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Uptown Marion Market Staff / Volunteer Guide

Preparations Prior To Market Day

We are adapting our operations to provide a safe shopping experience for our community and opportunity for our vendors to offer local food options. These will include:

- Through social media and signage, we will remind vendors, customers, volunteers, and market staff that if anyone who has had a fever in the last three days, been ill, or is visibly showing signs of illness (i.e., coughing and sneezing), or has had contact with another person who has tested positive for COVID-19, they should NOT come to the market.

- We will encourage vendors, customers, additional staff, and volunteers who are in a high-risk group to find an alternative method to direct market participation such as recruiting another person to sell or pick-up goods.

- The Market has been moved to a linear format on 6th Avenue to comply with guidance from the State of Iowa.

- Market Management feels that 6th Avenue between 10th Street and 11th Street can safely hold 50 people while maintaining social distancing. By utilizing and limiting designated entrances and exits, the staff and volunteers will be able to manage the flow of customers to help keep customers safe. Once 50 people are in the market area, management will evaluate and determine if customers will need to wait (while practicing social distancing) until others leave in a one-out, one-in fashion.

Market Set-Up

- Vendor stalls will be spaced a minimum of 6 feet or more of empty space from the edge of one vendor’s assigned area to the neighboring vendor. Vendors should follow normal market protocols and bring their own tents, tables, chairs, etc.

- The Market will utilize two designated entrances/exits at the intersection of 11th Street and 6th Avenue.

- The Market will post all signs required by the State of Iowa at entrances and exits including signs:
  - prohibiting anyone who has had a fever in the last three days, been ill, or is visibly showing signs of illness (i.e., coughing and sneezing), or has had contact with another person who has tested positive for COVID-19, from entering the market.
  - Instructing all staff, sellers and buyers to practice social distancing, cover coughs and sneezes, and wash hands or use hand sanitizer often.

- Customers will be required to follow a counter-clockwise flow while shopping the market.

- Market staff, volunteers, and public safety officers will be on site to monitor behavior.
• The Market will provide easy-to-access hand-washing or hand sanitizer stations throughout the market area including at entrances and exits. Market Vendors should bring their own hand washing/sanitizer to have at their booth.

• All programming and entertainment activities have been canceled (i.e. music, face painting, balloon art, Power of Produce, etc.).

• Sampling at the market is not encouraged, but is no longer prohibited. Self-service is NOT ALLOWED per IDPH. All prepared food for purchase must be securely wrapped or packaged prior to bringing to the market. Attendees are encouraged to leave the market area before consuming.

**BASIC SANITATION**

• All vendors and market staff must wash/sanitize their hands before entering the market space.

• All vendors and staff are required to follow proper sanitizing protocol while at the market, this includes sanitizing their hands on a regular basis throughout the market, preferably between each customer transaction, but at least once per hour. Vendors and Staff will be required to sanitize hands when changing tasks (i.e. going from handling money to bagging produce), handling items that come into contact with different customers, or their phones.

• All vendor, staff, and volunteers are required to wear face protection or mask that cover mouth and nose, while at the market.

• While not required, Uptown Marion Market management strongly encourages vendors to have two people working at each booth so duties can be separated (e.g. one person bags all the produce while another handles the money).

• All vendors, volunteers, and market staff should refrain from touching their faces.

• Market staff will monitor customer and vendor behavior and enforce (firmly, but politely) the market’s social distancing rules. Public Service Officers will be onsite to assist as needed.

• Tables should be left bare so that they can be cleaned and disinfected prior to setting up, throughout the market day (at least once per hour), and at the end of the market.

• High touch areas of the market must be cleaned and disinfected prior to the start of the market, throughout the market day (at least once per hour), and at the end of the market.

