



Elkader Downtown Farmers Market Vendor Agreement 2020

Location, Dates, and Hours-

The Elkader Farmers Market will be held Friday evenings from 5-8PM.

Market will be located at Founders Park. Please set up along the sidewalk, not in the shelter pavilion.

Vendors may begin setting up at 4:00PM. Vendors must be set up by 5PM and should close at 8PM, with the exception of event days approved by city events taking place or due to weather. Vendors are encouraged to be courteous of neighboring vendors and arrive 30 mins prior to opening and not leave prior to closing for safety of others.

Fees, Tax, Permits, & Allowed Products-

Drop-in: \$0 daily Seasonal: \$0

Any required permits or licenses by law must be displayed. If a vendor is selling organic produce, that vendor must have an Organic Grower's Certification.

Vendors are responsible for filing a sales tax statement, if needed. A sales tax permit is required for the following items: crafts, plants-flowers, seeds-flowers, and candy. Contact the Iowa Department of Revenue (1-800-367-3388) for more information. Elkader Sales Tax is 7%.

The following products may be sold at a farmers' market to consumer customers without being licensed as a food establishment at the market location (as described in the farmer's markets requirements provided by the Food and Consumer Safety Bureau of the Iowa Department of Inspections and Appeals (DIA)):

- Fresh fruits and vegetables which are whole and uncut
- Bakery products which 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.
- Fresh Shell Eggs that are kept at 45 F or below (ambient temperature)
- Honey (products containing honey would have to be individually evaluated)
- 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, candies and dried noodles. (Only jams and jellies that meet the Standard of Identity for jams and jellies specified in 21 CFR Part 150 are exempt from licensing)

- Fresh fruits and vegetables: must be stored in clean containers off the ground in trunks, tables or risers and protected from excessive dust, flies and other contamination

The following products may not be sold at a Farmers Market without appropriate licensing from local, state or federal authorities (as described in the farmers' markets requirements provided by the Food and Consumer Safety Bureau of the Iowa Department of Inspections and Appeals (DIA)):

- Potentially hazardous food products (foods that require temperature control), which include meat, poultry, dairy products.
- Meat and poultry require a Grocery or Freezer Warehouse License (Department of Inspections and Appeals), Processed and Stamped at a State Inspected Facility (IDALS), and a Hazardous Food License (Department of Inspection and Appeals)
- With the sole exception of jams and jellies meeting the Standard of Identity for jams and jellies specified in 21 CFR Part 150, 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)
- Wild Morel mushrooms (ISU Extension)
- Prepared foods must be prepared in inspected commercial kitchen and meet appropriate licensees
- Must provide organic certificate upon request if advertising as "organic"
- Shrimp

All products sold at the farmers market must be grown or produced by the vendor.

Items purchased for resale are prohibited from being sold at the farmers market. The exception to this is plants. A vendor selling plants must have the plant in their possession for 6 weeks prior to resale.

Food products must be protected from dust, flies, and other contamination. Items can be sold in pre-packaged containers.

Spaces-

Vendors will be assigned a 10' wide space. We will do our best to give former vendors the same space from years past. Vendors will keep the same space each week to alleviate confusion.

Vendors are asked to bring their own tables, chairs, tents, and any other items they need to create an effective selling space. Appropriate weight must be applied to tents to prevent from blowing over.

Vendors must keep their space clean and free of garbage and/or debris. Please remove all trash before leaving the farmers market.

Smoking is prohibited.

Parking-

We ask that you use street parking that does not block the view of the farmers market.

WIC/Senior Vouchers-

You are able to accept WIC or Senior (Farmers' Market Nutrition Program) vouchers only if you have attended the training session with the Farmers Market Nutrition Program and qualify under their rules to participate:

- Sell only locally grown produce (defined as grown within the state of Iowa or any of the counties outside the state that touches Iowa's borders).
- Grow from their own gardens or farms at least 51% of all the produce they place on their market tables at the beginning of the market day.
- At least 20% of the items on their market table must be produce.

Conduct-

As a vendor of the Elkader Downtown Farmers' Market you will be an extension of the positive and welcoming environment we thrive for. It is the market's intent to serve the public and create a friendly, inviting atmosphere that fosters social gathering, interaction, and entrepreneurship that will benefit both the vendors and the customers. We will expect all of our vendors to adhere to a code of conduct, honor and integrity.

In order to become and maintain vendor eligibility, all vendors must agree to the following:

- Demonstrate the highest standards of personal behavior and integrity at all times.
- Treat everyone with respect, show courtesy to customers, other vendors and the market. Rude, violent, aggressive, uncooperative or belligerent behavior towards others will not be tolerated.
- Practice patience and understanding.
- Demonstrate sensitivity to people of all ages, ethnicities and diversities.
- Practice safe behaviors at all times, including while driving on and off site, loading and unloading.
- No vendor may be under the influence of illegal drugs or alcohol while participating at the market.
- Conduct business in an honest and truthful manner.
- All products offered for sale must be safe, have a decent life expectancy and exhibit quality of construction.
- Resolve conflicts in an unobtrusive manner.
- Problems arising at the Market should be immediately relayed to the Elkader Economic Development Director.

COVID-19 Guidelines & Requirements (updated as of 5-11-2020 via Governor Reynolds Proclamation regarding Farmers Markets)

Vendors must comply with the following requirements:

- A. Farm Products and Food: the farmers market may only permit vendors who sell farm products or food. Vendors selling other goods or services are not permitted.
- B. Entertainment and Activities Prohibited: musical performances, children's activities, contests, or other entertainment or activities organized by the farmers market or vendors are prohibited.
- C. Common Seating Prohibited: farmers markets must eliminate all common seating areas, picnic tables, or dining areas and shall prohibit vendors from having any seating for the public to congregate or eat food on the premises.
- D. Vendor Spacing: farmers markets shall space all vendor booths or assigned parking areas so that there is six feet or more of empty space from the edge one vendor's areas to the neighboring vendor.

