

# 2016 Vendor Information Form



Vendor Name:

Name of Business:

Address:

City:

State:

Zip:

Phone Number:

Cell Phone Number:

Email Address:

Website Address:

Employee's Names:

Please check the market(s) you would like to participate in:

Uptown Marion Market (June 11, July 9, August 13, must commit to all three dates)

Fall Marion Market (September 24)

Products you intend to sell at the 2016 Market:

Please check the category or categories that you would like to be listed under in Market promotion:

Produce and Flowers

Meat/Cheese/Eggs/Honey

Baked Goods

Jewelry

Food Vendor

Artisan Gifts\*

Wine

Pet Items

Other: \_\_\_\_\_

\*If you are an ARTISAN GIFT vendor, please submit two pictures along with this form of the goods you would be selling at our Market.

Please list your previous Market vending experience:

No matter your vendor type, if you have pictures of your booth at previous Markets, please send up to two pictures along with this form. This will help the committee in the vendor selection process.

Please check which stall space you would prefer.

Street Stall Space (w/ vehicle)  Depot Stall Space (w/o vehicle)  Park Stall Space (w/o vehicle)

If you are selling out of a vehicle, which side will you vend?

By signing, I acknowledge that I have read the 2016 Uptown Marion Market Vendor Handbook (located at [marioncc.org/farmers-markets](http://marioncc.org/farmers-markets)) and understand all rules and regulations required to vend for the 2016 Market.

\_\_\_\_\_  
Vendor Signature

**Please help us with future planning by answering a few questions on the back →**

## Survey Questions

Manage My Market is a program used by many of the surrounding markets including Cedar Rapids, NewBo, Iowa City and Dubuque. Do you currently have an account with Manage My Market?

Yes       No

A pop-up shop is a short term sales opportunity that could be as little as 1 day or weekend to one month or more. Would you be interested in participating in pop-up shop opportunities in the Uptown Marion District?

Yes       No

During the holiday season?

Yes       No

Thank you!

# 2016 Market Space Lease Agreement



This lease agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016 and between the Marion Chamber of Commerce, hereinafter referred to as the Chamber, and \_\_\_\_\_ hereinafter referred to as the Lessee.

The Chamber and the Lessee agree as follows:

- The Chamber hereby leases to the Lessee space in the Uptown Marion Market, located around and in the City Square Park in Uptown Marion for the period of three dates: the second Saturday of each month June – August (June 11, July 9 and August 13, 2016); AND/OR Fall Marion Market, located around and in the City Square Park in Uptown Marion for the period of one day, Saturday, September 24, 2016.
- The Uptown Marion Market days and hours shall be Saturday from 8:00 a.m. – 12:00 p.m. on the days listed above. Arrive by 6:30 a.m. and set up will begin at 7:00 a.m. Set up will not be allowed before 7:00 a.m. Any late arrivals will be assigned their spot by the Market Master.
- The Fall Marion Market day and hours shall be Saturday, September 24, 2016 from 8:30 a.m. – 1:00 p.m. Arrive by 7:00 a.m. and set up will begin at 7:30 a.m. Set up will not be allowed before 7:30 a.m. Any late arrivals will be assigned their spot by the Market Master.
- The Lessee must stay for the entire market: Uptown Marion Market from 8:00 a.m. – 12:00 p.m. AND/OR Fall Marion Market from 8:30 a.m. – 1:00 p.m. The Lessee shall abide by and comply with the hours of operation as prescribed. The Lessee shall not sell from the back stall area or any surrounding area prior to the opening of the market.
- The Lessee shall not rent the space to anyone or permit anyone to offer for sale in the space any item of produce or manufacture other than that of the Lessee.
- The Lessee shall notify the Marion Chamber at 319-377-6316 one week in advance if the Lessee is not going to use the space and shall designate that such spaces is not in use. Further, that the Marion Chamber shall then have the right to use that space for said period. Failure to make proper notification by Wednesday prior to a Saturday Market will result in a \$50 fee. Further, payment of the fee will be required prior to the lessee being allowed to participate in future market events.
- The Lessee shall use the leased space only to offer for sale upon the Uptown Marion Market AND/OR Fall Marion Market vegetables, fruit and such other produce or foodstuffs, or other items as are actually produced or manufactured by the vendor thereof in his or her garden, farm, home or plant. The offering for sale of any item acquired from others either for resale or on consignment will not be permitted. Lessee must possess necessary permits or certificates to sell meat, poultry, dairy products, salsa, etc. Lessee is responsible for compliance with all state, federal and local laws regarding vending and labeling of merchandise.
- The Lessee may sell only from the space designated for selling. Further, the Lessee shall at all times keep the space, including the surrounding area, counter and shelves clean, swept and free of debris. Further, that at the conclusion of each business day or at any such other time as the Lessee may depart from the space the Lessee shall thoroughly clean and sweep the area and remove all personal equipment, produce, products and debris. The Lessee will see to it that all persons using the leased space wear shoes.
- Use and occupancy of said space is subject to the Lessee complying with all rules and regulations promulgated from time to time by the Marion Chamber of Commerce and by the direction and orders of the Market Master.

- If the Lessee fails to comply with, or abide by, any of the terms of this lease or the rules and regulations of the Marion Chamber, this lease shall be immediately terminated and all rights of the Lessee forfeited herein under including the Lessee's rent and the Lessee shall immediately vacate the space.
- The Chamber 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 Chamber's control.
- The Lessee shall indemnify, keep, hold and save the Chamber harmless from any claims or causes of action for liability in any way arising out of or the use of such space by the Lessee or the Lessee's activities or the sale or distribution of any products, including any arising from all employees or other persons using the space or acting for or on behalf of the Lessee with the Lessee's permission or approval.
- The Market Master shall have the right to close the venue.
- If Lessee or any of its employees, agents or representatives shall enter the market area under the influence of alcohol or drugs, they shall forfeit the stall for the day. The Chamber may, at its discretion, cancel a lease or close any stall for the day for any inappropriate conduct, activities or otherwise disturbing the peace by Lessee, or its employees, agents or representatives on the premises.

Lessee Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Please check the market(s) you would like to participate in:

\_\_\_\_ Uptown Marion Market (June 11, July 9, August 13, 2016)

\_\_\_\_ Fall Marion Market (September 24, 2016)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

By \_\_\_\_\_, Lessee.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

By \_\_\_\_\_, Chamber.

Office use only:

Space allotted

Amount paid

Date

Check / CC#

# 2016 Indemnity Agreement



\_\_\_\_\_ dba \_\_\_\_\_  
Printed Name Business Name, if applicable

Agrees to hold harmless and indemnify the Marion Chamber of Commerce and its employees from all liability claims, demands, causes of action, suits or judgments for death or injury to persons or property arising out of or in connection with concessionaire's use of the premises or the intended use there of from all liability claims arising out of:

- The actions of myself, my employees, agents and helpers at the Market
- Items brought to the Market (including vehicles, booth materials, umbrellas)
- Items sold at the Market; and
- Other liability except that arising out of the sole negligence of the Marion Chamber of Commerce

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date