

# Guttenberg Chamber of Commerce's Farmers' Market Rules & Regulations 2017

**1. LOCATION, HOURS, AND DAY OF OPERATION:** 400 block of South River Park Drive, Saturdays, 8am-12pm. 2017: Saturdays from May 20 until October from 8:00am until 12:00pm. The market will be open rain or shine. **Vendors are not allowed to start selling until 8:00am.** You may begin setting up at 7:30am. Vendors **MUST** be set up by 8:00 AM and should close at 12:00pm except on the following event days: Celebrate Guttenberg/ Celebrate the River (August 12, 2017), the River Park Cruisers Car Show (September 16, 2017\* early set up) and GermanFest (September 23, 2017). On these days, vendors are welcome to remain open until 3:00pm. Vendors will be notified at least the week before a street closing affecting the market block.

**2. FEES, TAXES, PERMITS, & ALLOWED PRODUCTS: Daily: \$10.00 or Seasonally: \$35.00.**

All vendors paying the daily fee are to pay BEFORE setting up for market. If you are signed up as a seasonal vendor, we expect that you will be at the market for the vast majority of Saturdays. Any permits or licenses that are required by law must be displayed (see below). If you are selling organic produce, you must have an Organic Grower's Certification. Vendors are responsible for filing a sales tax statement, if needed. A sales tax permit is required if you will be selling: plants (flowers only), dried flowers, garden seeds (flower seeds only, and crafts), and some candy. Not sure if you need a sales tax permit? Contact the Iowa Department of Revenue for more information at 1-800-367-3388. **Note: Sales tax in Guttenberg is 7%.** Check with your insurance company regarding product liability coverage. The market does not set prices, but expect all vendors to work together to provide a fair market price to all customers and to be in line with fellow vendors.

## **ITEMS ALLOWED TO BE SOLD AT THE MARKET WITHOUT A POTENTIALLY HAZARDOUS FOOD LICENSE FROM THE STATE AS PER THE IOWA DEPARTMENT OF INSPECTIONS AND APPEALS (DIA):**

- Fresh in-season fruits and vegetables which are whole and uncut, herbs, and cultivated mushrooms
- Honey (products containing honey would have to be individually evaluated)
- Fresh shell eggs (kept at 45 F or below)
- Non-potentially hazardous food products: that is products that do not require refrigeration, since they are shelf-stable. These products can be prepared in the home, to be sold for consumption off the premise. Some examples of products that can be prepared in the home for direct sale to consumer customers include: jams, jellies, candies, and dried noodles. (Only jams and jellies that meet the Standard of Identity for jams and jellies specified in the 21 CFR Part 150 are exempt from licensing.)
- Flowers (cut or dried), bedding plants
- Maple syrup
- Bakery goods (breads, cakes, doughnuts, pastries, buns, rolls, cookies, biscuits, bars, cinnamon rolls, pies [no meat or cream/custard/soft pies], etc.) All bakery items must be completely wrapped, bagged, or boxed. All baked goods are to have the following on their label: name of product and name and address of vendor. Please state if the item has a potentially harmful ingredient that could cause an allergic reaction, (ex. peanuts, soybeans, milk, eggs, fish, crustacean, tree nuts, wheat).
- Crafts and artwork (hand made items), including wood and metalwork, textiles, jewelry, ceramics, etc.
- Body care products

## **ITEMS THAT REQUIRE A LICENSE FROM THE STATE:**

- Potentially hazardous food products (foods that require temperature control): dairy products, meat, fish, and poultry - Please contact the Bureau of Meat & Poultry Inspection at 515-281-5597 and the Bureau of Food & Consumer Safety at 515-281-7102 for more information
- Prepared Foods (Must have permit; available from ACW Inspections)
- With the sole exception of jams and jellies meeting the Standard of Identity in 21 CFR Part 150, no "homestyle" canned goods can be sold at farmers markets, since food in a hermetically sealed container shall be obtained from a licensed food processing plant. (Section 3-201.12 of the Food Code which has been adopted by Section 137F.2 of the Code of Iowa).
- Wild Morel mushrooms (requires special certification)

**\*Items sold at the market should be grown or made by the vendor. All vendors participating should live and produce their products within 60 miles of the Guttenberg area. Please display a sign (could be a whiteboard or something more official) with your name/business name and where your products are made/grown.**

If using a scale, it must be digital or a State of Iowa Certified scale (recommended). Contact the State of Iowa for details. Food must be stored in clean, dry containers/boxes. All food items must remain at least 6" off the ground. Food items must be protected from excessive dust, flies, and other contamination. Objects can be sold in containers pre-packed or by the pound. It is to your advantage to have items packaged or displayed attractively, as

attractive packages and tables mean better sales. Please use new, unused grocery bags.

