

## GRINNELL FARMERS MARKET 2024 Rules & Regulations

### **CHAMBER REPRESENTATIVE:**

Marissa Pronschinske, Business Support Specialist [Marissa@getintogrinnell.com](mailto:Marissa@getintogrinnell.com)

### **RULES POLICY:**

Rules are implemented and enforced by the Market Managers and the Chamber Representative. The aforementioned individuals are the final arbiter of all market happenings. Failure to comply with the following rules or the direction of the Market Manager will mean the loss of the vendor's privilege to sell at the Grinnell Farmers Market. Requests for rule changes must be made via a written request to [marissa@getintogrinnell.com](mailto:marissa@getintogrinnell.com) or sent to the offices at 833 4th Ave. Adjustments are not guaranteed, and rules are voted on annually.

### **WHERE:**

The Grinnell Farmers Market, overseen by the Grinnell Area Chamber of Commerce, is an open-air market and is a 100% producer market. The market is a community based event where the Poweshiek County community is able to purchase quality items that are home grown or handcrafted in Iowa and a place for area growers and handcrafters to sell their wares. Sale of antiques, used items, unoriginal craft, pets, poultry, or livestock will not be allowed. The 2024 Farmers Market will be on Thursdays from 3:00 p.m. to 6:00 p.m. and Saturdays from 10 a.m. to Noon. The Farmers Market will be located along the sidewalk on Broad Street from 4<sup>th</sup> Avenue to Commercial Street and 4<sup>th</sup> Avenue from Broad to Park Street. Please note market locations may be adjusted due to community events and/or construction. All full time vendors will be accommodated in those adjustments and part time stalls may be limited on those occasions. Chamber staff will work to give vendors as much notice as possible if/when an adjustment to market must occur.

### **MARKET SEASON:**

Thursday Market: May 9 – October 17.

Saturday Market: May 11 – October 19.

### **FEES:**

THURSDAY: Each stall will have a daily rate of \$17.00 or \$124 per stall for the season.

SATURDAY: Each stall will have a daily rate of \$12.00 or \$113 per stall for the season.

BOTH THURSDAY AND SATURDAY: Each stall will have a rate of \$190 for the season.

### **REFUNDS:**

FULL TIME: vendors will not be refunded if they choose to end their season early or miss a large amount of markets.

PART TIME: vendors will not be refunded if they choose to not attend as many markets as the signed up and prepaid for. If a vendor wants to reschedule and apply their fee to a different date chamber staff will work to accommodate them, if possible.

## **GENERAL INFORMATION:**

### **FULL TIME VENDORS:**

Vendors wishing to become full-time vendors should submit their application to the Grinnell Area Chamber of Commerce, 833 4<sup>th</sup> Avenue, P.O. Box 538, Grinnell, Iowa 50112 on or before closing on April 19, 2024. Applications and payments submitted after this date are not guaranteed a full time stall. If you have questions, please contact Marissa at the Grinnell Chamber Office at 641-236-6555 or email [marissa@getintogrinnell.com](mailto:marissa@getintogrinnell.com). Reservations and payments may be made in person, via the chamber website, or by mail on or before April 19, 2024. Checks should be made payable to the **Grinnell Chamber of Commerce**. Vendors who wish to have stalls next to each other should denote that on their applications. If two different vendors wish to share a stall space they should sign up at the same time and pay the fee for the number of stalls requested. We require an application on file for each vendor.

### **PART TIME VENDORS:**

There will be limited space for part-time vendors selling on a per market basis. These part time vendors should apply and pay each week, and are required to read, understand and sign the RULES AND REGULATIONS, fill out an application, and pay the Market Manager **before** setting up their tables. If a part-time vendor attends market three (3) times in the season, an inspection of property may be done, if applicable, to ensure products are 100% producer-made. **Part-time vendors must reserve one of the available part-time slots before Tuesday at noon (for Thursday market) or Thursday at noon (for Saturday market)** of that week by emailing [marissa@getintogrinnell.com](mailto:marissa@getintogrinnell.com) or stopping in at the Grinnell Area Chamber of Commerce or by calling 641-236-6555. Reservations after this time are not guaranteed a spot.

