



Uptown Marion Market

Marion, IA

2025 Vendor Handbook



As of 1/10/25

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Market Contact Information

The Uptown Marion Market and Fall Marion Market are presented by the Marion Chamber of Commerce and Uptown Marion Main Street. Thank you to our Platinum Community Partners for making this event possible: Farmers State Bank, ImOn Communications, MercyCare Community Physicians, and Summit Pointe Senior Living, and Z102.9.

Market Staff

Tami Schlamp
Director of Member Services

Jill Ackerman
President

Address

Marion Chamber of Commerce
1070 7th Avenue
Marion, IA 52302

Marion Chamber Office Phone

319-377-6316 or
319-743-4723 – Tami direct office

After Hours

Vendors experiencing issues on Friday after 4:00 p.m. or Saturday morning of markets may reach market staff outside of normal business hours at the following phone number:
319-360-4407

Email

tami@marioncc.org

Website

www.marioncc.org

MarketSpread Application

marketspread.com

Uptown Marion Market Hours of Operation

Uptown Marion Market is the 2nd Saturday each month – June, July and August. Last Saturday in Sept.

Dates

June 14

July 12

August 9

September 27

Hours

8:00 – Noon

Location

7th Avenue, Uptown Marion

Market Location

The 2025 Uptown Marion Market will be held primarily on 7th Avenue. As the new Central Plaza comes online, we will look to move programming into the park area with the potential for additional vendor stalls.

More details and map coming soon.

Market Stall Fees

One stall per vendor. Stall assignments will be made and communicated by April 25. Some stalls will include vehicle space. Vendors requesting vehicle space will be required to give vehicle and/or trailer size on the application and provide explanation. Every effort will be made to accommodate vehicles, but first priority will be given to produce vendors. All other stalls will have easy, drive up and unload access. Anyone requesting early access should do so on the application. Parking will be made available for vendors at City Hall (1225 6th Ave) or the former library site if it's available. You are also welcome to locate elsewhere.

2025 Uptown Marion Market Stall Fees

Please Note: Priority will be given to full-season vendors. Consideration will be made for single date participation as space allows.

Stall Details	Stall Size	Description	Stall Fees Per Date
Stall w/vehicle	~ 18 wide x 18 deep with vehicle	Stall is adjacent to vehicle in market footprint	\$50
Street Stall no vehicle	~12 wide x 12 deep	Vehicle access to load-in and load-out only.	\$40

Each stall will be marked and numbered by market staff.

Fines

NO SHOW FINE - \$50

A no show fine will be enforced if Marion Chamber staff is not notified of a vendors absence by noon on the Wednesday prior a market date. Vendor participation in future markets will be prohibited until the \$50 fee is paid. Vendors can notify the Marion Chamber by calling 319-743-4723.

CLEAN UP FINE - \$50

Vendors are responsible for fully cleaning up their stall space. A clean up fine of \$50 will be charged to any vendor that leaves trash in their stall. Vendor participation in future markets will be prohibited until the fees are paid.

Application To the Market

First consideration will be given to applications submitted by February 28, 2025.

All applications must be submitted electronically through MarketSpread.

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

Tips For Application Review

- Incomplete applications will not be considered. Be sure your application is complete including updated contact information, email, phone.
- Add product photos and descriptions.
- Include your website or Facebook and Instagram links. Our review committee uses this to fully understand your product and get an idea of your vendor stall may look like.

Application Status Definitions:

Applications statuses will be updated as soon as possible upon receipt. The first status updates will occur around March 14, 2025.

- **Applied** – Your application has been sent to market staff.
- **Received** – Your application has been reviewed by our team and you meet the basic qualifications to vend at Uptown Marion Market. The does **NOT** indicate that you will be approved to vend, just that you are eligible for approval.
- **Declined** – Unfortunately, you are not eligible to vend at Uptown Marion Market.
- **Pre-approved** – You are tentatively approved to vend at Uptown Marion Market. You must pay all stall fees by the due date in order to be fully approved and receive a stall assignment.
- **Approved** – You are fully approved to vend at Uptown Marion market on the identified dates.
- **Withdrawn** – This status is only used when a vendor notifies us that they are no longer able to vend at Uptown Marion Market.

