

GRINNELL FARMERS MARKET
Rules and Regulations
2020 Season

CHAMBER REPRESENTATIVES:

Temesha Darby, Marketing & Events Specialist temesha@getintogrinnell.com
Kendra Vincent, Member Engagement Coordinator 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 2020 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 4thAvenue to Commercial Street and 4thAvenue from Broad to Park Street.

MARKET SEASON: START DATE TO BE POSTPONED DUE TO COVID-19: Anticipated Early June

Thursday Market: TBA – October 22nd.
Saturday Market: TBA – October 24th.

FEES:

THURSDAY: Each stall will have a daily rate of \$15.00 or \$110.00 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 \$100.00 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 4thAvenue, P.O. Box 538, Grinnell, Iowa 50112 on or before closing on April 24th, 2020. If you have questions, please contact Kendra at the Grinnell Chamber Office at 641-236-6555 or email kendra@getintogrinnell.com. Reservations and payments may be made in person, or by mail on or before April 24th, 2020. 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 only be five 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 may reserve one of the five 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 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 at the end of the row 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 or verbal notice will initially be given to any vendor not following the set rules of the Grinnell Farmers Market. If the problem is not immediately corrected, the vendor may be dismissed from the market as deemed necessary by management.

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 and one-half hours 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 of Commerce staff and will include each vendor's stall number.
5. ***NEW FOR 2020*** All Vendors will be expected to abide by any newly implemented regulations, yet to be determined, regarding cleanliness and protocols as determined by market officials due to the fluid situation with COVID-19.

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. The Grinnell Farmers Market, as a whole, accepts SNAP & EBT transactions along with the Double Up Food Bucks program 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 (formerly referred to as potentially hazardous food) 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, with the exception of ‘Made in Iowa’. 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.

Organizational Contact Information:

Iowa Department of Agriculture and Land Stewardship: 515-281-5321 or 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

Grinnell Farmers Market Code of Conduct:

All vendors, including their 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 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



2020 Grinnell Farmers Market Application

START DATE TO BE POSTPONED TBD DUE TO COVID-19

Please fill out all information and return to the Grinnell Area Chamber of Commerce by April 30, 2020.

Business Name: _____ Applicant Name: _____

Address: _____

City, State, Zip: _____

Email: _____ Phone: _____

Business Facebook: _____ Instagram: _____

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 2020 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: \$110.00

_____ Thursdays Pay Per Market: \$15.00

_____ Saturday Full Season: \$100.00

_____ Saturday Pay Per Market: \$10.00

_____ Thursday and Saturday Full Season Payment: \$175.00