



2019 VENDOR HANDBOOK

THIS HANDBOOK HAS BEEN PRODUCED BY STAFF AT THE CEDAR RAPIDS METRO ECONOMIC ALLIANCE (ALSO REFERENCED AS ECONOMIC ALLIANCE OR EA).

THE CEDAR RAPIDS METRO ECONOMIC ALLIANCE AND MARKET STAFF RESERVE THE RIGHT TO CHANGE OR ADJUST ANY POLICY IN THIS HANDBOOK AS NECESSARY AT ANY TIME IN THE MARKET SEASON. SUCH CHANGES ARE EFFECTIVE IMMEDIATELY UPON NOTIFICATION TO VENDORS.

VENDORS WILL BE NOTIFIED IN WRITING VIA E-MAIL AND/OR POSTAL MAIL REGARDING ANY CHANGES TO THE POLICIES IN THIS HANDBOOK.

VIOLATIONS OF THE POLICES CONTAINED IN THIS HANDBOOK COULD RESULT IN THE OFFENDING VENDOR'S REMOVAL FROM THE CEDAR RAPIDS DOWNTOWN FARMERS' MARKET, AS WELL AS FARMERS' MARKETS PRODUCED BY THE CITY OF CEDAR RAPIDS, PLUS FORFEITURE OF ANY RENTAL STALL FEES PREVIOUSLY PAID BY VENDOR.

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MARKET CONTACT INFORMATION

The Cedar Rapids Downtown Farmers' Market is presented by the Cedar Rapids Metro Economic Alliance as part of the organization's Community Development initiatives.

MARKET STAFF

Jenn Draper
Events Planner

ADDRESS

Cedar Rapids Metro Economic Alliance
501 First Street SE
Cedar Rapids, IA 52401

OFFICE PHONE

319/398.5317

FAX

319/398.5228

AFTER HOURS PHONE

Vendors experiencing issues on Friday after 5 p.m. or Saturday morning of markets may reach market staff outside of normal business hours at the following phone number:

319/730.1436

EMAIL

events@cedarrapids.org

WEBSITE

www.crdowntownmarket.com

MARKET HOURS & DAYS OF OPERATION

The Cedar Rapids Downtown Farmers' Market operates on Saturdays Memorial Day through late September, for a total of eight market dates.

2019 DATES

May 25
June 1 & 15
July 6 & 20
August 3 & 17
September 21

2019 HOURS OF OPERATION

Opening Bell: 7:30 a.m.
Closing Bell: 12:00 p.m. (Noon)

Vendors are required to stay for the entirety of the market (7:30 a.m.-Noon).

Vendors abide by and comply with the hours of operation as prescribed.

Vendors shall not sell to the public from the back-stall area or any surrounding area prior to the opening of the market.

Vendors are permitted to sell to other vendors between 7 a.m. and 7:30 a.m.

MARKET LOCATION

The Cedar Rapids Downtown Farmers' Market is in downtown Cedar Rapids. Specific streets and street closures will be available via the market venue map.

ALTERNATE MARKET LOCATIONS

The Economic Alliance reserves the right to move the Downtown Farmers' Market from the specified location to alternate locations to allow for continued vending. Alternate locations may be necessary due to, but not limited to, construction, natural disasters, city regulations, other events, etc. Vendors may choose to vend at the designated alternate site.

MARKET LEASE FEES

The Cedar Rapids Downtown Farmers' Market offers one stall size, a large street stall.

STALL SIZE & DETAILS	STALL SIZE	DAY LEASE	FULL SEASON LEASE (8 MARKETS)
Large Street Stall Allows vendor to keep vehicle in space	Approx. 25 ft. wide X 15 ft. deep	\$50.00	\$400.00
Small Street Stall No vehicle permitted in space	Approx. 15 ft. wide X 15 ft. deep	\$30.00	\$240.00

Each stall is marked and numbered on street curbs before the season begins. Vendors will be assigned a stall number, either through self-selection or at the discretion of market staff. Vendors must remain within the limits of the marks on the curb.