**3.SPACES:** Space dimensions: 10' or 20' wide to the bank of river. Each space will be assigned a number and each vendor will be assigned a space. If you've been a vendor with us for multiple years, we will do our best to assign you the space you have used in the past if desired. Vendors will keep the same space placement each week to alleviate confusion. Vendors shall space themselves in an efficient manner providing for the maximum number of vendor stalls in the market area. Electricity is provided, if needed. We ask that you bring your own tables and/or tents. **Vendors should keep their spaces clean at all times, and all trash and debris MUST be picked up before leaving the market. Benches around the clock are to be kept available for seating, and are not to be used for item display.** Vendors shall not bring pets to the market except by special permission of the market manager. Vendors shall not smoke in the market area. You must inform the market manager ahead of time if you will not be present, as a day vendor may be allowed to use your space. **Occasionally musicians will volunteer to play at the market for no charge, which helps foster a positive market atmosphere. It is appreciated if vendors gift musicians with a few items each time they play as a thank you.**

**4. PARKING:** The market has a fair amount of street parking. We ask that after you unload your merchandise, you park your vehicle on a side street to increase customer parking for the market and downtown businesses and to give a better view of the market. Selling out of the back of your vehicle is prohibited.

#### **5. WIC & Senior Vouchers (Farmers' Market Nutrition Program Coupons)**

You are able to accept WIC or Senior (Farmers' Market Nutrition Program) vouchers only if you have attended the training session with the Farmers Market Nutrition Program (offered in various locations from March – May-- contact the Chamber) AND qualify under their rules to participate:

- Sell only locally grown produce (defined as grown within the state of Iowa or any of the counties outside the state that touch Iowa's borders).
- Grow from their own gardens or farms at least 51% of all the produce they place on their market tables at the beginning of the market day.
- At least 20% of the items on their market table must be produce.

**In the event that a vendor fails to comply with these rules or the terms of the market, or at the authorized directions of the Market Manager, he/she shall immediately cease sales of the item(s) in question.**

#### **CONTACT**

If you have any questions regarding the Farmers Market, please feel free to contact Emily Sadewasser at 563-252-2323. You can also e-mail us at [guttenberg@alpinecom.net](mailto:guttenberg@alpinecom.net). Contact Kurt Rueber at the Iowa Department of Inspections and Appeals at 515-249-8352 with questions regarding food safety and licensing.

#### **Resources**

**Fresh Produce** Visit ([http://www.iowaagriculture.gov/Horticulture\\_and\\_FarmersMarkets/vendorResources.asp](http://www.iowaagriculture.gov/Horticulture_and_FarmersMarkets/vendorResources.asp)) for vendor resources, and (<https://www.visitiowafarms.org/food-safety-guidelines>) for food and safety guidelines.

#### **Honey**

- *Apiary Registration* (<http://www.iowaagriculture.gov/AgDiversification/apiary.asp>)
- *Beekeeping Resources in Iowa* (<http://www.iowaagriculture.gov/Entomology/beekeepingInformation.asp>)

#### **Meat and Poultry**

- *Iowa Licensed Meat and Poultry Plants* (<http://idalsdata.org/IowaData/meatAndPoultry.cfm>)
- *Iowa Poultry, Processing, and Sales Guidelines for Small-scale producers* (<http://www.extension.iastate.edu/Publications/PM2068.pdf>)
- *Meat and Poultry Inspection Bureau – Slaughter, Processing, Labeling, Marketing* ([http://www.iowaagriculture.gov/meatandpoultry/slaughter\\_processing.asp](http://www.iowaagriculture.gov/meatandpoultry/slaughter_processing.asp))

**Dairy** *Selling Dairy Products at Farmers Market* ([http://www.iowaagriculture.gov/Horticulture\\_and\\_FarmersMarkets/dairyProducts.asp](http://www.iowaagriculture.gov/Horticulture_and_FarmersMarkets/dairyProducts.asp))

#### **Prepared Foods**

- *Iowa Law: Sale of Home-prepared Foods* ([http://www.agmrc.org/media/cms/PM1294\\_F9A1B26AF379B.pdf](http://www.agmrc.org/media/cms/PM1294_F9A1B26AF379B.pdf))
- *Starting a Home-based Food Business in Iowa* (<http://www.extension.iastate.edu/Publications/pm1294.pdf>)
- *Food Stand Operations – What you need to know* (<http://www.extension.iastate.edu/Publications/N3285.pdf>)

**Guttenberg**



**Vendor Form 2017**

**First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone Number** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Fax** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Website** \_\_\_\_\_

I plan on paying the:  **Seasonal fee: \$35.00**     **Daily fee: \$10.00**

I need a space that is  **10' wide (extends back to riverbank)**     **20' wide (extends back to riverbank)**

I would like the same space I had last year  **Yes**     **No (please explain)** \_\_\_\_\_  
\_\_\_\_\_

**Items I plan on selling:**     **Produce**     **Baked Goods**     **Crafts**     **Flowers**     **Jams/Jellies**  
 **Meat**     **Garden Seeds**     **Soaps**     **Honey or Syrup**     **Other (please specify)** \_\_\_\_\_  
\_\_\_\_\_

**Date I plan on beginning to sell:** \_\_\_\_\_

**Other notes or information:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For office use only: Space number: \_\_\_\_\_

**Contact: Emily Sadewasser** ([guttenberg@alpinecom.net](mailto:guttenberg@alpinecom.net) or 563-252-2323)

**\*Fees will be collected BEFORE the market starts. If paying the seasonal fee you must pay the first week of selling OR mail a check to the address below.**

**Please mail this completed form to:**  
**Guttenberg Chamber of Commerce**  
**c/o Farmers Market**  
**323 South River Park Drive**  
**P.O. Box 536**  
**Guttenberg, IA 52052**

**Beginning date for market: May 20, Hours: 8am-12:00pm**