Uptown Businesses Located Within the Market Venue

Uptown businesses located within the market venue during 2025 season can participate in the Uptown Marion Market in one of two ways:

I want to sell on the street in front of my business during market hours:	I want the space in front of my business open and accessible to walking patrons during market hours:
<ul style="list-style-type: none">• Charged the same rate as a vendor for the stall space (see Market Stall Fees).• Must apply as a vendor and meet all vendor guidelines.• All applicable policies, procedures, and fees will apply.	<ul style="list-style-type: none">• No charge for Uptown businesses• Must notify market staff by April 11 to ensure the space is left open.

Approval Process

Applications will be reviewed beginning in March.

Selection of vendors is at the sole discretion of the Marion Chamber and is based on the type of product, quality of product, positive market experience and submission of a complete application. Vendors with like products will be considered but will be limited depending on product offering.

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 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
- Completed, accurate application (including submission of any requested pictures)

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

If selected to participate as a vendor at Uptown Marion Market, vendors must then provide proof of insurance and pay all required fees in a timely manner.

Payment

Payment will be due within ten (10) business days of the vendor receiving notification of acceptance from the Marion Chamber of Commerce into this year's Market.

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

Payment for stall rentals can be made in the following ways**:

- **PERFERRED METHOD** Online Payment – You will receive a link to pay online with your invoice
- Credit Card – by phone (319-377-6316). Cards accepted are Visa, Master Card, Discover or American Express.
- Check – Payable to Marion Chamber of Commerce, by mail (1070 7th Ave, Marion, IA 52302). Checks returned due to insufficient funds will be assessed a \$25 fee per check and no future checks will be accepted from that vendor. Please allow extra time for mail due to COVID-19.
- Cash - in person at the Marion Chamber of Commerce (1070 7th Ave, Marion, IA 52302)

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

Sales Reporting

In 2025 sales reporting will be mandatory. Reporting will be initiated through the Marketspread system. This is solely for the purpose of being able to track the economic impact this event has in the area, as well as a tool to measure the effectiveness of marketing and promotion over time.

This event is made possible through the generous support of sponsorship dollars as well as funding from the City of Marion Hotel/Motel Grant Fund. Being able to provide quantitative results will help secure future funding to continue the event.

Vendors will be prompted via email following each event with a direct link to sales reporting.

Licensing and Insurance Requirements

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, labeling and safety of products brought to the market.

Permits/Licenses

The following items require permits before selling at the Market:

- Cheese
- Meat
- Salsa
- Jarred sauces and dressings
- Wine / Brewed beverages
- Wild Morel mushrooms
- Eggs
- Poultry
- Honey

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

- Mobile food license – **NOTE: The city of Marion is currently preparing a code regarding Mobile Food Unit licensing that will come online Spring 2025. This would apply to readily moveable vehicles or trailers (on wheels), that is self-propelled (driven) or can be pulled to a location and used for the vending of food or beverage items for immediate consumption. Market staff will clearly communicate any steps that may need to be taken by vendors fitting this description once the code is adopted.**
- Temporary food service license
- Health department permit
- Farmers' market potentially hazardous food license

Any questions about food license requirements or permits should be directed to Linn County Public Health, 501 13th St NW, Cedar Rapids, IA 52405 or by phone at 319-892-6000.

Sales Tax Permits

It is the vendor's sole responsibility to ensure that, if necessary, proper sales tax is applied and appropriate permits are obtained. Vendors may obtain an annual permit and gather more information at:

www.state.ia.us/tax

Insurance Requirements


Upon acceptance to the market all vendors are required to submit a valid certificate of insurance.

Vendors must maintain a minimum of \$1M per occurrence/\$2M aggregate policy. Marion Chamber of Commerce should be listed as the Certificate Holder:

Marion Chamber of Commerce
1070 7th Ave
Marion, IA 52302

The Marion Chamber of Commerce is required to request this of vendors by our insurance company and are unable to make any exceptions.