### **STALLS:**

A stall shall not exceed **twelve (12) feet across** the front and straight back in at a ninety (90) degree angle. No one will be allowed to use someone else's stall unless the person who purchased the use of that stall has notified the Chamber they will not be attending market that week OR unless they are an employee of one of the vendors. If a full-time vendor knows in advance they will be gone for certain markets, please notify the Chamber Representative so the layout can be predetermined. **Vendors must let Chamber Staff know if they will not be attending market at least 2 hours PRIOR TO START OF MARKET. If a full time vendor no calls/no shows or notifies Chamber staff with less than 2 hours until market, they will be charged \$17 for Thursday and \$12 for Saturday.** If a full-time vendor does not attend for three (3) consecutive weeks without notice, the other vendors will be consolidated to fill the gap from the missing vendor. Should the vendor return for another market, they will be placed in an available spot and their original spot will continue to be occupied with another vendor.

**\*\*New for 2024\*\*** Full time vendors commit to attending at least 60% of markets (10 Thursday markets, 10 Saturday markets) for the 2024 season (excluding the months of May & October) or they will not be eligible to attend the 2025 season as a full time vendor. If an extenuating circumstance happens, please reach out to Marissa at [marissa@getintogrinnell.com](mailto:marissa@getintogrinnell.com) or call the office at 641-236-6555 and an exemption may be approved.

### **ASSIGNMENT OF STALLS:**

Stalls will be assigned by chamber staff's discretion with the focus of highlighting the variety of products and ensuring vendors who have the same product are not placed right next to one another. A Market Manager will be present at the markets to supervise the Grinnell Farmers Market activities. If possible, the Market Manager will assist in helping the vendors find their stalls and be available to the vendors to answer questions and concerns. If a problem should arise, the Chamber representative and/or Market Manager's decision shall be final. The Market Managers will not be expected to assist in unloading or setting up. The Market Manager may choose to assist in helping unload and/or set up, at the Market Manager's discretion.

### **TERMINATION POLICY:**

A written notice will initially be given to any vendor not following the set rules of the Grinnell Farmers Market by a Chamber Representative. If the problem continues after the written notice has been issued, the vendor may be dismissed from the market as deemed necessary by Chamber Representatives. Refunds will not be made to vendors dismissed from market.

If a vendor receives a food safety violation via the state, the product in question will no longer be allowed to be sold at market by that vendor. A food safety violation is also considered a written notice and the next issue may result in vendors dismissal from market with no refunds given.

### **GENERAL RULES (applicable to all vendors):**

1. Vendors may begin to set up their tables two hours before the market begins (no parking issues will be addressed until one and a half hours prior to the start of market). No sales, other than vendor to vendor purchases, may be made or products held back for customers prior to the opening signal of the market. If a pre-sale was made at a prior market (payment was exchanged), a customer may pick up the product ahead of market; however, if no payment was exchanged at the time of order, the product may not be picked up and paid for until after the start of market. The Grinnell Farmers Market is a certified SNAP market which means we adhere to a start time that is advertised to SNAP participants. Failure to adhere to the start time may strip the Grinnell Farmers Market of our SNAP certified standing. If a vendor is seen making sales prior to the start of market they will be issued a warning. If selling prior to the start of market continues, the vendor may be asked to leave market and no refunds will be given.
2. Vendors shall furnish their own tables, chairs, and canopies, and keep their areas clean. Canopies must be weighted or somehow secured. Canopies should be no more than **twelve (12) feet wide**, or a second stall will need to be purchased.  
**\*\*New for 2024\*\*** The chamber has a limited number of tents, tables and chairs that can be rented daily for a market. The vendor will be responsible for picking up the rentals from the office and transporting them themselves or can additionally pay a delivery fee to the rentals to be brought and picked up from their stall. Vendors will be responsible for setting up and taking down their rentals and returning them to the Chamber office.
  - a. Table \$10.00
  - b. Chair \$5.00
  - c. Tent \$25.00