• Gloves are a double-edged sword. On one side, they can offer additional protection to vendors, customers, volunteers, and market staff IF they are being used correctly. On the other side, they can offer a false sense of cleanliness and can be a source of germ transmission if not properly used. If worn, gloves should be disposable and changed out frequently.
• For CDC Guidelines on cleaning and disinfecting surfaces and high-touch areas visit [https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html). For a list of products that meet EPA’s criteria for use against SARS-CoV-2, the novel coronavirus that causes the disease COVID-19, visit [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

• We do not encourage sampling but it is no longer prohibited. We realize this is in important part of some vendor’s success. If you choose to sample, self-service is NOT allowed per IDPH. You will need to safely place the sample in a small container for the customer.

**CLOSING OPERATIONS**

• All market materials will be properly sanitized between market days. This includes signage, tables and other equipment. According to the CDC, current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Because Uptown Marion Market is a once a month, we can properly sanitize and separate used items prior to the next market.

• Market Staff will ensure that vendors are properly sanitizing their stations during the closing, this includes sanitizing tables, card readers, and other devices.

• All disposable items will be placed in the trash.

• Vendors and staff will be required to sanitize their hands as they leave the market.

**OTHER MARKET DAY CONSIDERATIONS**

• The market will create a checklist of what needs to be done to maintain a safe and clean market space that includes space for writing down the times at which cleaning and disinfection take place. These checklists can be used by the market staff and volunteers in charge of a particular task (such as sanitizing high touch areas) or vendors to keep their space clean. Writing down the times cleaning and disinfection takes place relieves the burden of trying to remember if it occurred during hectic market times.

• We strongly encourage vendors, volunteers, and market staff to set alarms on their phones to cue them that it is time to clean and disinfect. This relieves the burden of trying to remember to do so during market times.

• Prior to opening, Market will complete a physical walkthrough of the market space before customers (or even vendors) arrive to experience how flow may work and will make adjustments as needed.

• Flexibility is a must. This situation is fluid, and things will change. Market management will communicate with vendors, customers, and volunteers as things change and how they change.
Dear Vendor,

Thank you for the hard work you do in feeding our community and providing locally crafted goods! We are glad to have you as part of our market and want to continue to provide our community with fresh, local options for food and products.

In order to do so, we need to change how we are operating to incorporate guidelines outlined on page 4 in Governor Reynolds’ Proclamation on June 10, 2020 (view it here) and guidelines provided by the Iowa Department of Agriculture, Iowa Department of Public Health, Iowa Department of Inspections and Appeals, and Iowa State University (view guidelines here). This will include things such as added signage, social distancing, vendor stall distancing, and new sanitizing practices to ensure our market is a safe and healthy place for all our vendors, customers, and market staff.

In this guide you will find new market procedures we implemented in June as well as best practices and suggestions for maintaining a safe and clean booth.

Uptown Marion Market understands a significant amount of changes have been made and our most important consideration is that we are providing a safe and healthy environment for vendors to provide their products so customers have access to these items. Shoppers will be asked to limit their time, make their purchases and quickly head home. The market will have no on-site programming or music performances.

This has been a very fluid situation with rules and regulations changing often. We will make adjustments to this plan as required by local, state, and federal guidelines. Thank you for your patience!

Have fun! We may not be able to physically share the same space in the same way, but we can be creative about how we maintain and strengthen our relationships with one another.

If you have any questions, concerns, or suggestions, please feel free to reach out.
Thank you!

~Tami & Jill
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.

Market Staff
Tami Schlamp   Jill Ackerman
Director of Member Services  President

Address
Marion Chamber of Commerce
1225 6th Ave, Ste 100
Marion, IA 52302

Marion Chamber Office Phone
319-377-6316 or
319-743-4723 – Tami direct office
319-360-4407 – Tami mobile

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
Uptown Marion Market Hours of Operation

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

Dates

June 13
July 11
August 8

Hours

8:00 – Noon

Location

6th Avenue between 10th Street and 11th Street (will extend to 12th Street if needed)
Market Location

In order to comply with requirements set forth in Governor Reynolds proclamation on 6/10/20, we will be moving the market to a linear format on 6th Avenue. This will allow us to better accommodate the number of participating vendors, eliminate common seating, create the spacing required for social distancing, and meet signage and hygiene measures set forth in guidance provided by IDPH, IDALS, IDIA, and ISU.