Please see the sample certificate of insurance that has been provided. Certificates can be uploaded to the vendor's MarketSpread account, emailed to tami@marioncc.org or mailed to the above address.

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 01/01/2020		
		<p>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.</p> <p>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).</p>				
PRODUCER		CONTACT NAME: Agent's Name		PHONE (A/C No, Ext): 111-111-1111 FAX (A/C No):		
INSURED		E-MAIL ADDRESS:		INSURER(S) AFFORDING COVERAGE		
		INSURER A : Insurance Company		NAIC #		
		INSURER B :				
		INSURER C :				
		INSURER D :				
		INSURER E :				
		INSURER F :				
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
<p>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.</p>						
INSR LTR	TYPE OF INSURANCE	ADL(SUB)R NBR (1-999)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>		Policy Number	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL ADGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)						
CERTIFICATE HOLDER			CANCELLATION			
Marion Chamber of Commerce 1070 7 th Ave Marion, IA 52302			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 Agent's Signature			

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Severe Weather Policy

Uptown Marion Market is a “rain or shine market”, which means we will be OPEN during our normal operating hours, even in inclement weather. The only **EXCEPTION** is lightning and severe weather warnings, such as a Severe Thunderstorm Warning or Tornado Warning. If severe weather is imminent (signified by sirens and/or alerts from the national weather service) or lightning is seen,

- Vendors will be instructed to move to shelter in their vehicles or nearby space until 30 minutes have passed lightning/thunder free.
- If more than 60 minutes have passed and the storm continues or the Market Master can verify an extended storm cell’s presence exceeding the remaining open hours of the Market, the Market will be closed for the day.
- In the event of a Tornado Warning (signified by sirens or alerts from the national weather) attendees and vendors will be instructed to seek shelter at the until the warning has expired.

Please note: we are unable to reimburse stall fees

Vendor Conduct and Market Guidelines

Vendor Conduct

Product Sales

Vendors must remain in their allotted stall space when selling and sampling.

Drug and Alcohol Policy

Should a Vendor or any of its employees, agents, or representatives enter the market under the influence of alcohol or drugs, they will be asked to leave the market area and forfeit their stall for the day and may impact their future participation. Furthermore, consumption or use of drugs and alcohol during the market will not be tolerated and will result in expulsion from the market.

Ordinance and Regulation Compliance

All vendors must comply with all City/and or County ordinances, regulations and rules together with state and federal laws relating to the Uptown Marion 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.

Code of Conduct

The Marion Chamber of Commerce 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 a vendor, or its employees, agents or representatives on the premises.

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

The Marion Chamber of Commerce reserves the right to refuse vendors at any time for any reason.

Additional Market Guidelines

Items that may be sold at the market are:

- Fresh fruits and vegetables
- Baked goods (except soft pies and custards)
- Homemade jams and jellies
- Honey
- Flowers and plants
- Meat
- Dairy Items
- Wines
- Specialty foods
- Foods prepared for on-site consumption
- Art
- Artisan gift and craft items

Items offered for sale by the Vendor must have been produced or manufactured by the Vendor in his/her garden, farm, home or plant. Items offered for sale may not be acquired from others for resale or consignment. Vendors in violation of this policy will be removed from the market.

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

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

All signs and price tags should be legible.

Subleasing Vendor Booths

Vendor is not allowed to rent space to anyone or permit additional vendors to sell goods in their space.

Products

The Marion Chamber of Commerce does not grant exclusivity and reserves the right to approve, refuse, or limit products sold at the Market.

Music

Vendors are allowed to play music that can be heard within their booth at a reasonable level. Market staff reserve the right to ask vendor to turn off music that is above reasonable levels or deemed inappropriate.

Pets

Vendors are not permitted to bring pets to the market. Exceptions to this policy are made for service animals.

Smoking and Use of Tobacco Products

The Uptown Marion 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 the Market venue. In addition, the use of any tobacco product, nicotine product, or electronic vaporizer is prohibited in any publicly owned outdoor park or outdoor recreational facility as defined in the City of Marion code. This includes the Central Plaza/City Square Park, North Plaza, and the Uptown Artway.

