

2020 Harvest Market Vendor Registration

Please complete this form to guarantee your space at the Harvest Market on **Monday, November 23, 2020**. This event will take place from 1:00 - 7:00 PM at the Cass County Community Center. Vendor set-up will start at 10 AM.

Farm/Business Name _____

Owner(s) _____

Phone Number _____

Email _____

Website/ Facebook _____

What do you plan to sell at the Harvest Market? (i.e.: squash, pumpkins, sweet potatoes, bread, pies, handmade items, etc. Please read guidelines on reverse. Please be as specific as possible so we can use for promotion and to balance our mix/placement of vendors.)

Will you be participating in online pre-sales(encouraged to mitigate the spread of COVID-19)? *Please select one:*

Yes, and I will use my own online store. Website for promotion: _____

Yes, and I will use the website provided by Harvest Market. (photos of products, inventory totals, and prices due to www.produceintheparkatlanticiowa.com by Nov. 1, pre-sales close Nov. 20)

I will not participate in online sales and recognize the number of in-person shoppers allowed in the building at any one time will be capped to mitigate the spread of COVID-19.

Outdoor sales (encouraged to mitigate the spread of COVID-19) *Please select one:*

I will only set up outdoors, no matter what the weather. I will not sell indoors.

I am willing to set up outdoors, depending on the weather.

I will only sell indoors and recognize the number of in-person shoppers allowed in the building at any one time will be capped to mitigate the spread of COVID-19.

How many booth spaces would you like to reserve? Spaces are approx.12'x12', One (1) 8 foot table will be provided per space, reservations are first come, first serve. You are responsible to maintain your booth throughout the duration of the event. Please plan your pricing and inventory accordingly. (See reverse for booth pricing)

Please circle one. One Space Two Spaces More (enter number) _____

Special Requests (*Electrical Access, corner booth, etc.- will accommodate as able, on a first come basis!*):

Please return signed form with registration check. Sign & date to indicate that you have read and agree to follow the event guidelines and waiver on the back.

Name/Vendor Name: _____

Date: _____

Make check payable to: **Produce in the Park with "Harvest Market" in the memo.**

Please mail with form to: Atlantic Area Chamber of Commerce
102 Chestnut St. Atlantic, IA 50022

OR: Register and Pay Online at www.atlanticiowa.com

Event Detail & Guidelines

Date: Monday, November 23rd 2020

**Location: Cass County Community Center
805 West 10th Street; Atlantic, IA 50022**

Time: 1:00 PM – 7:00 PM (Vendor set-up begins at 10 AM)

Please be set up and ready to sell **BEFORE** 12:45 PM

Booth Space: Approximately 12'x12'; One 8' rectangle table provided per space



Pricing:

\$25 first space (additional spaces \$15/each)- Early Bird Registration (Before October 15, 2020)

- Included in all event promotion- print and online

\$30 first space (additional spaces \$20/each) - Standard Registration (Oct. 16th – Nov. 20, 2020)

- Included in event promotions released after registration is received
- Will be included in online, and day of event promotion once registered and payment is received.
- No guarantee of booth space if registration not received and paid by November 20.

Guidelines:

- Grow, produce and/or make all foods and handcrafted items you sell (no reselling of items).
- Complete proper registration and submit vendor fee by registration deadline.
- Be set-up and ready to sell BEFORE 1:00 PM in your designated location. **Doors will open promptly at 1 PM!**
- Maintain your space for the entire duration of the event. Please plan your pricing and inventory accordingly.
- Follow Iowa Food Safety Guidelines & proper labeling requirements.
- With the sole exception of jams and jellies, “no ‘home-style’ canned goods can be sold at a farmer’s market.” -Temporary Food Service Establishments and Farmer’s Markets Operator’s Guidelines, pg. 19.
- **COVID-19 Precautions:**
 - **Masks required**
 - **Adhere to social distancing requirements for all customers at your booth (x’s will be placed on the floor)**
 - **No food samples (unless sealed and instructed for off-site consumption)**
 - **Online pre-sales highly encouraged**
- For questions about vendor eligibility or guidelines, please contact: Brigham Hoegh at produceintheparkatlanticiowa@gmail.com or 712-249-5870.
- For questions about registration, contact the Atlantic Area Chamber of Commerce, 102 Chestnut St. Atlantic, IA 50022, call (712) 243-3017 or Register and Pay Online at www.atlanticiowa.com

Waiver:

- By submitting this application: I agree I have read, understand and will comply with the guidelines.
- I agree to 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.
- Indemnification: I hereby agree that I will indemnify and hold harmless Produce in the Park from any and all claims and liabilities arising or allegedly arising from my negligent or intentional conduct, or arising from my breach of any waiver identified in the rules and vendors forms. I understand that this means that I will be responsible for reimbursing Produce in the Park for any judgment against them, any settlement made by them in good faith, and any attorney’s fees and cost incurred by them in defending or settling any claim against them, which arises or allegedly arises, as the result of my negligent or intentional conduct.
- I release the use of any photos taken during/before/after the event for utilization in any publication or promotional materials.
- I agree to not display signs, distribute letters, pamphlets, magazines, petitions, etc., or solicit vendors or customers to support political candidates or positions or organizations other than my own business without prior approval of the Market Board.