

# Vender Application - 2023

## Waukee Farmers Market

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

**Dates:** Wednesday, June 7 through Wednesday, September 27, 2023

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

**Place:** Waukee's Downtown Triangle on 6th Street south of Highway 6 (Hickman Rd.)

**Reserved Spaces:** \$90.00 for the season or \$10 per week

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 \_\_\_\_\_

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 April 30, 2023 to LuCinda Beltman:

Waukee Farmers Market

Attn: LuCinda Beltman

1155 SE Boone Drive

Waukee, Iowa 50263

Checks payable to Waukee Downtown Business Group

# 2023 Waukee Farmers Market Rules and Regulations

## **Dates**

The 2023 Waukee Farmers Market will begin Wednesday, June 7, 2023, and run through September 27, 2023.

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 2023 Rules and Regulations.

## **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 2023 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 the past season 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 30th, 2023. Space reservations made after that date are on a first-come first-serve basis.

Weekly vendors may be accepted, but must reserve space in advance at a rate of \$10 per week. All weekly vendors must check in with the volunteers in the park no earlier than 2:30 pm and no later than 4:00 pm. There is no guarantee that a particular location will be available.

Dimensions of each vendor space are approximately 10' x 10'. Vendors will provide their own table, chairs and display furniture. Management has the authority to assign and reassign spaces when the situation calls for it. Vendors shall not move spaces without prior approval from the Market Coordinator.

### **Set Up Hours, Regulations & Utilities**

Set-up will begin at 3:00 pm each Wednesday. Vendors may not set up prior to 3:00pm. Official market hours are 4:00-7:00 pm.

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 8:00 pm. There is NO selling before 4:00 pm or after 7:00 pm. Merchandise, such as guns, knives, brass knuckles, explosives or any items 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.

### **Weather Closure Policy**

As a policy, WTBG does not close the market for inclement weather, but leave that up to each individual vendor. If a vendor does not plan to attend or feels they need to leave the market due to bad weather conditions, please notify the Market Coordinator.

### **Vendor Behavior**

Vendors at the market are expected to behave in a professional and courteous manner. Violation of this agreement will require review by the Market Coordinator and may require termination of vendor agreements and permanent dismissal. Vendors shall not engage in behavior subversive to the market or the effective management thereof. Such behavior may include but is not limited to: disrupting the operation of the market, negative communication about the market, vendors, or the Market Coordinator to market patrons or other vendors.

If there are concerns, please follow the “Disputes and Grievances” procedure below. Solicitation and the distribution of literature unrelated to market products are not permitted during market hours; an exception to this rule is allowed for non-profit or local business vendors, at the discretion of the Market Coordinator.

### **Disputes and Grievances**

Disputes need to be addressed outside of market hours. If an issue comes up on market day, vendors shall defer to the market volunteers until a more appropriate time is found to discuss the incident. Problems, complaints or concerns must be directed to the Market Coordinator in a professional and respectful manner at the conclusion of the market day. The Market Coordinator may require that descriptions of disputes be submitted in writing. If an arbitrator is needed, the Market Coordinator will act as, or supply, a neutral party. Any grievance that cannot be resolved through the Market Coordinator may be submitted to the Waukee Downtown Business Group.

### **Vendor Termination**

WTBG reserves the right to remove any vendor at any time for failure to comply with market rules and regulations with no refund of fees. 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. Anyone found to be disruptive, discourteous, showing prejudice, yelling, fighting, making derogatory remarks, inebriated or exhibiting any other acts of violent or illegal behavior will be immediately dismissed. Animosity and other negative behavior will not be tolerated. WTBG reserves the right to dismiss, accept or decline vendors and/or commodities, for any reason, into the market

### **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 Parks and Recreation Department) on file with WTBG. This certificate must be submitted by all vendors by April 30, 2023. 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 [waukeefarmersmarket@gmail.com](mailto:waukeefarmersmarket@gmail.com). Insurance requirements will not be waived for any Waukee Farmers Market vendors.

## **Contacts**

LuCinda Beltman, Waukee Farmers Market Coordinator 515-240-1589  
[waukeefarmersmarket@gmail.com](mailto:waukeefarmersmarket@gmail.com)

Iowa Department of Agriculture & Land Stewardship (Farmers Market Nutrition Program)  
515-242-6239 [paul.ovram@iowaagriculture.gov](mailto:paul.ovram@iowaagriculture.gov)

Iowa Department of Inspections and Appeals 515-281-7102

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