

## **GRINNELL FARMERS MARKET 2021 Rules and Regulations**

### **CHAMBER REPRESENTATIVES:**

Kendra Vincent, Member Engagement Coordinator [kendra@getintogrinnell.com](mailto:kendra@getintogrinnell.com)

### **MARKET MANAGERS:**

Thursdays: Ann Brau, 641-990-6832

Saturdays: Brian & Kerri Olson, 641-990-6362 or 641-990-6605

### **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. No refunds will be made.

### **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 2021 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.

### **MARKET SEASON:**

Thursday Market: May 13 – October 21.

Saturday Market: May 15 – October 23.

### **FEES:**

THURSDAY: Each stall will have a daily rate of \$15.00 or \$115.00 per stall for the season. Vendors who apply for full-time Thursday status will be given two 'free' Saturday vendor spots to be used at the discretion of the vendor and market representatives. SATURDAY: Each stall will have a daily rate of \$10.00 or \$105.00 per stall for the season. BOTH THURSDAY AND SATURDAY: Each stall will have a rate of \$175.00 for the season. No refunds will be made.

### **GENERAL INFORMATION:**

Vendors wishing to become a full-time vendor should have 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 23rd, 2021. If you have questions, please contact Kendra at the Grinnell Chamber Office at 641-236-6555 or email [kendra@getintogrinnell.com](mailto:kendra@getintogrinnell.com). Reservations and payments may be made in person, or by mail on or before April 23rd, 2021. Applications and payments submitted after this date are not guaranteed a full time stall. Checks should be made payable to the Grinnell Chamber of Commerce. Vendors who wish to have stalls together 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 product is 100% producer-made. **Part-time vendors must reserve one of the available part-time slots before Wednesday at noon (for Thursday market) or Friday at noon (for Saturday market)** of that week by emailing [kendra@getintogrinnell.com](mailto:kendra@getintogrinnell.com) or at the Grinnell Area Chamber of Commerce or calling 641-236-6555. Reservations after this time are not guaranteed a spot.

#### **STALLS:**

A stall shall not exceed ten (10) 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 notifies the Grinnell Area Chamber of Commerce **by Monday** of the market week, 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 or a Market Manager so the layout can be predetermined. 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.

#### **ASSIGNMENT OF STALLS:**

Stalls will be assigned according to the variety of product each vendor will be selling in an effort to highlight the variety and ensure vendors who have the same product are not necessarily 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 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 the Market Manager or a Chamber Representative. If the problem continues after the written warning has been issued, the vendor may be dismissed from the market as deemed necessary by Chamber Representatives.

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

1. Vendors may begin to set up their tables one hour before the market begins (no parking issues will be addressed until one hour prior to the start of market). No items for sale may be placed on the tables until one hour before the signal to start selling. 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 (cash was exchanged), a customer may pick up the product ahead of market; however, if no cash was exchanged at the time of order, the product may not be picked up and paid for until after the start of market.
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 ten (10) feet wide, or a second stall will need to be purchased.
3. 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.

4. All full-time vendors shall display signage at their booth which includes their vendor name and their mailing address. Signage will be prepared by the Chamber staff.
5. All Vendors will be required to abide by any newly implemented COVID guidelines, regarding cleanliness and protocols as determined by market officials due to the fluid situation with COVID-19.
6. **\*NEW FOR 2021\*** Vendors **must** provide an email address to be used for frequent communications from Chamber and Market Managers.
7. **\*NEW FOR 2021\*** Vendors agree that photos of themselves, staff and product(s) may be used by market management to promote the market, market events and other associated activities through social media, website and other communication.

**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 will 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. Any licenses or certifications (i.e. GAP, Certified Organic, etc.) claimed must reflect documentation at each market which would be available to customers, inspectors, market management, et al as requested.
5. 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.
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, soft pies and bakery products with custard or cream fillings, homemade butter or cottage cheese, raw milk, home-canned fruits or vegetables. 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 breads, 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 can participate. Certain requirements are applicable for SNAP & DUFEB tokens; however, all vendors may accept the credit/debit tokens.
9. Dumping of surplus produce is not permitted at the Grinnell Farmers Market. If the Market Manager determines that dumping is intentional the vendor may be asked to leave and will not be allowed to return. Dumping is defined as selling product excessively below the average market rate of the Grinnell Farmers Market as determined by market management. If a vendor is found dumping, the vendor will be asked to leave the market. There will be no refund of fees.
10. Anyone wishing to sell temperature control for safety foods needs to have a "Farmers Market license" issued by the Iowa Food and Consumer Safety Bureau; 515-281-6538. The license is \$100.00 per year and is valid in only one county. "Potentially hazardous foods" include: salsa, spaghetti sauce, flavored vinegars/oils, pickles, canned fruit, pepper jellies, mushrooms, vegetables and meats, applesauce, pesto, frozen noodles, pie and other dough, and homemade wine and beer. Items such as eggrolls, crab-rangoon, etc. are included. If anyone wants to sell these items, please contact the Iowa Food and Consumer Safety Bureau at 515-281-6538.
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>

