



Uptown Marion Market
Fall Marion Market
City Square Park, Marion, Ia

2018 Vendor Handbook



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, Fosters Heating & Air Conditioning, ImOn Communications, MercyCare Marion and Mercy Cedar Rapids, and Townsquare Media.

Market Staff

Tami Schlamp Director of Member Services	Jill Ackerman President
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Address

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

Office Phone

319-377-6316 or 319-743-4723

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 9

July 14

August 11

Hours

8:00 a.m – Noon

Location

City Square Park in Uptown Marion
7th Avenue & 10th Street

Fall Marion Market Hours of Operation

Fall Marion Market is the last Saturday of September and is held in conjunction with the City of Marion’s annual Swamp Fox Festival.

Date

September 29, 2018

Hours

8:30 a.m – 1:00 p.m.

Location

City Square Park in Uptown Marion
7th Avenue & 10th Street

Application Process

All vendors interested in selling their products at Uptown Marion Market or Fall Marion Market must be pre-approved by Marion Chamber staff.

Applicants must apply electronically through Manage My Market (www.managemymarket.com) and must electronically sign the lease.

Uptown Marion Market remains a lease only market. Vendors must commit to all three market dates (June, July and August). Consideration will be made for single date participation, if space allows. Applicants should contact market staff with questions.

If selected to participate, vendors must also provide proof of permits and insurance where required, and acknowledge receipt of and compliance with the current Vendor Handbook

Application Due Date

For full season consideration please complete application process no later than **February 23, 2018**.

Stall Fees

One stall per vendor. Stall assignments will be made and communicated upon approval. Stall location requests may be expressed in a vendor's application but is not guaranteed.

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 2018 Season

Stall Details	Stall Size	Description	Stall Fees
Food Vendor Stall with vehicle	~ 20 wide x 15 deep	Located along 6 th Ave with ample space for truck or vehicle, vend from vehicle or can accommodate other set up	\$115
Street Stall with vehicle	~ 20 wide x15 deep	Set up around the perimeter of the park and vend into the park. Vehicle is located behind vendor stall	\$90
Park Stall	~ 10 wide x 15 deep	Located in the grass area of the park and vend onto the sidewalks. No vehicles allowed	\$90
Depot Stall	~ 10 wide x 15 deep	Located inside or under the covered Depot. Vendors will be provided one 6ft table and can bring additional set up	\$90

Uptown Marion Market Single Date Stall Fees

Stall Details	Stall Size	Description	Stall Fees
Food Vendor Stall with vehicle	~ 20 wide x 15 deep	Located along 6 th Ave with ample space for truck or vehicle, vend from vehicle or can accommodate other set up	\$40
Street Stall with vehicle	~ 20 wide x15 deep	Set up around the perimeter of the park and vend into the park. Vehicle is located behind vendor stall	\$30
Park Stall	~ 10 wide x 15 deep	Located in the grass area of the park and vend onto the sidewalks. No vehicles allowed	\$30
Depot Stall	~ 10 wide x 15 deep	Located inside or under the covered Depot. Vendors will be provided one 6ft table and can bring additional set up	\$30

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

Fall Marion Market Stall Fees

Stall Details	Stall Size	Description	Stall Fees
Food Vendor Stall with vehicle	~ 20 wide x 15 deep	Located along 6 th Ave with ample space for truck or vehicle, vend from vehicle or can accommodate other set up	\$30
Street Stall with vehicle	~ 20 wide x 15 deep	Set up around the perimeter of the park and vend into the park. Vehicle is located behind vendor stall	\$30
Park Stall	~ 10 wide x 15 deep	Located in the grass area of the park and vend onto the sidewalks. No vehicles allowed	\$30
Depot Stall	~ 10 wide x 15 deep	Located inside or under the covered Depot. Vendors will be provided one 6ft table and can bring additional set up	\$30

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.

Acceptance Into The Market

Applications for booth space at the Uptown Marion Markets are reviewed beginning in February.

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 Manage My Market account.

Status Definitions

- **Received** – Application submitted
- **Pending** – More information has been requested from Vendor
- **Approved** – Application approved.
- **Waitlisted** – No space at this time, but application will be considered later in season
- **Declined** – Not selected to participated in Market
- **Withdrawn** – Vendor withdrew application from consideration

Approval Process

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 required photos. 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)

Payment

Full payment for your rental stall is 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:

- Cash - in person at the Marion Chamber of Commerce (1225 6th Ave, Ste 100, Marion, IA 52302)
- Credit Card – by phone (319-377-6316) or in person (1225 6th Ave, Ste 100, Marion, IA 52302). Cards accepted are Visa, Master Card, Discover or American Express.
- Check – Payable to Marion Chamber of Commerce, by mail or in person (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.

NO REFUNDS WILL BE ISSUED FOR ANY REASON

Vendor/Product Definitions and Licensing

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, baked or crafted 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, art, artisan gifts and crafts. 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 insure 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.

License and Insurance Requirements

All vendors must comply with all City 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. This includes, but is not limited to; assault or abuse directed toward other vendors, customers, market management, employees or the general public.

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.

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:

Iowa Department of Revenue and Finance
Taxpayer Services
Hoover State Office Building
Des Moines, Iowa 50319
(515) 281-3114
www.state.ia.us/tax

Permits/Licenses

The following items require permits before selling at the Market:

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

Set Up Policy

Uptown Marion Market

- 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 7:00 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 7:00 – 7:30 a.m.

Fall Marion Market

The above set-up policy applies to Fall Marion Market with the following changes.

- Vendors should arrive at their designated staging area by 7:00 a.m.
- Vendors will be directed to move to their designated stall space beginning at 7:15 a.m.
- At 7:30 a.m., vendors may begin to set-up.

Vendors arriving after 7:30 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.

Vendors who choose a Depot stall space will be given one 8-ft. table.

Electrical access will not be available. If a vendor requires electricity, they are required to provide a generator, extension cord and mats to cover the part of the cord that lies in an area utilized by Market customers. All generators must be quiet running to respect other Market vendors and customers.

All tents must be weighted. No drilling or staking will be allowed.

A vendor must display his/her vendor number at all times. This will be provided to you by the Marion Chamber prior to the first 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 in the vendor's stall.

Tear Down Policy

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 (2:45 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.

Additional Market Rules and Regulations

Vendor Conduct and Guidelines

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 vendors 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