

Produce in the Park

Thursday Farmers' Market

May 31 to September 27, 2018



Good Food...Great Folks!

Atlantic City Park

10 West 7th Street ♦ Atlantic, Iowa 50022

(across from the Courthouse)

www.facebook.com/ProduceinthePark

2018 Vendor Guidelines & Application

Produce in the Park Contacts

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Farmers Market Info

Iowa Department of Agriculture and Land Stewardship

Iowa Farmers Market Association

Weights & Measures

Food & Consumer Safety Bureau, Dept. of Inspections and Appeals

Iowa Department of Revenue (tax payer services)

Iowa Farmers Market Nutrition Program &

Iowa Speciality Crop Block Grant Program

Farmers Market Food Safety Training

www.iowaagriculture.gov

www.iafarmersmarkets.org

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www.safeproduce.cals.iastate.edu



Produce in the Park Vendor Guidelines

The mission of Produce in the Park is to promote local food production and consumption and to build a community that supports the health and well-being of residents. Produce in the Park provides opportunities for direct marketing for producers, access to fresh local foods for consumers, and social networking and educational opportunities for all participants.

Thursdays—May 31 through September 27, 2018—Sunshine or Showers

Hours: 4:30 – 6:30 pm

Vendors may begin setting up at 4:00 and must be ready to sell by the opening bell at 4:30 pm.

Vendors will remain open for business until the market closes at 6:30.

2018 Stall Fees

Fees must be paid prior to start of market. Curbside or Greenspace may be requested.

Grower/Producer	\$60 for season
Crafter/Artisan	\$30 one time trial + \$30 prior to additional markets
On-site Prepared Food Vendor	\$60 for season
Young Entrepreneur (18 years old & under)	Reduced-fee Scholarships available to <i>new vendors.</i> <i>Young vendors who previously received scholarships pay regular stall fees.</i>

General Market Rules

1. Vendors will be admitted to Produce in the Park based on market requirements, space availability and product representation. All vendors must be registered and all fees paid prior to participation.
2. 2018 Produce in the Park will be held from 4:30 to 6:30 pm at the Atlantic City Park every Thursday from May 31 through September 27.
3. 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.
4. Smoking is not permitted.
5. Pets not permitted except dogs on leash no longer than 5' or Certified Service Dog.
6. Vendors are responsible for removing all waste, rubbish, recyclables or trash generated during the course of selling at the market.
7. Vendors are expected to display professionalism and conduct themselves and their business in a manner that is respectful, honest and courteous toward customers, staff/managers and other vendors. Produce in the Park retains the right to prohibit a person or business from participating in the market for conduct deemed inappropriate/unprofessional.
8. There will be no discrimination on the basis of race, color, creed, sex, religion, physical ability, sexual orientation, age or nationality.

Market Intent

All products sold must be grown, raised or handmade by the person selling at the Product in the Park farmers' market. All crafts are to be made by the vendor selling the goods. The market is intended to provide an opportunity for individuals to sell approved items which are produced or manufactured by them in their garden, farm or home. **NO RESELLING OF ITEMS IS ALLOWED.**

Allowable Foods Approved for Sale *(must adhere to State Guidelines. See www.dia.iowa.gov)*

1. The following items may be sold:
 - Fresh fruits, vegetables, & herbs
 - Bakery products that are not potentially hazardous: breads, cakes, doughnuts, pastries, buns, rolls, cookies, biscuits, and pies (**NO meat pies, soft pies, custard or cream filled products**)
 - Fresh shell eggs - recommended to be kept at or below 45°F
 - Honey
 - Non-potentially hazardous food products such as jams, jellies, syrups or dried noodles
 - Frozen poultry, beef, pork, lamb or goat (**These must have a permit to sell.**)
2. **Baked goods, jams, and jellies must be labeled** with the common name of the product and the name and address of the person who prepared the food.
3. No "home style" canned goods can be sold without appropriate licensing from local, state and federal authorities. This includes items like pickles, salsa and pepper jellies.
4. It is highly recommended that ready-to-eat food sold at the market include local food. (For example, hamburgers or hot dogs made at a local locker, condiments for sandwiches from local producers)

Required Vendor Training *(craft vendors & artisans Marketing Module only)*

Farmers' Market Food Safety Training. FREE online at www.safeproduce.cals.iastate.edu or GAP Training.

Vendor Spaces

1. Curbside or Green Space stalls are available.
2. Vendors will be assigned spaces at the discretion of the market manager.
3. Previous year and regular exhibitors will receive precedence in stall selection.
4. Vendors may begin set up at 4:00 pm and must be registered prior to set up. Earlier set up may be available by special arrangement and approval of market manager.
5. Vendor stalls will be kept clean and free of debris at all times.
6. Vendors are responsible for furnishing all of their own market supplies including tables, canopies, chairs, bags, change and any other supplies needed.
7. Vendors are must keep their stalls occupied and open until market closes at 6:30. (even if sold out)

Liability Insurance

1. It is required that all vendors carry their own liability insurance. You must provide proof with your application.
2. All vendors must sign the Hold Harmless Waiver on the Application to participate in the market.

