



**DOWNTOWN PARTNERS  
2010 RIVERFRONT FARMERS MARKET  
MAY 6 – OCTOBER 28, 2009  
DOWNTOWN BURLINGTON IOWA  
RULES AND REGULATIONS**



**Downtown Partners, Inc. (DPI) reserves the right to remove any vendor at any time for failure to comply with market rules and regulations. By submitting an application, vendors acknowledge they have received, understand, and agree to follow all rules and regulations set forth by DPI and the Burlington Iowa Riverfront Farmers Market.**

**PRODUCE AND MERCHANDISE GUIDELINES**

The Riverfront Farmers Market will include the following categories: **produce** (Tri-State Area\*, broker, and certified organic fruits and vegetables); **baked goods** (Tri-State Area and broker pies, cookies and cakes, and other homemade items such as honey, jelly and jam); **meat/fish/eggs** (Tri-State Area home raised and broker); **food to be prepared at the Market** (such as sandwiches, soups, cooked vegetables, smoothies, shaved ice, kettle corn); **floral** (Tri-State Area and broker flowers and plants); **artwork** (original Tri-State Area); **crafts** (original Tri-State Area candles, soaps, handmade jewelry, and other art items); **imported goods** (broker); and **other** (subject to review by DPI and /or the Riverfront Farmers Market Steering Committee [FMSC]).

- \* Tri-State Area refers to items grown or made in Iowa, Illinois, or Missouri
- \*\* Certified Organic – a copy of your Certification must be in our file

All items for sale, both food and non-food, are subject to individual inspection, and DPI reserves the right to prohibit products that are not in keeping with the rules or standards of our Market. Live animals will not be sold anywhere on the Riverfront premises during Market hours or set-up or operation.

**Vendors should display their name in a prominent spot in their space.  
Products' prices should be posted for all products being sold.  
If you are brokering produce, it must be marked Point of Origin.**

**LIABILITY**

By renting space at the Riverfront Farmers Market, vendors agree not to hold DPI, its members or Board of Directors, or the Farmers Market Steering Committee responsible for damage of any kind. Vendors assume all responsibility for the operation of their booth, and for any damages or injuries that may occur during normal hours of operation or from consumption of products or goods. This includes all lawsuits, demands and claims including court costs, legal fees, and damages. Vendors are also responsible for any loss or damages DPI may incur on their behalf, including, but not limited to, court costs and attorney fees. All items for sale will be handled and displayed at the vendor's risk and DPI and/or the FMSC assumes no responsibility for theft, accident, or natural disaster. **All vendors need to supply a Proof of Liability insurance policy to the Market Manager when returning application and stall fee.**

**SPACE RENTAL**

Each vendor is responsible for his/her own set-up of items such as tables, chairs, and tents or awnings. A limited number of designated spaces in the north bay are provided with an 8-foot picnic table. Vendors in the parking lot may work out of the back of their trucks. Vehicles will not be permitted in the north bay. Trucks or other vehicles must be clean and in reasonable good condition. Awnings or tents are allowed and encouraged for outside vendors. **Please leave your pets at home.** Only guide dogs are allowed at the Riverfront Farmers Market.

**Vendors who rent for the season must contact the Market Manager before the night of the market if they are to be absent from the market.**

- a. Vendors who purchase seasonal stalls receive top consideration when making assignments

- b. Vendors purchasing stalls on a day-to-day basis receive consideration on a first-come/first-served basis
- c. If a vendor with a seasonally reserved stall has not arrived within the set time of the market opening, without prior notification to the Market Manager, that stall may be reassigned by the Market Manager for that market day
- d. If a seasonal vendor does NOT notify the market manager of absences, after 2 successive weeks of no show your stall will be reassigned to another vendor.**

### **SET-UP AND HOURS OF OPERATION**

Vendor set-up begins at 3:00 p.m. and all vendor vehicles **must be** in purchased vendor spaces or parked away from the north parking lot by 4:30 p.m. Vendors need to be in place by 4:30 unless the Market Manager is notified of extenuating circumstances; i.e.: vendor has work conflict or coming from a great distance. **NO moving vehicles are allowed within the vendor area between 4:30 p.m. and 7:30 p.m.** Market hours are 5:00 p.m. – 7:30 p.m. **Absolutely no sales are allowed prior to 5:00 p.m.**

The market will be canceled only in the event of severe weather. Otherwise, it will be held rain or shine. The 2010 Market will be moved to Crapo Park June 10 and June 17 due to Steamboat Days and September 16 for the annual Rotary Club chicken dinner.

### **CLEAN UP AND TRASH REMOVAL**

Vendors are responsible for their own clean up. Food concessions must provide their own trash containers for customers' use during the Market. Trash barrels are provided inside the north bay and dumpsters are provided adjacent to the parking lot for end-of-the-evening trash disposal. **The trash barrels along the river are for customers/shoppers use only.** Cooking oils cannot be disposed of in the dumpsters. All vendor spaces must be clean before you leave the premises.

### **SALES TAX**

Vendors are responsible for collecting and remitting all applicable sales tax. Failure to respond to sales tax inquires by the Internal Revenue Service may result in vendor being prohibited from participating in future markets or in other Downtown Burlington special events. Out-of-state or other vendors who do not have an Iowa Sales Tax Number must obtain a Temporary Permit. If you have any questions regarding Iowa sales tax rules and regulations, please contact the Iowa Department of Revenue and Finance at 800-367-3388, or [www.state.ia.us/tax](http://www.state.ia.us/tax).

### **HEALTH INSPECTION**

All vendors must comply with Iowa state and county public health regulations governing the preparation, handling, and presentation of food. Vendors selling prepared foods are responsible for obtaining all necessary licenses and/or permits. **Call the Des Moines County Health Department – Pat Waters (319-753-8217).**

### **FARMERS MARKET NUTRITION PROGRAM (IOWA WIC AND IOWA SENIOR COUPON PROGRAMS)**

The 2010 Riverfront Farmers Market will be sanctioned by the Iowa Department of Agriculture and Land Stewardship; therefore, certified vendors will be able to accept both 2010 WIC and Seniors/ FMNP coupons. **If you would like to become a certified vendor or if you have questions about these programs, please contact Margaret Long at 515-242-6239 or [Margaret.long@idals.state.ia.us](mailto:Margaret.long@idals.state.ia.us).** All FMNP certified vendors must adhere to the rules and regulations of the Iowa Farmers Market Nutrition Program.

### **FOOD STAMPS**

Food, seeds, and food-producing plants may be purchased with USDA Food Stamps. **If you would like to become a certified vendor for this program, call the Federal Department of Agriculture at 515-284-4035.**