d. Delivery Fee \$20.00

3. For 2024, vendors will back vehicles into their spaces as they have done in the past. Tables will be set up on the sidewalk, and tents are able to span the sidewalk as done previously. Vendors are asked to center their stalls in the middle of the space to leave room between vendors if possible. Stalls will be clearly marked on the curb.
4. Bathrooms in the park shelter house will be open for vendor and customer use.
5. Each vendor is responsible for filing state sales tax permits where applicable. Generally, edibles are exempt if they are not sold as food for immediate consumption. Flowers, plants, and handcrafted items are subject to tax. Contact the Iowa Department of Revenue & Finance at phone number 515-281-3114 with any questions or forms. There is no fee for the Farmers Market Permit.
6. All full-time vendors shall display signage at their booth which includes their vendor name and their mailing address.
7. Vendors **must** provide an email address to be used for frequent communications from Chamber and Market Managers.
8. **Notice of Photographic & Media Recording:** When you attend the Grinnell Farmers Market or a Grinnell Area Chamber of Commerce event, photo, audio, and video recording may occur. By attending this event, you consent to such recording media and your image and likeness being used in connection with the promotion, advertising, and/or marketing of the Grinnell Area Chamber of Commerce, the Grinnell Farmers Market and the Grinnell Community. If you have any questions regarding this policy, please contact the Chamber at 641-236-6555.
9. Any vendor under 18 must have an adult sign the application, provide an email address, and have an adult be on site for the entirety of market. Full time vendors agree to attend 60% of markets (10 Thursdays, 10 Saturdays) during the months of June-September.
10. Vendors must provide an emergency contact name and phone number for someone who is not at market with them, in case of emergency.
11. If a full time vendor no calls/no shows for market, they will be charged a fee of \$17 for Thursday and \$12 for Saturday. Vendors must let Chamber Staff know if they will not be attending market at least 2 hours prior to the start of market. Notifications made within 2 hours of the start of market will be subject to the fee.
12. Vendors may register for a maximum of 2 stalls. You may check the box indicating you are interested in a third stall, but no guarantees of a third stall will be made.  
**\*\*New for 2024\*\*** Informational booths will be limited to one stall per organization/partner organization. A limited number of informational booths will be

allowed at each market.

13. All Vendors will be required to sign a hold harmless agreement.

### **SPECIFIC RULES:**

#### **Food Vendors:**

1. Items for sale must be 100% grown or made by the vendor (including immediate family members (spouse, grandparents, parents, siblings and children) and employees). All items must be made or grown in Iowa. No exceptions will be made.
2. Products purchased for resale at the market are not allowed, i.e. no brokering. Site inspections may occur prior to the season start to verify information for full-time vendors and, if at any point during the season, the point-of-origin is in question (whether the product is Iowa grown by the vendor), an on-site mandatory inspection may be conducted again. The vendor shall provide direction to the production site and grant permission for any inspection of the production site within 72 hours of notification by the Grinnell Area Chamber of Commerce.
3. All sales must be by container, item or by weight. Scales must be state certified, and if a vendor sells by weight the certified NTEP scale should be present at market. Certification card for scale should be present and a sticker must be on the scale. Contact the Iowa Department of Weights and Measures, Iowa Department of Agriculture and Land Stewardship at 515-725-1493 with questions.
4. Vendors shall display signage at their booths to identify each available item by price, unit and/or weight. Vendors may also do this on each individual item, as a label, if they wish. This is mandatory for all baked good items as well and should include an ingredient list, listing from most to least.
5. For any licenses or certifications (i.e. GAP, Certified Organic, etc.) a vendor claims, documentation must be available at each market for customers, inspectors, market management, et al to view if requested.
6. Allowable food items can include fresh locally grown vegetables, fruit, garden produce, home-made baked goods, fruit jams and jellies (acceptable if listed on the Code of Federal Regulations Title 21, Part 150), honey, and eggs if kept at 45 degrees or less. Specific items which cannot be sold include non-Iowa grown fresh fruits and/or vegetables, jams and jellies not listed in the CFR 20.150, homemade butter or cottage cheese, raw milk. Soft pies and bakery products with custard or cream fillings, meats and meat products may only be sold if licensed by and following rules set by the state.
7. WIC-certified vendors shall not accept IFMNP vouchers for the following: non-locally grown fresh fruits, and/or vegetables, processed fruit or vegetables such as fruit jams/jellies, popcorn, juices/ciders, baked goods of any kind, including fruit pies and

bread, dried beans/peas, flowers, honey (accepted under senior program), herbs, eggs, ornamental corn, miniature pumpkins, gourds, nuts and plants. For more reference, please look at the backs of said checks before you make a sale. If you have any questions regarding this, contact WIC and Senior Programs specialist at 515-242-5015.