See page 13 of this handbook for more information on how stalls are assigned for the 2019 season.

ADDITIONAL FEES

The following additional fees will be imposed to vendors using special privileges.

EARLY ENTRY FEE - \$80 OR FREE

Vendors may receive Early Entry privileges at **no cost** for the purposes of:

- Preparing food on-site due to Linn County Health Dept. rules
- Parking a trailer or other large vehicle
- Handicapped accessibility (must show valid state permit)

Vendors requesting Early Entry privileges for all other reasons will be charged a one-time fee of **\$80, regardless of how many markets they vend in.**

STALL SELECTION FEE - \$100

Vendors approved for a **full season** space will have the option of selecting a stall through lottery. This process is explained on page 13 of this handbook.

FINES

The Cedar Rapids Downtown Farmers' Market staff reserves the right to impose additional fines as necessary.

Vendors are assessed any fines the week following a market, and will receive notice via email and an invoice via postal mail. Payment is due by noon the Friday before the next market.

Vendors with unpaid fees will not be permitted to vend until their account is current.

NO SHOW FEE - \$200

Vendors shall notify the Economic Alliance at 319.398-5317 by 5:00 p.m. on the Friday a week prior to the market if they are not going to use their space. A No Show Fee of \$200 may be enforced if the Economic Alliance is not notified in advance of a vendor's absence from a market. Market staff reserves the right to cancel a vendor's lease if the vendor has more than two No Show fees assessed in a market season.

LATE CANCELLATION FEE - \$150

Vendors shall notify the Economic Alliance at 319-398-5317 by 5:00 p.m. on the Friday of the week prior to the market Saturday if they will not use their space. A late cancellation fee of \$150 may be enforced if the Economic Alliance is not notified by the designated date. Any non-emergency cancellations made after this date will be subject to the \$150 fee. Market staff reserves the right to cancel a vendor's lease or change their stall location if a vendor has more than two Late Notice Cancellation fees assessed in a market season.

LATE ARRIVAL FEE - \$100

Late arrival fee of \$100 will be assessed to vendors arriving after 6 a.m. more than twice in the season.

TRASH DISPOSAL FEE - \$100

Vendors are responsible for removal of all trash associated with their stall. A dumpster will be provided for disposal of vendors' trash. Vendors will be notified of the dumpster's location prior to the market season. Trash must be placed directly in this dumpster and not placed next to trash cans. A \$100 clean-up fee will be charged to vendors leaving trash in their stall or next to trash cans, to be paid prior to renting future space. Vendors are to contact the Information Booth if assistance is needed in hauling trash.

RECKLESS DRIVING FEE - \$200 &/OR REMOVAL FROM MARKET

Vendors shall not exit the market venue prior to the closing bell. Vendors shall not drive recklessly within the market venue at any time. Penalties for leaving early or driving recklessly will include a fee of \$200 and potential removal from the Downtown Farmers' Market for the remainder of the season.

APPLICATION TO THE MARKET

MARKET VENDORS

VENDORS WISHING TO BE CONSIDERED FOR A FULL SEASON SPACE SHOULD APPLY BY 2/15/19.

All persons/entities/organizations interested in selling their products at the Cedar Rapids Downtown Farmers' Market must be pre-approved by Economic Alliance staff.

Selection of vendors is at the sole discretion of the Economic Alliance. Participation in any prior Downtown Farmers' Market does not guarantee participation in this year's Downtown Farmers' Market.

Applicants must apply electronically through Manage My Market (www.managemymarket.com) and must electronically sign a lease for their stall.

Applicants must ensure that their application is complete. This includes updated photos, accurate product lists and descriptions, updated contact information, etc. Incomplete applications will not be considered.