**Vendors will be placed on along the North and South sides of 6th Avenue, all stalls are street stalls, you will vend into the street.**

The below map is provided to give you an idea of what this will look like and not to scale.

If additional space is required the footprint will stretch down the next block.
**Stall Fees**

One stall per vendor. Stall assignments will be made and communicated by May 31. All stalls are street stalls on 6th Avenue. Stall location requests may be expressed in a vendor’s application but is not guaranteed. Vendors will be required to give vehicle and/or trailer size on the application. Every effort will be made to accommodate trailers or vendor will be allowed early access to unload and relocate.

The Uptown Marion Market continues to be a lease only market, which means vendors must commit to all three market dates. All vendors will be assigned a specific stall number for the entire season.

**Uptown Marion Market Stall Fees for 2020 Season**

<table>
<thead>
<tr>
<th>Stall Details</th>
<th>Stall Size</th>
<th>Description</th>
<th>Stall Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Street Stall</td>
<td>~ 15 wide x 9 deep</td>
<td>On 6th Avenue, vending into the street.</td>
<td>$90</td>
</tr>
</tbody>
</table>

**Uptown Marion Market Single Date Stall Fees**

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

<table>
<thead>
<tr>
<th>Stall Details</th>
<th>Stall Size</th>
<th>Description</th>
<th>Stall Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Street Stall</td>
<td>~ 15 wide x 9 deep</td>
<td>On 6th Avenue, vending into the street</td>
<td>$30</td>
</tr>
</tbody>
</table>

*Street stall sizes are approximate and vary on each side of the park. All will accommodate a 10x10 tent or booth in addition to the space for a standard sized vehicle.

**Fines**

The Marion Chamber of Commerce reserves the right to impose additional fines as necessary. A no show fine of $50 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.
**Payment**

Payment will be due within ten (10) business days of the vendor receiving notification of invoice, and no later than 5/31/2020.

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** Credit Card – by phone (319-360-4407). Cards accepted are Visa, Master Card, Discover or American Express.
- Check – Payable to Marion Chamber of Commerce, by mail (1225 6th Ave, Ste 100, 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.

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

**Please note we are not currently accepting cash or in-person payment. Paying via credit card over the phone is the ideal method of payment.**

NO REFUNDS WILL BE ISSUED FOR ANY REASON
Market Day Operations

1. DO NOT come to the market if you have had a fever in the last three days, been ill, or if you are visibly showing signs of illness (i.e. coughing and sneezing), or if you have had contact with a person who has tested positive for COVID-19.
2. Please let the market manager know as soon as possible if you will not be at the market, call Tami at 319-360-4407.

Arrival at the Market

- Prior to entering the market area, please wash/sanitize your hands.
- Clean and sanitize your table(s) prior to unloading any of your products, signs, or other items.
- Do a walkthrough of your booth to see how things will work from a customer’s point of view.

New Vendor Guidelines, more details are provided in the following pages.

- Stay home if you feel sick
- Provide your own handwashing station and/or hand sanitizer
- While not required, Uptown Marion Market management strongly encourages vendors to have two people working at each booth so duties can be separated (e.g. one person bags all the produce while another handles the money).
- Create a “clean zone” with extra empty tables or by stretching a rope between the front poles of your tent
- Chalk marks every 6 ft in front of booths to remind about distancing
- Vendors will be required to wear face masks
- Wash your hands, have hand sanitizer available
- Keep surfaces free of tablecloths for easy cleaning (NO TABLECOVERINGS ALLOWED)
- Food sampling is not encouraged but no longer prohibited. SELF-SERVICE IS NOT ALLOWED per Iowa Department of Public Health guidelines.
- Attendees will be asked to leave the market area before consuming food purchases.
- All prepared food, such as baked goods, should follow food safety practices during preparations and it is strongly encouraged they be securely wrapped or packaged prior to bringing them to the market
- Serve your customers, have them ask for what they want then give to them to avoid reaching into product space.
- Reduce money handling- only one person should be handling money (wear gloves when handling money) and promote touchless pay options.
- If online ordering prior to market day is possible, consider making it available to your customers. Have product pre-bagged and ready for pick up on market day.
Booth Set-Up and Cleanliness