Product Damage or Loss

The Marion Chamber of Commerce shall have no responsibility for damage or loss the Vendor may incur because of an Act of God or any other cause not under the Marion Chamber's control.

Hours of the Market

Uptown Marion Market is a rain or shine market. Vendors are expected to stay for all open hours of the market as set forth in this document. Under no circumstances is a vendor to remove vehicles or drive vehicle through the venue during open hours.

Vendors are NOT allowed to remove barricades at any time for any reason.

Set Up Policy

Staging

Final staging details will be shared via email prior to the market day. General set up times are below:

- Vendors should arrive at their designated staging area by 6:15 a.m.
- Vendors will be directed to move to their designated stall space beginning at 6:30 a.m.
- Vendors **with** a vehicle stall may begin to set-up once in stall space
- Vendors **without** a vehicle stall may begin set up once vehicles are unloaded and removed from the market area.

Vendors arriving after 6:30 a.m. will be placed at the discretion of Market staff.

Vendors may sell to other Market vendors between 7:30 – 8:00 a.m.

Early Entry

Any vendors needing early entry should contact the Marion Chamber office to make arrangements prior to Market day. The market area must be cleared by 6:15 a.m.

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, tap, decoration, display equipment, tent and proper City, County, State and Federal Licenses necessary to do business.

Electrical access will not be available.

All tents must be weighted.

A street vendor must display his/her vendor number at all times. This will be provided to you by a market volunteer during staging at each market.

A vendor is required to keep all vehicles, contents and products in the boundaries of his/her assigned stall. Nothing can encroach upon aisle space, common areas, etc.

Vendors who need to unload additional vehicles need to contact the Marion Chamber office to make arrangements prior to the Market day. One vehicle will be allowed to stay at the vendor's street stall.

Tear Down Policy

End of Day Cleanliness

Vendors will have 45 minutes to tear down and leave their stall.

Leave your stall as you found it – empty, picked up and swept clean.

Any items not removed by the designated closing time (12:45 p.m.) will become the property of the Market management.

A clean-up fee of \$50 per occurrence will be charged to the vendor if necessary.

Attn Produce Vendors: **Power of Produce sponsored by** **Revive Family Chiropractic**

Power of Produce will return in 2025! We will once again partner with our local Iowa State Extension office for the program.

A program of The Farmers Market Coalition which is a non-profit organization that is dedicated to strengthening farmers markets across the nation, The Power of Produce (POP) Club provides a fun opportunity for children to engage in the local food system through conversations directly with farmers, educational games and demonstrations, and exposure to new fruits and vegetables. In addition to participating in educational activities, POP Club kids receive vouchers to spend at the market, allowing them to make their own shopping decisions at the market or choose to save until the following market to purchase a larger quantity (financial literacy).



Vision and Goals

The Power of Produce Club Program is made up of three main components and goals:

- Support healthy food choices, food awareness and a healthy lifestyle through educational activities at each market.
- Encourage children to try new, healthy foods through the Two-Bite Club
- Give children market currency to spend on fresh produce each time they attend the farmers market

How It Works

The Farmers Market Coalition provides all customizable materials and programming for POP. Children will need to be registered by a parent/guardian and agree to terms of participating in the program. Each child will receive a POP Passport with pre-post surveys and space for them to record the activities they participate in from month to month. Passports stay on site with market staff from month to month.

Registered children can then participate in the Make Food Fun monthly activities.

Children will receive \$3 Pop Bucks to shop at participating produce vendors, identified with signage at their stall. Bucks are only able to be used on fruits and vegetables. They can decide to use today or save until next month, part of the financial literacy piece.

Participating produce vendors will turn in any Pop Bucks collected at the conclusion of each market to be reimbursed via check.

Vendors can determine what \$3 of product looks like at their booth. Generally speaking, if you accept WIC or Senior FMNP checks you can follow those same product amount guidelines.

A prize incentive can be given to children who complete the program at each of the four markets.



Participating produce vendors agree to accept the POP Bucks given to each child as a \$3 currency at your booth. You will then be reimbursed by the Marion Chamber at the conclusion of each market.