

## Mt. Pleasant Farmers Market 2009

## Rules and Regulations

Saturday, May 16 - Saturday, October 17

Wednesdays: 4:30 p.m. to 6:30 p.m.

Saturdays: 8:30 a.m. to 11:00 a.m.

1. **Statement of Purpose** - The market's purpose is to support local agriculture producers, artisans and craftspeople by providing a direct market for their products and by educating the community about the importance of local agricultural production.
2. **Time and place** - The market will be held every consecutive Wednesday and Saturday during the market season in Mt. Pleasant. The market hours are listed above. The market manager will check in all vendors and direct vendors without assigned spaces to available spaces. The market will be moved during the weeks of Old Threshers (late July-early Aug.)
3. **Who can sell** - Vendors will be limited to Iowa residents only. The market does not offer exclusive rights to any one vendor or their products, however if the market manager deems any product saturated in the market, duplicate products may be denied entry.
4. **What can be sold** - All products sold at the market must be grown, produced or handmade by the vendor unless otherwise authorized by the market manager. No resale of products is allowed.

Per the Iowa Department of Appeals, the following are approved for sale:

- A. Fresh fruits and vegetables washed and stored in clean containers at least six inches off the ground.
- B. Baked goods, except soft pies and bakery products with custard or cream fillings, which includes pumpkin. Baked items must be completely wrapped, covered, bagged or boxed. Baked items must also be labeled with the name of the products and the name and address of the person making said item. Listing ingredients is not required, but suggested to alert customers of possible allergic reactions.
- C. Eggs that are cooled and stored at 45 degrees or below. USDA-certified containers are not required for stored or sold items.
- D. Honey, labeled the same as baked goods. (refer to #B" above.)
- E. Flowers and plants.
- F. Hand crafted items. Only handmade crafts that the vendor makes themselves will be allowed. Such items may include, but are not limited to: wreaths/swags, dry flower arrangements, potpourri, candles, hand-sewn items and woodcrafts. New craft sellers will be admitted as space allows and at the discretion of the market manager.
- G. Cider. Must be labeled the same as baked goods or honey, but must also display a Pasteurization Label or USDA-approved warning label.
- H. Jams, jellies and dried noodles.

Items approved for licensed vendors only include:

- A. Meat, meat products, fish and poultry.
- B. Home processed foods.

**5. To become a member of the market** - To sell at the Market, a vendor must complete and submit a Market 2009 Commitment Form and pay applicable dues. Every membership request is subject to approval by the Market Manager.

- A. Full Time Membership- To be considered for Full-time membership in the Market, a vendor must submit a completed Market 2009 commitment form. Space assignments will be made on a space-available basis, based upon Commitment forms received. The fee for full-time membership is \$75 for the entire season.
- B. Wednesdays or Saturdays Only Membership - Those vendors unable to sell at the Market two days per week are eligible for a Wednesdays only or Saturdays only membership. To be considered for Full-time membership in the Market, a vendor must submit a completed Market 2009 commitment form. Space assignments will be made on a space-available basis, based upon Commitment forms received. The fee for this type of membership is \$40 for the entire season. Wednesdays or Saturdays only members may be considered for permanent space assignment, but preference will be given to full-time market members.
- C. Temporary Membership - To encourage local gardeners, farmers, artisans and crafters to become more involved in the market, temporary members may sell at the market. They must follow the same established rules as full time membership market vendors. Temporary members should contact the Market Manager at least one week before any market they wish to attend. The fee for each market day is \$10.
- D. Community Group fee for one day is \$10. No Bake Sales.

**6. Market Day Fee Calculations and Collection** - All members (other than full-time, wednesdays only and Saturdays only) will remit daily fees to the Market Manager at the start of each market day. A \$20 fee will be charged for any checks returned due to insufficient funds.

**7. Space Assignment** - Any full-time vendor may request an assigned space at the market through the market manager on a first come, first serve basis. The assignment for other vendors is for that market day only and may vary from week to week.

**8. Market Day Arrival/Departure Procedure** - Vendors must abide by the official Market hours of operation. Members must arrive at the market and be ready to sell by 8:30 AM on Saturdays and 4:30 PM on Wednesdays. Under no circumstances should a vendor begin selling prior to the Market's start time. Vendors are not allowed to disassemble booths before 11:00 AM on Saturdays and 6:30 PM on Wednesdays unless they have sold out completely of their product. Failure to observe these hours may result in permanent ejection from the market. If a full-time member plans not to attend a particular market day, the member must notify the Market Manager by 5:00 PM of the preceding day. Reserved spaces not occupied 15 min. prior to opening may be reassigned to another vendor.

**9. Sign Code** - For uniformity, every member must have an identification sign, which includes the following information:

- A. Name (Farm name or member's name)
- B. Location (Town or mailing address)

The member must bring the sign to market each week. Lettering must be at least two inches tall. The sign must be displayed in a prominent location at the member's stand (truck-mounted is satisfactory). Additional signage is allowed.

**10. Farm Inspection** - The farmers market manager reserves the right to inspect any member's farm. Inspection shall be coordinated between the grower and the Market Manager and may be performed by members of the Henry County Master Gardeners club. The primary purpose of a farm inspection will be to determine whether the member is in fact producing all the he or she is selling at the market. The resale of any products that are not grown or produced by the member is prohibited unless otherwise authorized by the Market Manager.

**11. Other Vendor Obligations**

- A. Vendors are responsible for informing themselves about and complying with state and local health regulations and licensing requirements governing the production, display, distribution, sampling and sale of their products.
- B. Vendors shall provide the market with copies of any permits and licenses applicable to the sale of their products.
- C. Vendors with baked goods or prepared foods are required to have a full canopy covering their booth. An umbrella is satisfactory if it covers the entire table area. Canopy is not required when we are at McMillan Park, but will definitely be needed when we are in the Orscheln parking lot location.
- D. Vendors must maintain their spaces in an attractive, clean and sanitary condition. Each vendor will remove waste containers before leaving the market.
- E. Vendors must obtain general liability insurance and present a copy to the manager the first day of market.
- F. All food vendors must make application to receive and redeem Food Stamps.
- G. Only certified vendors are allowed to accept Farmers Market Nutrition Program (WIC & Senior) vouchers.
- H. Payment of Iowa State Sales Tax for taxable items is the responsibility of the individual vendor.
- I. Vendors are not allowed to smoke in the market area.
- J. vendor pets are not allowed at the market.

**12. Enforcement & Disputes** - The market manager, or designee, who has the ultimate on-site authority, enforces all rules of the market. Complaints or problems should be directed to the market manager in a manner that is not disruptive to the market. If a vendor does not abide by the rules of the market, the market manager may take any action deemed necessary, including barring the vendor from selling at the market for that day and any future days. A vendor may appeal any decision of the market manager concerning violation of these rules. An appeal must be presented in writing to the farmers market manager to be considered by a committee of four full-time vendors.

**13. Miscellaneous**

- A. All vendors shall receive a copy of these rules.
- B. The market manager reserves the right to prohibit anyone from selling or any product from being sold.
- C. The Mt. Pleasant Farmers Market is not responsible for any loss or damage incurred by the vendors.
- D. Vendors are responsible for making sure that all persons working at their booth are familiar with these rules.