Booth Set-Up

Below are tips and recommendations for booth set up. It is strongly encouraged to have two people working in the booth, one person can process all the payments while the other takes and fulfills orders to avoid cross-contamination on food.

- Vendor stalls will be set up behind your vehicle along the street. More info to come with staging packet.
- Have available only whole, uncut produce and pre-packaged foods - no onsite cooking, meals, or samples.
- Use a non-porous plastic tables that can be easily disinfected (no table coverings allowed).
- Post signs for customers reminding them to wash their produce before use.

Keep customers and products separated to reduce touching. Here are some tips:

- Put all items in your reach and/or out of reach of customers to prevent customers from touching products.
- Set up tables with you and your registers at the front of your space and your food/products behind you.
- Put less out, restock more. (Put signs up saying there is more in back).
- Consider keeping product in your vehicle or truck with an example out front for customers to see.
- Set up an extra empty table as a distance buffer for exchanges between vendors and customers, see diagram below.
- Set all products on tables rather than in crates or boxes.
- Create a 3-foot barrier between your tables and customer lines.
- If you do not have enough tables, consider roping off your tent across the front two legs to prevent customers coming into your booth. Then set your table back into the tent area.
- Cover or package all products so that there is no exposed food.
- Post signage at the front of your booth (i.e. chalkboard product list) so that customers know what you have –since they won’t see your product spread as they normally would.
Cleanliness

Surfaces should be cleaned frequently. Use disinfectant wipes or other disinfectants. The CDC recommends five tablespoons of bleach per gallon of water, or 4 teaspoons bleach per quart of water.

- Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings.
- On a regular basis or at least once an hour, disinfect all surfaces that you or your customers touched.

Interacting With Customers

We know this is a hard one because the reason people shop at the market is to have a relationship with their vendor. However, these are critical times, so you’ll have to stick to the business of selling your product as quickly and efficiently as possible.

- Keep conversations to a minimum.
- No touching, shaking hands, hugging, or any other personal contact with your customers even if it’s your pastor or your grandmother. None!
- Remind customers to keep at least six feet of space between them.
- Serve your customers to avoid all contact with products that they are not purchasing (see above booth set-up). Customers will be “choosing with their eyes” and using what is written on the booth’s signage to make their selections. Ask them what they want, then fulfill their order.
- Instruct the customers to wash their produce before consuming it.
- Minimize cash transactions or round up/down so it is an even dollar amount to reduce the use of coins and to speed up transactions.
- Online ordering is encouraged when available. Handle payment transactions ahead of time and have product pre-bagged and ready for pick up.

Best Practices For Hand Sanitization and Personal Hygiene

How to properly use hand sanitizer. Sanitizer must contain at least 60% alcohol.

1. Use a paper towel to operate the pump to avoid cross contamination.
2. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
3. Rub your hands together.
4. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Follow Five Steps to Wash Your Hands the Right Way

1. Use a paper towel to operate the spigot to avoid cross-contamination.
2. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
3. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
4. Scrub your hands for at least 20 seconds.
5. Rinse your hands well under clean, running water.
6. Dry your hands using a clean towel or air dry them.