8. Vendors wanting to accept SNAP Benefits & EBT cards individually, must be certified. Contact the USDA, Food and Drug Administration Department at 515-284-4035, or find further information and apply at [www.fns.usda.gov](http://www.fns.usda.gov). The Grinnell Farmers Market, as a whole, accepts SNAP & EBT transactions along with the Double Up Food Bucks program and Grinnell Grocery Vouchers through a token system in which all vendors must participate. Certain requirements are applicable for SNAP & DUFB tokens; however, all vendors must accept the credit/debit tokens.
9. Dumping of surplus produce is not permitted at the Grinnell Farmers Market. Dumping is defined as selling product(s) excessively below the average market rate of the Grinnell Farmers Market.
10. Anyone wishing to sell temperature control for safety foods needs to have a "Home Foods Processing Establishment License" or a "Farmers Market License" issued by the Iowa Food and Consumer Safety Bureau; 515-281-6538. A copy of this license must be provided to chamber staff prior to the start of market season.
  - a. Check here for foods that require a Farmers Market License  
<https://dia.iowa.gov/food/farmers-markets>
  - b. Check here to see what foods require a HFPE license.  
[https://dia.iowa.gov/sites/default/files/document/DIA-FCS-Home-Prepared-Food-Items-Guide.pdf?utm\\_medium=email&utm\\_source=govdelivery](https://dia.iowa.gov/sites/default/files/document/DIA-FCS-Home-Prepared-Food-Items-Guide.pdf?utm_medium=email&utm_source=govdelivery)
11. Vendors should participate in the GAP Preparation Training (Good Agricultural Practice):  
<http://www.safeproduce.cals.iastate.edu/farmers-market-food-safety-training/>.
12. Vendors wishing to give product samples at market should follow food-safety precautions, including proper washing and cleanliness (e.g. wearing gloves) to handle these foods.
13. Recycled egg cartons must clearly display vendor name and contact information on all cartons.
14. Per updates from the FDA to Code of Federal Regulations Part 150 -- Fruit Butters, Jellies, Preserves, and related products, jams and jellies can only use Nutritive Carbohydrate Sweeteners to sweeten products. Nutritive Sweeteners include; Agave, Fructose, High-Fructose Corn Syrup, and Honey. Vendors cannot use non-nutritive sweeteners including acesulfame-K, aspartame, neotame, saccharin, sucralose, and stevia or other non-approved ingredients. More information on Code 150:  
<https://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/cfrsearch.cfm?fr=150.160>  
More Information Nutritive Carbohydrate Sweeteners:  
<https://www.nal.usda.gov/fnic/nutritive-and-nonnutritive-sweetener-resources>

15. Products sold by vendors are required to be fresh and of upstanding quality. Any vendor that is selling old, moldy or poor quality products may be asked to withdraw products, could be asked to leave and may not be eligible to return to market. No refunds will be granted if a vendor is asked to leave due to quality issues.
16. The only wild-harvested mushrooms eligible for sale in Iowa are; Morel, Oyster, Chicken of the Woods, Hen of the Woods, Chanterelle, Bear's Head Tooth, Lion's Mane, Pheasant Back and Black Trumpet. A Food Establishment or Farmers Market License is required to sell the approved types of mushrooms. A copy of this license must be submitted to the Chamber prior to that sale of these products at market.
  - a. All wild harvest mushrooms sold or served in a food establishment must be obtained from sources where each mushroom is individually inspected and found to be safe by a certified wild-harvested mushroom identification expert.
  - b. All wild-harvested mushroom species sold or served in a food establishment must have a written buyer specification. The buyer shall retain the written buyer specification for 90 days from the date of the sale or service. The written buyer specification must include all of the following information
    - i. Identification of each mushroom species by the scientific name and common name;
    - ii. Date of purchase
    - iii. Quantity by weight of each species received
    - iv. A statement indicating that each mushroom was identified in its fresh state and not mixed or in contact with other mushroom species;
    - v. The name, address and telephone number of of the certified wild-harvested mushroom identification expert and;
    - vi. A copy of the certified wild-harvested mushroom identification expert's certificate of successful completion of the course; containing the date of completion
    - vii. A consumer advisory shall inform consumers by brochure, deli case, menu advisories, label statements, table tents, placards, or other effective written means that "wild-harvested mushrooms should be thoroughly cooked and may cause allergic reactions or other effects."
    - viii. This section does not apply to cultivated mushrooms or mushrooms that have been packaged in an approved food processing plant.
    - ix. More information can be found  
<https://www.legis.iowa.gov/docs/iac/chapter/481.31.pdf>
17. Any vendor wishing to sell consumable hemp products must provide the required certification and documentation from the Iowa Department of Inspections and Appeals. For the full information about becoming a consumable hemp vendor visit  
<https://www.legis.iowa.gov/docs/code/204.pdf>
  - a. Consumable hemp product means a hemp product that includes a substance that is metabolized or is otherwise subject to a biotransformative process when introduced into the human body.
    - i. The product can be introduced to the human body by either digestion or absorption by any device, included but not limited to an electric device.