#### **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 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.
3. Products purchased for resale at the market are not allowed, i.e. no brokering. If the point-of-origin is in question (whether the product is produced by the vendor), an on-site inspection may be conducted. 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.
4. 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 vendors at the discretion of the Market Management.
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

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

WIC & Senior Programs: 515-242-6239

# 2021 COVID PANDEMIC PROTOCOL

## Market Set Up

Market will continue to be held along the sidewalks of Broad Street and 4th Avenue. To help maintain adequate space between vendors and customers, we are tentatively planning on 15' vendor stalls. This may change to 10' stalls depending on COVID numbers and vendor interest.

**Stalls:** For 2021, vendors will back vehicles into their spaces as they have done in 2019 and previously. 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.

**Sanitizing Stations:** We will have at least 4 hand sanitizing stations at market. One on the south end of Broad Street, one at the intersection of Broad and 4th Ave, and one on the East end of 4th Ave. Vendors are encouraged to wash hands frequently.

**Bathrooms:** Bathrooms in the park will be open for vendor and customer use.

At this time, events at market will be allowed with approval by Chamber Representative, including tastings/chef demonstrations, live music performances, kids activities, etc.

## Vendor Requirements

We have outlined expectations that all vendors will follow at market this year. If you have questions or concerns with your ability to abide by these requirements, please contact Chamber staff.

### Required:

- **STAY HOME:** if you have had a fever in the 3 days leading up to market, been ill, or are showing signs of respiratory illness (coughing, sneezing and weezing).
- **Face Masks:** Vendors and staff will be **required** to wear face masks or face shield while interacting with other vendors or customers at market. Chamber will have disposable face masks available to those who need them.
- **Use Hand Sanitizer/Wash:** Vendors will be encouraged to use hand sanitizer or wash their hands as frequently as possible during market.
- **SAMPLES:** Food samples will be allowed at the market. Samples must be individually packaged by the vendor and be handed to the customer by the vendor.
- **Point to Pick:** Vendors will be able to decide if they'd like to implement a point to pick rule for their stands. The Chamber will help create signage and promote messaging to check for signage or with vendors before touching products. Please email Kendra directly if you would like signage

## Customer Expectations

We will have customer expectations to help maintain safety of all market participants. We will be broadcasting these expectations to customers in the coming weeks and anticipate they will be somewhat fluid. **Please note, these are expectations only, and will not be enforceable by Chamber Staff, market managers or the police.**

- **STAY HOME:** if they have had a fever in the last 3 days, been ill, or are showing signs of respiratory illness (coughing and weezing).
- **Face Masks:** Customers will be encouraged to wear facemasks while attending market.
- **Use Hand Sanitizer/Wash:** customers will be encouraged to use hand sanitizer frequently while at market.
- **Maintain 6 Feet of Social Distance:** Customers will be asked to maintain 6 feet of social distance when possible.
- **Point to Pick:** customers will be asked to check for signage or with vendors before touching product on tables.
- **Reusable Bags:** will be encouraged at market this year

## Online Market

For those interested in offering products for sale online, GrinnellToGo.com will again be available. There is no cost for use during the season, and will be a small fee if you choose to use it during the off season. Vendors will be able to list products for sale with pick up and payment online or delivery. Chamber staff will help vendors get their profiles set up but each vendor will be required to get initial products listed and maintain an accurate listing of products each week. Customers will be directed to vendors tables to pick up online orders. There are a few requirements for this platform:

- Participating vendors must have a valid email address and access to the internet.
- Vendors are responsible for monitoring orders and contacting customers if needed.
- Vendors are responsible for pre-packaging orders and will leave them at the token table before the start of market, which will be the pick up current pickup location (subject to change).
- Vendors must set up their own Stripe account (credit card processor). Payments are directly deposited into vendor's bank account.
- Vendors are required for the majority of promotion of the GrinnellToGo site to customers.