Personal Cleanliness:

- Avoid touching your eyes, nose, and mouth.
- Sneeze and cough into a tissue then dispose of the tissue, then wash/sanitize your hands.
- Hand wash or sanitize:
  - After setting up for the day and before interacting with customers
  - After taking payment, either by cash or credit card and before handling food even if you are wearing gloves and removing them.
  - After every customer transaction.
  - After using the restroom
  - After blowing your nose, coughing, or sneezing.
  - Use paper towels to touch your hand sanitizer pump or the spigot on your hand washing station, rather than with your bare hands to avoid contaminating the pump or spigot.
Vendor and Product Definitions

Vendor Definition

There shall be one Vendor allowed to sign this lease contract. This is one person (and may include his/her immediate family in household) who makes the decisions and does the work involved with the production of all products offered for the sale at Vendors’ booth. If a Vendor is in partnership with another person, a legal binding document stating the partnership must be presented to the Marion Chamber of Commerce before the lease application will be approved.

Approved Market Products

100% of the items offered for sale by the Vendor must have been grown or baked 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. Vendor must possess necessary permits or certificates for those items requiring such. Vendor is responsible for compliance with all state, federal and local laws regarding vendor and labeling of merchandise.

Exception #1 – at certain times of the year, Vendor may sell items gathered from the wild, off property, as long as these items are not purchased in any way by the Vendor. Such items may include wild flowers, ditch weeds, cat tails, hedge apples, bittersweet, wild berries, wild plums, etc. Check with the Market Master for approval.

Exception #2 – a Vendor who is a member of a non-profit group may sell that group’s money raiser in his/her booth using a small amount of space as long as all of the money goes back to the non-profit group.

Items that may be sold are fresh fruits and vegetables, baked goods (except soft pies and custards) homemade jams and jellies, honey, flowers, plants, meat, wines. Vendors must possess necessary permits or certificates to sell some items including meat, poultry, dairy products, salsa, etc. Contact the Linn County Health Department at 319-892-6000 for regulations.

To ensure public safety, food (bread, prepared food, pies, etc.) must be completely protected from contamination by being wrapped, covered, bagged and/or boxed.

Vendors will be allowed to sell craft items. These items must also be made, manufactured and put together by the vendors themselves. Items may not be purchased and resold as homemade. Vendors selling products other than their own will be removed from the market.

Labeling

To protect the public, all food must be labeled with the common name of the food and the name and address of the person who prepared the food. Allergen information needs to be declared on the label or by the use of a placard at the vendor booth. The following food products are considered major allergens: peanuts, soybeans, milk, eggs, fish, crustacean (crab, lobster or shrimp), nuts and wheat. Treats for animals must be labeled as such.
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.

Questions/concerns regarding food product regulations and/or licensing should be directed to: Iowa Department of Inspections and Appeals at 515-281-6539.

**Licensing Requirements**

All vendors must comply with all City and 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.

**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](http://www.state.ia.us/tax)

**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

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.

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

- Mobile food license
- 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.
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
1225 6th Ave, Ste 100
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 at Farmspread.com, emailed to tami@marioncc.org or mailed to the above address.

CERTIFICATE OF LIABILITY INSURANCE

Marion Chamber of Commerce
1225 6th Ave, Ste 100
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.

ACORD 15 (2019/08)

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**Set Up Policy**

**Uptown Marion Market**

All stalls are street stalls. Assigned spaces will be communicated prior to market day.

- Vendors should arrive at their designated staging area by 6:30 a.m.
- Vendors will be directed to move to their designated stall space beginning at 6:45 a.m.
- At 7:00 a.m., vendors may begin to set-up.

Vendors arriving after 6:45 a.m. will be placed at the discretion of the Market Master.

No selling ahead to the public will be allowed. As soon as the bell rings, vendors may begin selling. 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.

**Supplies and Staging**

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**

- Clean and disinfect all metal, glass, and plastic surfaces
- Clean and disinfect your card reader or hand-held payment equipment
- Wash or sanitize your hands after packing up for the day

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 (11:45 a.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.