- ii. Consumable hemp products can be in a liquid or solid state.
    - b. Consumable Hemp Products are subject to the correct licensing. Please refer to section 204.4 for the full list of requirements that must be met to sell Consumable Hemp Products at a Farmers Market.
    - c. Consumable Hemp Products involve fees to become an eligible vendor. Please ensure you thoroughly read and understand section 204.5 for a list of all involved fees.
      - i. Consumable Hemp Product vendors are subject to an annual certificate of analysis. The vendor is agreeing for their crop to be inspected by the department. If no certificate of analysis has been completed, you are not an eligible vendor for consumable hemp products.
    - d. The Chamber will confirm all vendors' licenses & certificates through DIA and ensure that requirements have been met properly prior to allowing the vendor to sell at the market.
    - e. For more information about becoming a consumable hemp vendor please visit:
      - i. <https://dia.iowa.gov/consumable-hemp> or call 515-829-8899.
18. Vendors wishing to sell items considered Cottage Foods are **REQUIRED** to complete the **Home-Based Kitchen Operations: Regulations and Food Safety Course** through Iowa State University Extension & Outreach.
- i. Classification of foods according to the DIA can be found at [https://dia.iowa.gov/sites/default/files/document/DIA-FCS-Home-Prepared-Food-Items-Guide.pdf?utm\\_medium=email&utm\\_source=govdelivery](https://dia.iowa.gov/sites/default/files/document/DIA-FCS-Home-Prepared-Food-Items-Guide.pdf?utm_medium=email&utm_source=govdelivery)
  - ii. Certificate of completion must be presented to chamber staff prior to being accepted into the 2024 market season. Course can be found at <https://www.extension.iastate.edu/humansciences/home-food-operations>
  - iii. This course has been updated to include HF 2431. Courses completed **PRIOR** to July 1, 2022 will **NOT** be accepted.
  - iv. Vendor is responsible for the course fee.
19. **Cottage food, HPFE & food trucks/mobile food units** will be required to carry & maintain commercial general liability of a minimum of \$500,000.00 per occurrence.
- i. The Grinnell Area Chamber of Commerce must be listed as an additional insured.
  - ii. A copy of certificate of insurance must be provided to chamber staff prior to the start of market
20. Any vendors selling cottage food products that require batch logs must have logs available at **each market** for inspection from chamber staff or market managers.
21. All [cottage food](#) vendors must meet the following labeling requirements **ON EACH PRODUCT**.
- i. Information to identify the name and address, phone number or email address of the person preparing the food;
  - ii. The common name of the food;



- iii. The ingredients of the cottage food in descending order of predominance. This includes ingredients of and prepackaged food used to create the food to be sold (ex: all the ingredients of a canned pie filling must be listed on the pie ingredient list)
- iv. The following statement: **“This product was produced at a residential property that is exempt from state licensing and inspection.”**;
- v. If the cottage food contains one or more major food allergens, an additional allergen statement must be included on the label identifying each major allergen contained in the food by the common name of the allergen; and
- vi. If the food is home-processed and/or home-canned ex: pickles, vegetables, or fruits permitted under this section, breads, spices, freeze dried items, etc the date that the food was processed and canned must be on the label

22. **Food Trucks/Trailers must** present a copy of your license from the State of Iowa Food & Consumer Safety Bureau. (There are 4 different licenses available).