Special note to baked goods vendors: Baked goods vendors are required to submit samples as part of the market application process. Samples are required to be delivered to the Cedar Rapids Metro Economic Alliance (501 First St SE, Cedar Rapids, IA 52401) before an application can be considered. Applications will not be reviewed until product samples have been submitted. **This requirement only applies to vendors not previously approved to vend at the Downtown Farmers' Market.**

If selected to participate as a vendor in this year's Downtown Farmers' Market, vendors must then also provide proof of permits and insurance, pay all required fees in a timely manner and acknowledge receipt of and compliance with the current Vendor Handbook prior to vending.

CORPORATIONS/BUSINESSES

The Downtown Farmers' Market does NOT accept applications from Corporations/Businesses such as banks, realtors, insurance, cell phone, or other service provider businesses. For corporations/businesses interested in sponsorship opportunities, please contact **Jenn Draper** at jdraper@cedarrapids.org or 319.398.5317.

FRANCHISES

The Downtown Farmers' Market does NOT accept vendor applications from businesses that are franchises.

DOWNTOWN BUSINESSES LOCATED WITHIN MARKET VENUE

Downtown businesses located within the market venue during the 2019 season can participate in the Downtown Farmers' Market in one of two ways:

- **NO CHARGE-** Businesses planning to be open during market hours will have space in front of their business left open to allow market patrons easy access to front doors. **Businesses wishing to capitalize on this opportunity must notify market staff no later than April 29.**
- **AS VENDOR-** Businesses that wish to participate as a market vendor must meet all market guidelines and should complete a vendor application on ManageMyMarket.com. All applicable policies, procedures and fees will apply. Businesses approved to vend will be provided space in front of their brick & mortar site.

DOWNTOWN BUSINESSES LOCATED OUTSIDE MARKET VENUE

Downtown businesses located outside the market venue during the 2019 season can participate in the Downtown Farmers' Market as a vendor if the business meets all market guidelines.

These businesses should complete a vendor application on ManageMyMarket.com. All applicable policies, procedures and fees will apply.

ACCEPTANCE INTO THE MARKET

Applications for booth space at the Cedar Rapids Downtown Farmers' Market are reviewed beginning in February.

Email notifications will be sent to vendors who have been accepted to participate in this year's Downtown Farmers' Market. Vendors who do not receive a notification by mid-April should check their status in their Manage My Market account.

STATUS DEFINITIONS

- **Received-** Application submitted
- **Approved-** Application approved. Note: Please review Downtown Farmers' Market dates approved, as vendors are not guaranteed to be approved for all dates requested.
- **Waitlisted-** No space available at this time, but application will be considered later in season
- **Declined-** Not selected to participate in Market
- **Withdrawn-** Vendor withdrew application from consideration

APPROVAL PROCESS

Traditional market products (like produce, flowers, meats, dairy, wine, etc.) are always given priority.

Remaining applicants (like artisans, baked goods, prepared foods, etc.) are selected based on space availability, product variety within the market, and product quality as demonstrated by samples or photographs included in application process.

Applicants are reviewed based on the entire range of products applied to sell at the Market. **Please be thorough when completing your application.**

Vendors will NOT be allowed to add or change products after the application process is complete, or throughout the duration of the market season, without prior approval from Market staff.

Vendors are selected for the Downtown Farmers' Market based on a variety of factors. The selection committee considers the following criteria when reviewing vendors:

- Type of product
- Quality of product
- Previous market experience
- Complete, accurate application (including submission of any requested pictures or samples)

STALL SELECTION

Vendors **selected to participate for the full season** of the Cedar Rapids Downtown Farmers' Market have the option to select their own stall via lottery system for an additional fee.

Vendors will be notified of their vending status by mid-March. At that time, they will have no more than 10 days to pay their stall fee and confirm their interest for the season. If a space remains unpaid after 10 days, the stall will be forfeited to the next vendor on the waitlist.

Vendors will receive a copy of the season's venue map in April, along with a lottery placement number and further instructions for stall selection. The lottery number will indicate a vendor meeting the vendor is assigned to attend, and vendors will have the opportunity to select their stall at that meeting.