**Additional Market Rules and Regulations**

**Vendor Conduct and Guidelines**

Vendors are expected to abide by all COVID-19 guidelines as established by this market, Governor Reynolds Proclamation dated 6/10/2020, and guidance from IDPH, IDIA, IDALS, ISU dated 6/12/2020.

Markets are rain or shine. Vendors must stay for all hours of the market as set forth in this document.

Vendor is not allowed to rent space to anyone or permit anyone to offer for sale in the space any item of produce or manufacture other than that of the vendor.

Vendor may sell only from the space designated for selling. Vendor shall at all times keep the space, including the surrounding area, counter and selves clean, swept and free of debris. Further, at the conclusion of each business day vendor shall thoroughly clean and sweep the area and remove all personal equipment, produce, products and debris.

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

Vendors should display food and or produce on well-constructed, maintained and clean tabletops/shelves. Market management strongly urges that all vendors have attractive displays.

The market is a no smoking area. Vendors are not allowed to smoke while doing business at the market.

If the Vendor or any of its employees, agents or representatives shall enter the market under the influence of alcohol or drugs, they shall forfeit the stall for the day or the market season.

The playing of loud music in vendor stalls will not be permitted.

Vendors are not allowed to bring pets to the market.

Vendors and all persons using the space must wear shoes.
The Marion Chamber of Commerce reserves the right to refuse vendors at anytime for any reason. No refunds will be issued.

**Absence Notification**

Notification to the Marion Chamber at least one week in advance of any time the Vendor is not able to attend a market day. The Marion Chamber shall then have the right to use or lease the stall. No refund will be issued. A no show fee of $50 will be enforced if Marion Chamber staff is not notified of a vendor's absence by noon on the Wednesday before a market date. Vendor participation in future markets will be prohibited until the $50 fee is paid.

**Rules Violation**

If the Vendor or any person acting on Vendor’s behalf fails to comply with any of the terms of this lease or any regulation set forth by the Marion Chamber of Commerce during the season, the Vendor will be given one verbal warning by the Market Master. A second violation will result in a written warning from the Chamber. After the third violation, Vendor’s lease will be forfeited including the Vendor’s fees.

**Disclaimer**

The Marion Chamber of Commerce shall have no responsibility for damage or loss the Vendor may incur because of an Act of God. The Vendor shall hold the Marion Chamber harmless from any claims or causes of action for liability in any way arising out of our direct or indirect connection with the use of such space by the Vendor or the Vendor’s activities for the sale or distribution of products.

Market staff shall have the right to the venue.

**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 the Depot Pavilion or directed to their vehicles 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**
Guidance for Iowa Farmers Markets During COVID-19

Following is the Guidance for Iowa Farmers Markets During COVID-19 as issued on June 12, 2020 from Iowa Department of Agriculture & Land Stewardship, Iowa Department of Inspections & Appeals, Iowa State University and Iowa Department of Public Health.

Please note, after consulting with City of Marion officials there may be occasion Uptown Marion Market has procedures that are in addition to what is provided in the guidance.
Guidance for Concession Stands, Temporary Food Events, and Farmers Markets During COVID-19

Issued June 12, 2020

COVID-19 continues to spread in Iowa communities. All Iowa civic, business, community, and veteran’s organizations have a responsibility to take measures to prevent the spread of COVID-19. It is critical that event sponsors institute immediate measures to prevent the spread of COVID-19 among their staff, vendors, and event attendees. Event and market sponsors must ensure the mandatory requirements put forth by the Governor’s Proclamation of Disaster Emergency issued on June 10, 2020, are in place and enforced. Any social, community, recreational, leisure, and sporting gatherings and events including but not limited to parades, festivals, farmers markets, auctions, conventions, or fundraisers of more than 10 people that do not comply with these requirements shall continue to be prohibited at all locations and venues.

Event sponsors shall:

- Ensure there is six feet of distance between groups and individuals attending alone.
- Implement reasonable measures for the circumstances of each gathering to ensure social distancing of gathering participants, increased hygiene practices, and other public health measures to reduce the risk of transmission of COVID-19.