**Note:** There is no annual fee to have a Stripe account. There is a **2.9% + \$0.30 service fee** per each successful card transaction. This amount will be pulled from the total before being deposited in the vendors' account; vendors are able to adjust their pricing to help cover these costs.

We will also still be accepting SNAP & DUFEB for online orders. These customers will simply select the "pay at market" option online and we will process their card transactions and get vendors their tokens.

If you're interested in participating, please reach out to Kendra at [kendra@getintogrinnell.com](mailto:kendra@getintogrinnell.com)

**Please note, rules and regulations are subject to change without notice based on recommendations and requirements from the local health department, the CDC and the State of Iowa.** If at any time you have questions or concerns, please do not hesitate to contact staff or managers. Contact information is listed below. We will work to update vendors and customers of any changes as quickly as possible.



**Grinnell Farmers Market Code of Conduct:**

All vendors, **including any support staff and/or family**, agree to follow the code of conduct. A completed copy of the code will be kept on file for the duration of the market season. Violation of these rules may result in immediate termination of the vendor’s privilege to sell at the Grinnell Farmers Market. If a vendor is terminated, no refunds will be made.

Please initial each, sign below and return to the Chamber office along with a completed application:

\_\_\_\_ The primary vendor is always responsible for behaviors and/or actions of those selling on behalf of their booth.

\_\_\_\_ There will be no smoking, drugs, or alcoholic beverages consumed or used by vendors during market set up, official market hours, or market tear down.

\_\_\_\_ Vendors shall be courteous to other vendors and customers and shall not engage in activities that make other vendors and/or the public uncomfortable.

\_\_\_\_ Vendors are not permitted to use the following techniques while at market: hawking, calling attention to products in a loud manner, selling products in an aggressive way, or denigrating the product of other vendors.

\_\_\_\_ No idling of engines.

\_\_\_\_ No music may be playing from your vehicle or other device, unless prior approval has been gained by managers or staff.

\_\_\_\_ Vendors shall conduct business free of bias, prejudice and harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, immigration status, age, disability, genetic information, marital status, amnesty or status as a cover veteran.

\_\_\_\_ Vendors are encouraged to report any and all perceived incidents of discrimination, harassments, or accidents that occur at market. Vendors are prohibited from retaliation against any individual who reports discrimination, harassment, or accidents or who participates in an investigation of such reports.

\_\_\_\_ Vendors acknowledge and agree to the updated 2021 COVID pandemic protocol.

\_\_\_\_ Vendors acknowledge and agree not to represent the voice of the market, officially or unofficially, or speak on behalf of the market in any capacity.

**I have read and fully agree to all Grinnell Farmers Market Rules and Regulations. I agree to sell or offer for sale at the Grinnell Farmers Market my own Iowa products. Further, I acknowledge full responsibility for all activities, my actions, and the actions of my support staff and/or family conducted throughout the term of this permit and agree to hold harmless the Grinnell Area Chamber of Commerce in any event, or accident in connection with the operation of the Grinnell Farmers Market.**

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

# Grinnell Farmers Market Vendor Form

## Grinnell Area Chamber of Commerce

### 2021 Grinnell Farmers Market Application

**START DATE: May 13 & 15**

Please fill out all information and return to the Grinnell Area Chamber of Commerce by April 30, 2021.

Business Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_

Year/make/model for vehicle that will be at market: \_\_\_\_\_

Product Variety Offered (i.e. produce, jewelry, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Exact Location of land used for production (street address and/or description):  
\_\_\_\_\_  
\_\_\_\_\_

Licenses or Certifications Held (i.e. GAP, Organic Certified, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

\*Iowa Sales Tax Number: \_\_\_\_\_ \*\*WIC/FMNP Recipient (Yes/No): \_\_\_\_\_

\*Please check with Iowa Department of Revenue & Finance to ensure no items sold are legally taxable. If they are, you should apply for a sales tax permit and alert Chamber representative of your sales tax number.

\*\*WIC CVV's (Cash Value Vouchers) will not be accepted at farmers markets this year; however, vendors may still accept the WIC FMNP checks.

I have read and completed the Code of Conduct agreement per the 2021 Grinnell Farmers Market Rules & Regulations and have included it with this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Payment (check one)

\*Make checks payable to the Grinnell Area Chamber of Commerce.

\_\_\_\_ Thursday Full Season: \$115.00

\_\_\_\_ Thursdays Pay Per Market: \$15.00

\_\_\_\_ Saturday Full Season: \$105.00

\_\_\_\_ Saturday Pay Per Market: \$10.00

\_\_\_\_ Thursday and Saturday Full Season Payment: \$175.00