Lottery numbers are assigned according to the following criteria:

- Number of seasons a vendor has participated in the Downtown Farmers' Market (10+ seasons, 5-10 seasons, 2-5 or less seasons, or 1 or less (new vendor) seasons)
- Date of application approval and is compliant with payment deadlines

Vendors who miss their assigned vendor meeting will be offered one make up timeframe in the same week to select their stall. Vendors who do not attend and select their stall in this timeframe will be placed at the discretion of market staff.

Vendors applying after the stall selection period ends will no longer be eligible for stall selection and will be placed at the discretion of Market staff.

Vendors electing to participate in the lottery system must notify Market staff and pay outstanding fees no later than April 5 to be included in the lottery process.

PAYMENT

Full payment for your rental stall is due within 10 days of the vendor receiving notification of acceptance from the Economic Alliance into this season's Downtown Farmers' Market.

Failure to pay by requested deadlines may result in terminating your participation in this season's Downtown Farmers' Market.

Payment for stall rentals and additional fees can be made in the following ways:

- **Cash** - in person at the Cedar Rapids Metro Economic Alliance (501 First St. SE, Cedar Rapids IA 52401)
- **Credit Card** - by phone (319.398.5317) or in-person (501 First St. SE, Cedar Rapids, IA 52401). Cards accepted are Visa, Master Card, Discover or American Express.
- **Check** - by mail or in-person Cedar Rapids Metro Economic Alliance, 501 First St. SE, Cedar Rapids, IA 52401). Checks should be made out to the Cedar Rapids Metro Economic Alliance. Checks returned due to insufficient funds will be assessed a \$25 fee per check and no future checks will be accepted from that vendor.

Any previous account balances, including fees for insufficient funds, shall be paid prior to renting future space.

NO REFUNDS WILL BE ISSUED FOR ANY REASON

LICENSE REQUIREMENTS

Vendors at the Downtown Farmers' Market will be required to obtain and provide proof of certain licenses, insurance documents, permits, etc. prior to vending.

Copies of licenses must be uploaded to the "Licenses" tab in Manage My Market, or provided to Market staff, prior to vending at the Downtown Farmers' Market.

PERMITS/CERTIFICATES

Vendors must obtain necessary permits/certificates to sell the following items:

- Honey
- Poultry
- Eggs
- Meat
- Wine/Brewed Beverages
- Wild Morel mushrooms
- Salsa, shelf-stable

It is the sole responsibility of each vendor to be familiar with and abide by all state and federal regulations pertaining to the production, harvest, preparation, preservation, labeling and safety of products brought to the market.

POSSIBLE FOOD LICENSES NECESSARY

Additional licenses may be required depending on the type of business owned:

- Farmers' market potentially hazardous food license
- Mobile food license
- Temporary food service license
- Health department permit

Vendors with questions about food license requirements or certificates/permits should contact the Linn County Public at 501 13th St. NW, Cedar Rapids, IA 52405 or by phone at 319.892.6000.

SALES TAX PERMITS

It is an individual vendor's responsibility to ensure that, if necessary, proper sales tax is applied and appropriate permits are obtained.

Vendors may obtain an annual sales tax permit online at www.state.ia.us/tax or by calling [319/362.3613](tel:3193623613).

LOGO/TRADEMARK LICENSES

Vendors must obtain appropriate licenses to sell logo or trademarked items. Examples of this include college/university logos, Disney products, etc.

INSURANCE REQUIREMENTS

Upon acceptance into the Cedar Rapids Downtown Farmers' Market, vendors must provide proof of insurance. Please do not purchase this insurance until you have been accepted into the Market. Valid insurance policy certificates must be provided at least 30 days prior to the opening market date and sent to market staff by email at events@cedarrapids.org or by mail using the Economic Alliance address of 501 1st Street SE, Cedar Rapids, IA 52401.

Vendors with policies that renew mid-market season must send the most recently updated certificate of insurance to Market staff at least 30 days prior to the opening Market date, as well as a copy of the new certificate once it has been renewed.

