

**2017 Drake Neighborhood Farmers Market  
Des Moines, Iowa  
www.drakefarmersmarket.org  
515-421-8851  
info@drakefarmersmarket.org**

**Vendor Application**

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

**Business Name (if applicable)** \_\_\_\_\_

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

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

**Daytime Phone** \_\_\_\_\_

**Evening Phone** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**Sales Tax Permit Number/Tax ID Number (if applicable)** \_\_\_\_\_

**What will you be selling at the Market? (Check all that apply):**

\_\_\_ Certified Organic Produce

\_\_\_ All -Natural Produce

\_\_\_ Produce

\_\_\_ Flowers

\_\_\_ Baked Goods

\_\_\_ Bedding Plants

\_\_\_ Artwork

\_\_\_ Crafts

\_\_\_ Other (please specify) \_\_\_\_\_

The Drake Neighborhood Farmers Market will be held on:

24<sup>th</sup> St – between Cottage Grove and Drake Park Ave.

**Dates for the 2017 market are:**

**June 1 through October 12, 2017 - every Thursday 4:30PM – 7:30PM.**

**Market Coordinator:** The Market Coordinator may be reached by phone at: 515-421-8851 or by email at: [info@drakefarmersmarket.org](mailto:info@drakefarmersmarket.org)

**Vendor Fees (select one option):**

\_\_\_\_ FULL-Season Vendor: \$200.00 for full season/per 10’x10’ space (\$10/week for 20 weeks) - space assigned for entire season – payment must be received by May 1<sup>st</sup>, 2017

\_\_\_\_ FLEX-Pass Vendor: \$150.00 for any 10 markets/per 10’x10’ space (\$15/week for ANY 10 weeks) - space assigned for entire season after full-season vendors have selected their space – payment must be received by May 1<sup>st</sup>, 2017.

\_\_\_\_ Drop-In Vendor: \$20.00 per week/per 10’x10’ space – first come first served – limited to space available. (Please let us know 3 days before the market you’d like to attend so we can tell the setup crew to reserve a space for you)

**All fees are non-refundable.**

**NOTE: Vendor fees are not charged to nonprofit or service organizations** that do not sell any tangible goods or services.

**Do you participate in the FMNP, the Farmers Market Nutrition Program (formerly called WIC and Senior Checks program)?** Yes \_\_\_\_\_ No \_\_\_\_\_

The Drake Neighborhood Farmers Market would like to continue as a FMNP Certified Farmers Market. Note: Growers who intend to participate for the first time in the FMNP and vendors needing to fulfill the three-year re-training requirement, must attend a mandatory vendor training session and complete an annual Vendor Application and Agreement Form prior to accepting WIC/Senior FMNP checks. The application can be completed before or after the training. For FMNP registration instructions and class times/locations to select which one will work best for you go to:

[http://www.iowaagriculture.gov/Horticulture\\_and\\_FarmersMarkets/pdfs/2017/2017ICNtrainingSchedule.pdf](http://www.iowaagriculture.gov/Horticulture_and_FarmersMarkets/pdfs/2017/2017ICNtrainingSchedule.pdf)

\*\*\*FMNP certification may also be completed via webinar. You are able to attend the webinars from any computer with an internet connection and speakers. For details go to [http://www.iowaagriculture.gov/Horticulture\\_and\\_FarmersMarkets/FMNPvendors.asp](http://www.iowaagriculture.gov/Horticulture_and_FarmersMarkets/FMNPvendors.asp) and click on “FMNP Webinar Training Schedule”.

**Do you participate in the Wireless EBT project (formerly the USDA food stamp program)?** Yes \_\_\_\_\_ No \_\_\_\_\_

## **PLEASE, READ, INITIAL, SIGN AND DATE**

### **MARKET INTENT**

The market is intended to provide an opportunity for individuals to sell approved items that are produced or manufactured by THEM in their garden, farm, or home.

All produce sold must be grown by the farmer OR in the State of Iowa – NO EXCEPTIONS. If another farmer grew the produce you are selling, that farmer's name and Iowa address must be displayed next to those items.

All crafts are to be made by the vendor selling the goods.

**PROOF OF PRODUCE ORIGIN WILL BE REQUIRED UPON REQUEST AND MUST SHOW THAT IT WAS IN FACT GROWN IN THE STATE OF IOWA.**

\_\_\_\_\_ **Vendor Initial**

### **NO EARLY SALES – NO DISCOUNTING**

Market opens on June 1<sup>st</sup> and runs until October 12<sup>th</sup>. Hours of the market are 4:30pm to 7:30pm. The Market Coordinator will give the OK for opening the market; no one is to exchange money before this time. \*\*\*No discounting of products at the end of the market or at any other time during the market. Prices for each item must be clearly displayed.

