute arises during the market, it will be decided by the Market staff. In a dispute involving prices, the Market staff will act as mediator between parties and will remain neutral.

**Rules Enforcement and Disciplinary Measures:**

Failure to comply with the guidelines and requirements of the Avoca Main Street Farmers Market will result in the following applicable penalties to be enforced by the Market staff:

- 1<sup>st</sup> Offense – Verbal Warning
- 2<sup>nd</sup> Offense - \$50 fine
- 3<sup>rd</sup> Offense - \$100 fine
- 4<sup>th</sup> Offense – Termination of privileges to sell at the market

The Avoca Main Street Farmers Market reserves the right to refuse any application to sell at the market.

**Additional Rules of Conduct:**

- No firearms or drugs are allowed in the market area
- All food items for sale must be elevated above ground level at least 6 inches
- Vendors are responsible for the safety of food items, their vehicles, and equipment within their specified area



Vendor Statement and Hold Harmless Agreement:

I certify that I have crafted, made, grown or produced all the items I will be selling at the Avoca Main Street Farmers Market. I have obtained any required licenses or permits to sell the products I will present at the market. I do hereby waive, release and discharge all rights and claims for expenses, damages or other losses which I may have or which I may incur against the Avoca Main Street Farmers Market staff, volunteers, Avoca Main Street, Inc., the City of Avoca, and Pottawattamie County and/or their associates, and hold them harmless of all liability.

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Signature

\_\_\_\_\_  
Date

**Please make all checks payable to Avoca Main Street, 203 N. Elm Street, PO Box 357, Avoca IA 51521, Phone: (712) 307-0172**