Vendors who update their insurance information to their Manage My Market account must notify market staff when completed. Failure to notify market staff may result in your insurance policy being marked as not received and a follow up phone call/email being made.

All vendors must maintain a minimum of a \$1M liability policy and provide a Certificate of Liability naming the following organization as additionally insured:

Cedar Rapids Metro Economic Alliance
and its employees
501 First St. SE
Cedar Rapids, IA 52401

The Economic Alliance and Downtown Farmers' Market are required to request this of our vendors by our insurance company. We are not able to make any exceptions to this request.

In most cases, the additionally insured (Cedar Rapids Metro Economic Alliance) are given coverage only for their vicarious liability arising out of the acts of the named insured (the vendor). In other words, if a claim was presented against the additional insured that did not arise out of the activities of the named insured (vendor), there would be no coverage for the claim from the vendor's insurance.

SEE SAMPLE INSURANCE FORM ON FOLLOWING PAGE TO CONFIRM CORRECT CERTIFICATE INFORMATION. The highlighted portions must read exactly as written in order to be accepted by Market staff.

Any incorrect certificates will be returned to vendor with errors highlighted so that they may contact insurance providers for corrections.

Under no circumstances is a vendor allowed to participate in the Market without valid insurance. Failure to provide a valid certificate of insurance will result in dismissal from the Market until the certificate is received.

INSURANCE REQUIREMENTS (CONT.)

SAMPLE



DEJAVIN-01 PDAUGHERTY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/26/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Company Info		CONTACT NAME: PHONE (A/C, No. E): E-MAIL ADDRESS: ADDRESS: IC #
INSURED Your Company info		INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

Contact info from insurance company

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (NSD, WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		04/01/2015	04/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

These numbers may vary.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 161, Additional Remarks Schedule, may be attached if more space is required)
 Cedar Rapids Metro Economic Alliance and its employees are named as additional insured on General Liability per written contract.

CERTIFICATE HOLDER

Cedar Rapids Metro Economic Alliance
 501 1st St. SE
 Cedar Rapids, IA 52401

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

John Smiley

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ACORD 25 (2014/01)

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NON-PROFIT ORGANIZATIONS

Non-profit organizations are offered the opportunity to participate in the Downtown Farmers' Market at no charge, as space allows and at the discretion of Market Staff.

Organizations interested in being considered for space must complete the application on [ManageMyMarket.com](https://www.ManageMyMarket.com) in the same way that a traditional market vendor would.

Organizations approved for space will receive an approval notice and be contacted with further instructions prior to **April 29**.

It is preferred that organizations hand out information about their organization, and/or sell products within the normal market guidelines. However, exceptions can be made if the following guidelines are observed:

- The product is advertising the organization (i.e. logo products)
- Products approved for sale by the Market staff prior to the market date

Non-profits must prepare all food and beverage that is sold in their booth. All applicable health permits and licensing procedures apply to items being sold.

Non-profits are subject to all applicable guidelines within the current Vendor Handbook and are expected to abide by the guidelines and policies as a paid vendor would, except for the required insurance policy. Non-profits are NOT required to provide a certificate of liability insurance.

INCLEMENT WEATHER POLICY

The Cedar Rapids Downtown Farmers' Market is a rain or shine event.

Market staff takes the safety of our patrons and our vendors seriously.

Market staff is the only entity with the ability to close the venue.

The Market will close in the case of severe weather (i.e. thunder/lightening, tornadoes/heavy winds, or hail). Vendors and patrons should expect a closure of the market in the following instances:

- **Lightning strikes within a 10-mile radius of our event venue.** Venue may reopen 30 minutes after last lightning strike, dependent on time of strikes.
- **Sustained wind speeds of 40 mph or more.** Gusts will be evaluated dependent on other weather factors.
- **Sustained hail.**

Should the market close, vendors will be notified by event staff members ASAP, and will be provided directions for safety. No refunds will be provided to any vendor, and no additional Market dates will be rescheduled.