Additionally, the Iowa Department of Inspections and Appeals and the Iowa Department of Public Health strongly recommend that each event sponsor draft a COVID-19 mitigation plan. For events (other than farmers markets) planned with more than 10 food vendors, the event sponsor is encouraged to submit this COVID-19 mitigation plan along with the required event application. The plan should include (1) What rules will be in place during the event; and (2) Who will be responsible for monitoring and enforcing these rules. At a minimum, the mitigation plan should contain details about and the event should adhere to the following rules:

- Require event staff and vendors to wear masks;
- Encourage event attendees to wear masks;
- Designate an appropriate amount of staff to monitor and enforce established rules;
- Post signage at all entrances, prohibiting anyone who has had a fever in the previous three days, been ill, or is visibly showing signs of illness (e.g., coughing or sneezing) from entering the space;
- Post signage at entrances/exports, instructing all staff, vendors, and attendees to practice social distancing, cover coughs and sneezes, and wash hands or use sanitizer often;
- Designate with signage, tape, or by other means appropriate social distancing spacing for event staff and attendees, including those waiting to enter the event;
- Notify event attendees through signage to report concerns of social distancing infractions to the event staff;
- Control entry points;
- Screen event staff, vendors, and attendees for COVID-19 symptoms, and immediately prevent anyone with symptoms from entering;
- Train event and vendor staff on employee safety, emphasizing employee health, handwashing, and hygiene practices;
• Ensure vendors only allow necessary workers in food stands, and prohibit individuals not directly involved in food preparation or sales;
• Prohibit vendors from offering self-service of food and condiments;
• Provide easy-to-access handwashing and hand-sanitizing stations for vendor and customer use;
• If necessary, restock restrooms with handwashing supplies frequently, including soap and paper towels;
• Ensure at least six feet between each vendor booth, including equipment and storage areas;
• Clean and sanitize vendor surfaces frequently;
• Disinfect high-touch surfaces including but not limited to restroom doors/handles, handrails, and garbage can lids at least every hour; and
• To the extent possible, utilize mobile ordering and touchless pay options.

Additionally, if event sponsors or vendors have any alcohol-related inquiries, they may contact the Iowa Alcoholic Beverages Division.

All Iowans have a responsibility to mitigate the impact of this public health crisis. If your event cannot abide by these measures, please cancel or postpone your event until such time these guidelines can be enacted or are no longer necessary to protect public health.

Concession Stand-Specific Guidance

• Concession stands, including those at non-school related sporting activities, are allowed to operate under the same provisions as a restaurant or a bar. This includes concession stands licensed as Temporary Food Establishments and Mobile Food Units providing concessions.
• Concession stands that are located on school property are not allowed to operate at this time. This includes concessions operated by an entity which independently holds a food establishment license separate from the school’s food license (e.g., a school booster organization or other independent contractor). This also includes concession stands licensed as Temporary Food Establishments and Mobile Food Units providing concessions.
• Concession stands at private or professional facilities located off of school property that are used to host high school athletic events are allowed to operate under the same provisions as a restaurant or a bar. This includes concession stands licensed as Temporary Food Establishments and Mobile Food Units providing concessions.

For additional information and guidance on school-related concessions, please review the COVID-19 Reopening Guidance: Summer Sports and COVID-19 Guidance: Use of School Facilities provided by the Iowa Department of Education.
Dear Friends and Neighbors,

We appreciate you following along as Uptown Marion Market adapts its operations to provide a safe shopping experience for our community. Our team of volunteers and vendors felt the same initial shock so many Iowans experienced when the first of business closures were ordered on March 17th due to the COVID-19 pandemic.

On June 10, Gov. Reynolds announced Farmers Markets would be allowed to operate to the extent that the market complies with requirements the proclamation and guidance provided by State agencies. This is changing the way we operate Uptown Marion Market. As we continue to adapt, our priority will remain on the safety of vendors, volunteers, sponsors, and attendees and while offering the public access to local products.