\_\_\_\_\_ **Vendor Initial**

### **VENDOR SPACES**

Full season vendors will have the same space throughout the season. The Market Coordinator will assign a space at the first market based on when payment and paperwork was received from each vendor. Space changes are made at the discretion of the Market Coordinator. Drop-in vendors will be assigned open spaces on a first come, first served basis. Vendors may begin set-up at 3:30pm. Drop-in vendors must be registered by 4pm. No vendors will be allowed to begin setup after 4:15pm. All vendors must remain in the market area for the duration of the market time unless you are completely sold out of all products or there is an emergency that requires you to leave unexpectedly. Notify the Market Coordinator immediately so that a smooth and safe exit can be orchestrated. Your vendor space will need to be kept clean and free of debris at all times. The use of logo/identification on flags, umbrellas, canopies, displays, signs, and banners thematic to the product and image of the Drake Neighborhood Farmers Market is permissible and encouraged. Vendors are responsible for furnishing all of their own market supplies including tables, canopies, chairs, unused bags, change, and any other supplies needed.

\_\_\_\_\_ **Vendor Initial**

### **LOAD IN – LOAD OUT**

Once you have checked in with the Market Coordinator between 3:30-4pm to confirm your location/space, unloading your market supplies can be done along 24<sup>th</sup> Street as close to your assigned space as possible. Once all supplies are unloaded – please move your vehicle off of 24<sup>th</sup> St. so that other vendors will have space to load in at their booth. Market is closed at 7:30pm and you may move your vehicle from elsewhere to your space on 24<sup>th</sup> St. to load out. All load out activity must be completed by 8:15pm.

\_\_\_\_\_ **Vendor Initial**

### GENERAL MARKET RULES

All produce should be washed and sold in clean, open, food-safe containers. Food items MUST be displayed up off the ground. All food must be sold by measure or count unless weighed on a state inspected scale and packaged in food grade bags. Baked goods, jams, and jellies must be labeled with name, address, phone number, and all ingredients in the product. Floor pricing or dumping of products is illegal and will not be tolerated. Vendors selling taxable items should have a tax permit number. The Market Coordinator should be consulted if any problems arise. Any complaint between vendors made to the Market Coordinator must be accompanied by a check of \$35 made out to Drake Neighborhood Farmers Market. If the complaint has grounds, the check will be returned. If the complaint is found not to have grounds, the check will be deposited into the Drake Neighborhood Farmers Market account. The Market Coordinator's decision will be final. (Please refer to "Frequently Asked Questions on Food Regulations for Small Market Food Producers" and "Iowa Sales Tax on Items Sold at Farmers Markets" for additional information on these topics. Copies are also available from the Market Coordinator).

#### Vendor Initial

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Vendor)

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_

### WAIVER OF RESPONSIBILITY

For any illness, injury, property damage or loss suffered or sustained by me which is in any way associated with my participation in, travel to and from, or other activities associated with the 2017 Drake Neighborhood Farmers Market in Des Moines, Iowa, I do hereby, for myself, my heirs, my administrators and executors, forever WAIVE, RELEASE AND DISCHARGE any and all rights and claims for expenses, damages or other losses which I may have or which may hereafter accrue, against the Drake Neighborhood Farmers Market, their sponsors, officers, directors, employees, agents, successors and assigns.

Signature: \_\_\_\_\_  
(Vendor)

Date \_\_\_\_\_ Address: \_\_\_\_\_

Telephone \_\_\_\_\_

## CONTAMINATION AFFIDAVIT

The undersigned vendor states that all products offered for sale by this vendor at the Drake Neighborhood Farmers Market are free of contamination from chemical residues and bacterial sources.

The undersigned vendor further states that all pesticides used in the production of items offered for sale by this vendor have been applied in accordance with current rules of the U.S. Environmental Protection Agency, U.S. Food and Drug Administration and the Iowa Department of Agriculture.

Signature \_\_\_\_\_

Date \_\_\_\_\_ (Vendor)

***Proof of Liability Insurance must be provided to the Market Coordinator prior to selling any products.***

***The Market Coordinator requests that vendors keep track of sales to anonymously report an estimate of sales each week for all vendors. Information is being collected for future grants and will be reported as a total - not by individual vendors.***

***All vendor booths are required to have at least one English speaker present during Market Hours.***

**Please mail (or scan and email everything except your check) your completed vendor application, including proof of insurance, and check made payable to Drake Neighborhood Farmers Market to:**

**Drake Neighborhood Farmers Market  
994 25<sup>th</sup> St  
Des Moines, IA 50312  
[info@drakefarmersmarket.org](mailto:info@drakefarmersmarket.org)**