Vendors are permitted to pack their product at any time to maintain quality and safety.

Vendors who pack their product are not permitted to move their vehicle until close of the Market.

VENDOR CONDUCT

PRODUCT SALES

Vendors at the Market shall not approach a buyer for the purpose of making a sale while said buyer is in conversation with another vendor.

Sampling of product is encouraged.

Vendors must remain within their allotted stall space when selling or sampling.

DRUG & ALCOHOL POLICY

Should a Vendor/Grower or any of its employees, agents or representatives enter the market under the influence of alcohol or drugs, they will forfeit the stall for a minimum of one day, and a maximum of the remainder of the market season.

ORDINANCE & REGULATION COMPLIANCE

All vendors are required to comply with all City ordinances, regulations and rules together with state and federal laws relating to the Downtown Farmers' Market and the vendor's business conducted in the Market. Failure to abide by ordinance, laws and regulations may be basis for suspension or expulsion. This includes, but is not limited to; assault or abuse directed toward other vendors, customers, market management, employees or the general public.

CODE OF CONDUCT

The Economic Alliance may, at its discretion, cancel a lease without a refund or close any stall for any fraudulent, dishonest and deceptive practices, inappropriate conduct, activities or otherwise disturbing the peace by the vendor, or its employees, agents or representatives on the premises.

Display or sale of obscene, illegal or unsafe merchandise is prohibited, the determination of which is at the sole discretion of Market staff.

The Economic Alliance reserves the right to refuse vendors at any time for any reason.

ADDITIONAL MARKET GUIDELINES

Items that may be sold at the Downtown Farmers' Market include:

- Fresh fruits & vegetables
- Meats
- Dairy
- Wines
- Plants/Flowers
- Honey
- Homemade jams & jellies
- Baked goods (except soft pies & custards)
- Specialty foods
- Foods prepared for consumption on-site
- Art
- Artisan gifts & crafts

Vendors are required to use their stall for the sale of items actually produced or manufactured by the vendor, in his or her garden, farm, home or plant. Vendors found selling items that violate this policy will be removed from the Market.

All ready-to-eat food must be in covered containers or individually wrapped.

Vendors shall display food and/or produce on well-constructed, safe, maintained and clean tabletops and shelves.

All signs & price tags must be legible.

SUBLEASING VENDOR BOOTHS

Vendors are not permitted to rent their space to anyone or permit additional vendors to sell goods in their space.

All vendor placement decisions are made by Market staff.

EXCLUSIVITY

The Downtown Farmers' Market does not grant exclusivity, and reserves the right to approve, refuse or limit products sold at the Market.

MADE IN IOWA

All products sold at the Downtown Farmers' Market must be grown, produced, fashioned or transformed in Iowa. Vendors found selling items that violate this policy will be removed from the Market.

Vendors are only permitted to sell items they have produced or crafted themselves.

LIVE ANIMALS

No live animals can be sold at the market.

Vendors are **not** permitted to have pets with them at the Market. Exceptions to this policy are made for service animals.

SMOKING

The Downtown Farmers' Market is a **No Smoking Area**, pursuant to the Iowa Smoke Free Air Act.

Vendors are not allowed to smoke while doing business at the Market. Vendors wishing to smoke must do so outside of the Market venue.

VENDING MACHINES

The Economic Alliance shall have the exclusive right to install, maintain and vend from vending machines.

PRODUCT DAMAGE OR LOSS AT THE MARKET

The Economic Alliance and the City of Cedar Rapids shall have no responsibility for damage or loss of use that the Lessee may incur because of acts of God, or any other cause not under the Economic Alliance's control.

MUSIC

Vendors are permitted to play music that can be heard within their booths, but reasonable volume levels must be maintained.

SET UP POLICIES

STAGING

Vendors should arrive at their designated staging area prior to **6:00 a.m.** (see Staging Map)

PLEASE BE ON TIME!

Market staff will be available in each staging section to place vendors in order, make adjustments and answer questions.