- E. Social distancing, hygiene, and public health measures: farmers markets shall also implement reasonable measures under the circumstances of each market to ensure social distancing of vendors and customers, increased hygiene practices, and other public health measures to reduce the risk of transmission of COVID-19 at farmers markets consistent with guidance issued by the Iowa Department of Public Health, Iowa Department of Agriculture and Land Stewardship, Iowa Department of Inspections and Appeals, and Iowa State University Extension and Outreach.

Any other farmers market, festival, or community gathering of ten or more people that does not comply with these requirements is prohibited. Customers of farmers markets are strongly encouraged to engage in social distancing, wear a mask or other protective face-covering if unable to maintain a distance of six feet from others, practice good hygiene practices, and attend the market alone without other family members.

Contact-

If you have any questions or concerns, please contact the Elkader Economic Development Director at 563-245-2770.

Vendor Resources-

Fresh Produce- Iowa State University Extension – Food Safety Guidelines

- You do not need to be food safety certified in order to sell at the Elkader Farmers Market.
- <https://www.visitiowafarms.org/food-safety-guidelines>

Organic Certification-

- <https://www.visitiowafarms.org/organic-certification>
- <http://www.iowaagriculture.gov/AgDiversification/organicCertification.asp>

Honey

- Apiary Registration
http://www.iowaagriculture.gov/Horticulture_and_FarmersMarkets/sensitiveCropDirectory.asp
- Beekeeping Resources in Iowa
(<http://www.iowaagriculture.gov/Entomology/beekeepingInformation.asp>)
- Iowa Honey Producers Association (<http://www.abuzzaboutbees.com/>)

Meat and Poultry

- Iowa Department of Inspections & Appeals <https://dia.iowa.gov/food-consumer-safety>
- Iowa Licensed Meat and Poultry Plants (<http://idalsdata.org/iowaData/meatAndPoultry.cfm>)
- Iowa Poultry, Processing, and Sales Guidelines for Small-scale producers
(<http://www.extension.iastate.edu/Publications/PM2068.pdf>)
- Meat and Poultry Inspection Bureau – Slaughter, Processing, Labeling, Marketing
(http://www.iowaagriculture.gov/meatandpoultry/slaughter_processing.asp)
- Contacts:
Freezer Warehouse License: Phillips, Barry barry.phillips@dia.iowa.gov
Hazardous Food License: Cross, Merri [DIA] merri.cross@dia.iowa.gov

Dairy Selling Dairy Products at Farmers Market

- http://www.iowaagriculture.gov/Horticulture_and_FarmersMarkets/dairyProducts.asp

Eggs Iowa Dept. of Inspection and Appeals –Food and Lodging Establishment Resources.

- You do not need to have an egg handler's license to sell at farmer's market as long as you are selling eggs exclusively produced by your own flock directly to a household consumer.
- https://dia.iowa.gov/sites/default/files/documents/2016/07/basic_requirements_for_farmers_markets.pdf

Prepared Foods

- Iowa Law: Sale of Home-prepared Foods
(http://www.agmrc.org/media/cms/PM1294_F9A1B26AF379B.pdf)
- Starting a Home-based Food Business in Iowa
(<http://www.extension.iastate.edu/Publications/pm1294.pdf>)
- Food Stand Operations – What you need to know
(<http://www.extension.iastate.edu/Publications/N3285.pdf>)

Wine and Beer

- State of Iowa, Alcoholic Beverages Division <https://abd.iowa.gov/>

Market Coupon Programs

● Farmers Market Nutrition Program (FMNP)

(http://www.iowaagriculture.gov/Horticulture_and_FarmersMarkets/farmersMarketNutritionProgram.asp)

o Registration: (<http://www.idalsdata.org/fmnp/>) – You must register online and take a class to be certified to accept, WIC coupons, Cash Value Coupons, and Seniors FMNP coupons.

● *Supplemental Nutrition Assistance Program (SNAP)* (<http://www.fns.usda.gov/snap/>) – This program almost exclusively uses the EBT debit cards. A normal Credit/Debit card reader will not accept these cards. You can get a reader to accept these cards. To learn more, please contact the market manager or board of directors.

Credit and Debit Card Readers

- www.squareup.com
- <http://intuit-gopayment.com/free/home-138QY-2428U2.html>

Sales Tax

- Iowa Sales and Use Tax Guide (<http://www.iowa.gov/tax/educate/78539.html>)
- Iowa Sales Tax, FAQs (<http://www.iowa.gov/tax/educate/faqsales.html>)



Vendor Form 2020

First Name

Last Name

Business Name

Mailing Address

City

State

Zip

Home Phone

Cell Phone

Email address

Items I plan on selling:

Dates I plan to sell: May 15th May 22th May 29th June 5th June 12th

June 19th June 26th July 3rd July 10th July 17th July 24th July 31st

Aug 7th Aug 14th Aug 21st Aug 28th Sept 4st Sept 11th Sept 18th

Sept 25th Oct 2nd Oct 9th Oct 16th Oct 23rd Oct 30th

For Office Use Only: Space Number:

*By accepting this vendor packet, I have read and agreed to follow all the policies outlined in the Elkader Farmers Market Agreement. I understand that it is my responsibility to inform my family and employees of these policies before they sell at the market on behalf of my business.

*I take responsibility for my items and property. In the event that something should happen due to my property, the farmers market is not liable.

Vendor signature

Date