The dates of Uptown Marion Market will remain the same: June 13, July 11, August 8 and September 29. Times will be 8:00 – Noon. The location of the Market will move to a linear format on 6th Avenue between 10th Street and 12th Streets. Customers will be able to shop with our vendors, while we all adhere to additional health and safety protocols.

We need your help in implementing parts of our plan. In addition to the standards we have all been following, like handwashing and social distancing, we have some market-specific requests as laid out in guidance provided by the State of Iowa:

- **Use the designated entry and exit points** (entry will be at the intersection of 6th Avenue and 11th Street only). Follow instructions for handwashing/sanitizing when entering and exiting.
- **Wear what makes you comfortable.** Attendees are strongly encouraged to wear a mask or other protective face-covering if unable to maintain a distance of six feet from others.
- **Shop efficiently to expedite your trip to the market.** During this time, the market will have no on-site special programming, music performances, or common seating. We encourage you to shop quickly then head home to unpack your purchases!
- **Look for signage at vendor tents to see what’s available and let the Vendor serve you.** Vendors will be minimizing contact, ask for your products and the vendor will put together your order.
- **Be patient as the organizers and vendors adapt to new, and changing, protocols.** (Follow our Facebook Page @MarionIAChamber for updates.)

We are in a fluid environment with rules and regulations changing quickly. We are adjusting our plan as required by State and Local authorities, so we ask that you check the Marion Chamber Facebook page or website marioncc.org/uptown-marion-markets before coming to the market to prepare for any changes to our operations. We look forward to the day when we can gather together to enjoy all local vendors, live music, and special programs. Until then, we appreciate your continued support shopping local.

Take Care,

Tami Schlamp
Uptown Marion Market
Marion Chamber of Commerce
Customer Guide

Preparing To Visit Uptown Marion Market

By following these guidelines you will help to keep Uptown Marion Market a safe and healthy environment for everyone to enjoy shopping local produce and goods.

- Please DO NOT enter the farmers market if you have had a fever in the last three days, been ill, or is visibly showing signs of illness (i.e., coughing and sneezing), or have had contact with another person who has tested positive for COVID-19. If you are in a high-risk group, please considering finding an alternative method to direct market participation such as recruiting another person to pick-up goods.

- Come prepared. Follow the Marion Chamber Facebook page or website for updates about what will be offered during the market so you can make a list and come prepared.

- Enter the market through the designated points. Our market is trying to manage traffic in a certain direction to assist with appropriate social distancing and avoid bottlenecks. If we reach capacity you may be asked to wait before entering the market.

- Avoid touching your face, and cell phone to reduce the potential spread of germs.

Shopping At The Market And Staying Safe

- No touching. Shop with your eyes, read Vendor signs. Ask for the product you want and allow the Vendor to serve you and pack your product for you. They should be washing hands or wearing and changing gloves between every transaction and handling of paper money.

- Many vendors have the ability to accept credit cards/debit cards or moneyless transactions. Ask your vendor if they would prefer a payment other than cash.

- Be swift. If we are being honest, we all have a favorite Vendor we look forward to talking to as much as we look forward to buying their products. But now is not the time to chit-chat. Please choose your products, pay the vendor and proceed through the market.

- Be patient. These are trying times for all of us, and with these added safety measures, your transactions may take longer than usual.

- Look for market signs with directions and safety precautions. Our market has new procedures to ensure your health and safety. Please follow them!

- Attendees are strongly encouraged to wear a mask or other protective face-covering if unable to maintain a distance of six feet from others.

- Use hand-washing stations and/or sanitizing stations frequently when entering/leaving and traveling through the farmers market.

- Social distancing, keeping in mind that the CDC recommends keeping 6 feet between you and the next person.

- Wash all produce before consuming!