Fees & Deadlines

1. Make checks payable to: **Produce in the Park**
2. Fees due by **April 20** to be included in pre-market publicity. **May 24** for May 31 market opening date.
3. Please mail vendor fees and completed Vendor Application to:

*Produce in the Park
c/o Complementary Care Health & Wellness
Attn: Susan Retz
201 Linn Street
Atlantic, Iowa 50022*

Sales Tax

Vendors who are selling taxable goods must pay sales tax per Iowa regulations.

Farmers' Market Nutrition Program – WIC and Senior FMNP

This section applies only to Grower/Producer Vendors. Growers who intend to participate for the first time in the Farmers Market Nutrition Program (FMNP) and vendors needing to fulfill the three-year re-training requirement must attend a mandatory vendor training session and complete an annual Vendor Application and Agreement Form prior to accepting WIC/Senior FMNP checks. The application can be completed before or after the training.

The Iowa Department of Agriculture and Land Stewardship has scheduled the 2018 WIC/Senior FMNP training sessions. Training is also available via webinars. For details go to:

http://www.iowaagriculture.gov/horticulture_and_farmersmarkets/FMNPvendors.asp and click on “FMNP Webinar Training Schedule”.

Inclement Weather

In the event of inclement weather, Produce in the Park may announce cancellation of some market participants such as meal providers, music and children's activities by 2:00 pm. Announcements will be made via local radio, Facebook and email. It is at the discretion of shoppers and each vendor to decide whether (s)he will attend the event to sell harvested produce, freshly baked goods and handmade items. Vendors assume all risks associated with inclement weather.

Electricity & Restrooms

1. Limited electrical outlets are available on-site. Please make arrangements with market facilitator.
2. Public restrooms are available at the park shelter.

Parking and Unloading

1. Please unload your product from designated areas on 6th Street then immediately move your vehicle so other vendors may unload their products.
2. Vendor parking is available in the Library parking lot.
3. Please honor designated handicapped and senior parking spaces.

Market Suggestions

Please contact a market facilitator with your suggestions for activities, additional vendors or actions that will make Produce in the Park even more successful. We love good input!



Produce in the Park Vendor Application 2018

Please complete all sections and return the application form with your vendor fee.

Contact Name: _____

Business Name: _____

Street Address: _____ City: _____

Preferred Phone: _____ I can be contacted by text: ____yes ____no

Email Address: _____

Website/Facebook page: _____

(website will be linked to on Produce in the Park website and possibly on Facebook)

1. What will you sell at the Market? (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Certified Organic Produce | <input type="checkbox"/> All Natural Produce |
| <input type="checkbox"/> Produce | <input type="checkbox"/> Flowers |
| <input type="checkbox"/> Baked Goods | <input type="checkbox"/> Bedding Plants |
| <input type="checkbox"/> Artwork | <input type="checkbox"/> Crafts |
| <input type="checkbox"/> Other _____ | |

2. I prefer the following type of vendor stall (pick one):

- ☐ Green Space ☐ Curbside
- ☐ I have a tent and am willing to use it
- ☐ I am a previous year vendor and would like to retain the space I had last year.
(Spaces available at the discretion of market facilitator)

3. Vendors under 18 years of age only:

- ☐ I would like to apply for a Young Entrepreneur Scholarship
(Previous year scholarship recipients are not eligible to apply)

4. Attendance (pick one):

- ☐ I plan to attend **ALL** market dates.
- ☐ I plan to attend **SOME** market dates. The dates I know I **WILL NOT ATTEND** are (please list):

5. I certify that I have made, grown or produced all the items I will be selling at Produce in the Park and have obtained the required licenses and permits to sell at the market. (On-site food vendors excepted from producing items.)

Signature: _____ Date: _____

6. Contamination Affidavit

The undersigned vendor states that all products offered for sale by this vendor at the 2018 Produce in the Park are free of contamination from chemical residues and pathogens.

The undersigned vendor further states that all pesticides used in the production of items offered for sale by this vendor have been applied in accordance with the current rules of the US Environmental Protection Agency, US Food and Drug Administration and the Iowa Department of Agriculture.

Signature: _____ Date: _____

7. I certify that I have successfully completed the Farmers' Market Food Safety Training OR GAP Training. (crafters and artisans Marketing Module only)

Signature: _____ Date: _____

8. Hold Harmless Agreement (REQUIRED)

I do hereby WAIVE, RELEASE AND DISCHARGE any and all rights and claims for expenses, damages or other losses which I may have or which I may incur against the 2016 Produce in the Park board members, staff, volunteers, the City of Atlantic and/or their associates, and hold them harmless of any and all liability. It is requested that all vendors carry their own liability insurance.

I have my own insurance (check one): ☐ Yes ☐ No

Signature: _____ Date: _____

**Please mail/email your completed vendor application and \$60 vendor registration fee
by May 24, 2018 to:**

(Submit by April 20 to be included in pre-season publicity)

**Produce in the Park
c/o Susan Retz
Complementary Care Health & Wellness
201 Linn Street
Atlantic, IA 50022**

susan@compcarehealth.com

Please indicate if you have a preference of stall location by selecting the number of the yellow box where you would most like to be. The lines on the map represent sidewalks. Returning vendors' requests will get priority.
Requests will be honored as spaces become available.

☐1 ☐2 ☐3 ☐4

