

# Vender Application - 2018

## Waukee Farmers Market

We invite you to be a part of our Waukee Farmers Market

Dates: Wednesday, June 6<sup>th</sup> through Wednesday, September 26<sup>th</sup>, 2018

Times: 4:00 pm to 7:00 pm - with set up at 3:00 pm

Place: Waukee's Downtown Triangle on 6<sup>th</sup> Street south of Hwy. 6

Reserved Spaces: \$90.00 for the season

All other spaces are "first come, first serve" with a weekly charge of \$10.00 per space

Name \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (D) \_\_\_\_\_ (E) \_\_\_\_\_

Email \_\_\_\_\_

Sales Tax Number \_\_\_\_\_

Venders license \_\_\_\_\_

Venders Insurance \_\_\_\_\_

Merchandise to be sold \_\_\_\_\_

Special Needs: Electrical (volts) \_\_\_\_\_

(amps) \_\_\_\_\_

Other \_\_\_\_\_

Merchandise, such as guns, knives, brass knuckles, explosives or whatever the Downtown Business Group feels is inappropriate will not be allowed.

Please have application and fees by May 16, 2018 to Lucinda Beltman:

Waukee Farmers Market  
Attn: Lucinda Beltman  
650 Ashworth Dr.  
Waukee, Iowa 50263

Checks payable to Waukee Downtown Business Group

# 2018 Waukee Farmers' Market Rules and Regulations

## Dates

The 2018 Waukee Farmers' Market will begin Wednesday, June 6, 2018 and run through September 26, 2018.

By submitting an application, vendors acknowledge that they have received, understand and agree to follow all rules and regulations set forth by the Waukee Triangle Business Group (herein referred to as WTBG) as stated in the 2018 Rules & Regulations.

WTBG reserves the right to remove any vendor at any time for failure to comply with market rules and regulations.

Disregard for any rules and regulations will be just cause for action to be taken. WTBG retains the right to prohibit a vendor from participation in the Waukee Farmers' Market, without a refund, if rules are broken.

## Product and Merchandise Guidelines

The primary focus of the Waukee Farmers' Market is produce and other "farm" items - all other merchandise will be limited at the discretion of WTBG. Merchandise available for sale must be produced or grown in your individual home or business with items available for purchase each market day throughout the season. Produce grown outside of the state of Iowa will be allowed only when such items are not in-season locally. Mass produced items or franchised items such as Avon, Mary Kay, Pampered Chef and Tupperware will be at the discretion of the WTBG committee. WTBG reserves the right to refuse acceptance of any vendor or item that is not in keeping with the rules or quality of the Waukee Farmers' Market.

## Categories

The Waukee Farmers' Market includes seven categories as defined below:

Produce: Certified organic produce, chemical free produce and Iowa home grown produce

Floral: Fresh and dried flowers, seeds, potted plants

Baked Goods & Specialty Food Items: Breads, pies, cookies, cakes and other homemade foods including honeys, mustards, salsas and jams.

Other: Agricultural/farm items that do not fall into the above categories (i.e. meats, eggs, cheese, poultry, etc.)

Crafts: Home decor items, candles, soaps, handmade jewelry, and other art items

Prepared Foods: Ready-to-eat items such as sandwiches, cooked items and snack items

Merchant: Waukee downtown businesses who rent space to sell their store products. *Merchant spaces may not be sublet and are subject to all other market rules. This category is only available to current Waukee downtown merchants.*

In order to maintain a vibrant and appealing market, a limited number of applications are available in each category with the exception of produce and farm/agricultural products. Applications are based on a first-come first-serve basis and all applications are subject to approval by WTBG. Application acceptance is not guaranteed.

## Space Rental

Each reserved space for 2018 is rented for \$90.00/season. Spaces fill quickly and a limited number of spots in each category are available. Vendors may not sublet space. WTBG retains the right to approve and facilitate all arrangements for sharing a space.