Vendors arriving after 6:00 a.m. will be placed at the discretion of Market staff.

VENDORS ARE NOT PERMITTED TO REMOVE BARRICADES AT ANY TIME OR FOR ANY REASON.

EARLY ENTRY

Please see "Early Entry Policies & Procedures" following "Set Up Policies" for further information on this process.

SUPPLIES

The Market does not provide any set up equipment or supplies.

It is the responsibility of the vendor to provide any/all tables, chairs, cash registers or cash boxes, signage, extension cords, tape, decoration, display equipment, tent, tent weights and proper City, County, State, and Federal Licenses necessary to do business.

ELECTRICAL ACCESS

No electrical access will be available to vendors.

Sponsors are provided electrical access as available throughout the venue.

GENERATORS

Vendors are permitted to use generators not exceeding 70 decibels when in full operation.

All efforts should be made to place generators away from patrons. Please look for buildings, alleys or parking garages that will muffle the sound.

Extension cords from generators should be taped when they cross walkways.

VEHICLES

Vendors utilizing a Large Street Stall are permitted to keep one vehicle in their space during Market hours.

Additional vehicles belonging to employees of vendor should park in the parking garages and not on surrounding streets.

Vendors are expected to drive with caution in the market venue, as traffic signals are not in operation while streets are closed.

Vendors should drive with speeds not to exceed 15 mph within the market venue.

Vendors should display their vendor number in the windshield of their vehicle at all times. The number will be provided each season by the Economic Alliance.

STALL BOUNDARIES AND APPEARANCE

Vendors shall keep all spare stock, packing materials, cardboard boxes and bags in an orderly fashion at all times.

A vendor is required to keep all vehicles, contents and products in the boundaries of their assigned stall.

Per the Cedar Rapids Fire Marshal, vendors absolutely may not encroach past their depth of 15 ft. or may be subject to a fine.

TENTS

The Cedar Rapids Downtown Farmers' Market does not provide tents to vendors.

Sponsors will receive tents as outlined in their sponsorship benefits and contract negotiated with the Economic Alliance.

All tents must be weighted. No drilling or staking is permitted.

EARLY ENTRY POLICIES & PROCEDURES

Certain vendors are permitted early entry to the market venue **at no additional cost**. These vendors include:

- Prepared food vendors who must cook food on-site due to Linn County Public Health policies
- Vendors with trailers to unhook & leave in their stall
- Handicapped accessibility (must show valid state permit)

Vendors meeting the above qualifications will not be charged an Early Entry fee.

Vendors who apply for Early Entry and do not meet these qualifications are required to pay a one-time \$80 Early Entry fee.

All vendors approved for early entry must receive an early entry pass prior to the market day. This must be presented to Market staff working the early entry gate.

Early entry vendors are permitted to enter the venue at **5:40 a.m.**

Additional vehicles must be removed by 6 a.m. to allow for normal market staging procedures.

Vendors will only be permitted to enter the venue for early entry from one access point (designated at the beginning of each season).

No tents are allowed to be set up until neighboring vendors have pulled into their stalls.

NO VENDOR IS TO REMOVE THE BARRICADES AT ANY TIME OR FOR ANY REASON.

FAILURE TO ABIDE BY THE EARLY ENTRY POLICIES & PROCEDURES WILL RESULT IN LOSS OF EARLY ENTRY PRIVILEGES.

TEAR DOWN & CLEAN-UP POLICIES

Vendors will have 60 minutes to tear down and leave their stall. The streets will re-open to normal traffic at 1 p.m.

Stalls should be left as they were found: empty, picked up and swept clean.

Any and all merchandise, valuables, vehicles, trailers, tables chairs, equipment, signage, décor, displays and **trash** must be removed by the designated closing time for that particular Market day.

Items not removed by 1 p.m. become property of Market staff.

A dumpster is provided for vendor use at each market. All trash should be disposed of in this dumpster, or taken with vendors when they leave. Vendors failing to abide by this rule will be subject to a clean-up fee.