- i. Mobile Food Unit License (\$250), Farmers Market License (\$150), Annual Temporary License (\$200), or Single Event License (\$50)
    - 1. Each of these licenses offer different durations of validity and processes to apply.
    - 2. Chamber does not have ability to assist in food truck licensing, please direct all questions to 515-281-6538 or [FCS-Licensing@dia.iowa.gov](mailto:FCS-Licensing@dia.iowa.gov)
  - ii. Vendor is responsible for licensing fee, in addition to market vendor fees.
    - 1. Copy of license must be presented at time of application.
  - iii. Space for food trucks/tailers is limited and preference will be given to full time vendors. Please contact the Chamber before submitting a payment to ensure you can be accommodated on your preferred date(s).
  - iv. Mobile units must be able to set up and fit within 2 vendor stalls (24 feet).
- b. Space for food trucks is limited, preference will be given to full time vendors. Please inquire about desired dates prior to registering for market to ensure space is available on your dates. Date inquires should be made to Marissa at [marissa@getintogrinnell.com](mailto:marissa@getintogrinnell.com) or by calling the chamber offices at 641-236-6555.
- c. Food trucks over 24 feet long may not be eligible for market due to our set up-exceptions may be made based on market attendance. Please inquire.

23. **\*\*LICENSING RESOURCES\*\*** Here is a list of all different licenses offered, their application process, associated and fees and products covered <https://dia.iowa.gov/food/business-licensing>

24. **\*\*New for 2024\*\*** A limited number of generators will be allowed at each market, preference will be given for consumable product vendors, prior permission must be obtained by the Chamber. If you are a non-consumable vendor that needs a generator special permission may be granted on a market by market basis. Any vendor needing a

generator must apply by reaching out to Marissa at [marissa@getintogrinnell.com](mailto:marissa@getintogrinnell.com) or 641-236-6555.

25. **\*\*New for 2024\*\*** If a vendor would like to have an open flame/grill at market special permission from the Chamber must be obtained prior and certain safety requirements will need to be met.

#### **Non-Food Vendors:**

1. Items for sale must be produced by the vendor (including immediate family members (spouse, grandparents, parents, siblings and children) and employees). All items must be made in Iowa. For non-food items, inputs may be purchased but the final product must be your own creation. For example, knitters may knit sweaters – the yarn would qualify as the input.
2. Homemade pet food and treats must be approved through the USDA prior to selling at market. Recipes and ingredient lists will need to be available to customers at time of purchase. Proof of approval must be submitted to the chamber.
3. Vendors must display signage at their booths to identify each available item by price or unit. Vendors may do this on each individual item, as a label, if they wish.

#### **Non-Profit Organizations/Other:**

1. Non-profit organizations may sell fundraising items at the discretion of the market management. Information tables are permissible, but must be approved prior to market start. The non-profit organization will be responsible for paying a market fee and is subject to the rules and regulations of the market, the exception of 'Made in Iowa' may be made with approval of a Chamber Representative. Space availability preference will be given to food and product vendors at the discretion of the Market Management, a maximum of 2 informational booths will be allotted per market.
2. Musicians, with the approval of the Chamber Representative, will be allowed to play for tips. They will not be charged a market fee.
3. The Chamber reserves the right to waive the fee at its discretion for a non-profit providing education or entertainment for customers.
4. Political parties will not be allowed to promote individual candidates at market. General voter registration is allowed. See Chamber **Hosted Elected Official** policy for more details.

**Organizational Contact Information:**

Iowa Department of Agriculture and Land Stewardship: 515-281-5321 or [weightsandmeasures@iowaagriculture.gov](mailto:weightsandmeasures@iowaagriculture.gov)

Iowa Department of Revenue & Finance: 515-281-3114

Iowa Food and Consumer Safety Bureau: 515-281-6538

Consumable Hemp- Iowa Department of Inspection & Appeals: 515-829-8899

USDA, Food & Drug Administration: 515-284-4035

WIC & Senior Programs: 515-242-6239

Full list of available licenses can be found <https://dia.iowa.gov/food/business-licensing>

Food Truck/Mobile Food Units: 515-281-6538