Vendors who participated in 2017 have first option at renewing their location. Space preference will be given every consideration but not guaranteed. Application and fee for reserved space should be received by April 27<sup>th</sup>, 2018. Space reservations made after that date are on a first-come first-serve basis.

Weekly vendors for 2018 will be accepted on a first-come first-serve basis at the rate of \$10.00 per space. All

weekly vendors must check in with the staff in the park no earlier than 2:30pm and no later than 4:00pm. There is no guarantee that a particular location will be available.

### Set-Up Hours, Regulations & Utilities

Set-up will begin at 3:00pm each Wednesday. **Vendors may not set-up prior to 3:00pm.**

**Official market hours are 4:00-7:00pm**

Once unloaded, vehicles must be moved out of the market area, except produce vendors. You are responsible for your own set-up items such as tables, chairs and tents. Electricity and water are available.

All merchandise or equipment must be removed by 8:00pm. There is NO selling before 4:00pm or after 7:00pm. Merchandise, such as guns, knives, brass knuckles, explosives or whatever the WTBG feels is inappropriate will not be allowed. All vendors should clean up their own space. The WTBG will provide advertising, waste disposal receptacles and street barricades.

### Sales Tax

It is the vendor's responsibility to know if they are required to collect and remit Iowa Sales Tax. WTBG does not accept responsibility for vendors who fail to meet this obligation. Failure to respond and reply to sales tax inquiries by the Internal Revenue Service will prohibit vendors from future participation in the Waukee Farmers' Market as well as other WTBG events. For questions, please call the Iowa Department of Revenue and Finance at 515-281-3114.

### Health Inspection

All Waukee Farmers' Market vendors are required to comply with the State of Iowa Public Health regulations governing the preparation, handling and presentation of food. Prepared food vendors are responsible for obtaining all necessary licenses and permits required by the State of Iowa. A permit fee will be imposed and is valid for all Iowa Farmers' Markets. Vendors are encouraged to contact the Iowa Department of Inspections and Appeals at 515-281-3638 with any questions or concerns regarding product regulations, licensing and fees.

### Women, Infants and Children (WIC) Program

Produce vendors may register to accept WIC checks as a way of increasing sales at the Waukee Farmers Market. To accept WIC checks, vendors must be certified through the State of Iowa. WTBG is not responsible for losses incurred from accepting WIC checks without certification. All WIC certified vendors must adhere to the State of Iowa rules and regulations. A WIC certified vendor found not adhering to the rules will be immediately reported to the State of Iowa.

### Farmers Market Nutrition Program (FMNP)

Vendors seeking certification in the Farmers Market Nutrition Program (FMNP) for the first time must be certified through classroom instruction scheduled by the Iowa Department of Agriculture and Land Stewardship at (515-) 281-5321.

Reservation for classes must be made in advance

### Liability

All Waukee Farmers' Market vendors are required to have a current Certificate of Liability Insurance for the minimum amount of \$500,000 (as required by City of Waukee Park/Rec) on file with WTBG. This certificate must be submitted by all vendors by May 16, 2018. Waukee Triangle Business Group must be listed as the certificate holder. Please note that a copy of your insurance policy does not satisfy this requirement. An updated certificate will need to be provided to WTBG for any policies renewed during the market season. You may have your insurance agent email a copy of the certificate directly to us at [info@waukeedowntown.com](mailto:info@waukeedowntown.com) Insurance requirements will not be waived for any Waukee Farmers' Market vendors.

Mike Schnoes, Pres. Waukee Downtown Triangle  
515-987-9598

IA Department of Agriculture & Land Stewardship (Nutrition)  
515-725-1179  
stephanie.groom@iowaagriculture.gov

IA Department of Inspections and Appeals  
515-281-3638

Federal Department of Agriculture (Food Stamps)  
515-281-5321

IA Department of Revenue & Finance (Tax Questions)  
515-281-3114

Tim Schillinger, Farm Bureau, Waukee (Questions on insurance)  
515-987-5263