



2023 Webster City Market Nights Vendor Application

Market to be held Thursdays in June, July, and August 5:30-7:30PM in May, June, & July

Market opening date: Thursday, June 1st, 2023, Market closing date: August 31st, 2023.

Vendor Name: _____ Date _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Alternate Phone: _____

E-mail: _____

Facebook/Website: _____

Fees:

Homegrown Produce, Baked Goods, Handmade Crafts, Artisan Wares, Nonprofits, Organizations:

_____ \$10 Weekly _____ \$30 Season Pass for 14 June, July, and August Dates

Food Trucks and Ready-to-Eat Hot Foods: Half Price Again! Vendor Discount returns for 2023. The increased application fee is due to food vendors requiring additional stall space and set-up.

_____ \$40 ~~\$20~~ Weekly _____ \$250 ~~\$125~~ for 14 June, July, and August Dates

Products for Sale Point of Origin

WIC Certified Vendor? (Circle One) Yes No Interested in becoming WIC Certified

Agreement of Compliance

As a vendor of the Webster City Market Nights, I have read and understand the rules governing the market and agree to comply with them. I understand that I will forfeit my right to sell if found in noncompliance with the market rules.

The vendor shall agree to hold harmless the city of Webster City, the Webster City Area Chamber of Commerce, and Webster City Market Nights all claims arising under this permit.

Vendors are responsible for obtaining licenses for hazardous food products and meeting State food safety requirements. Vendors shall maintain, at their expense, comprehensive general liability insurance with policy limits not less than a combined single limit for bodily injury, property damage and personal injury liability of \$100,000 per occurrence and \$300,000 aggregate and provide proof of this insurance to the

Webster City Market Nights Management upon request naming the Webster City Chamber and City of Webster City as additional insured. Vendors are responsible for obtaining a State of Iowa Sales Tax Permit and filing proper reports and paying all tax due on taxable sales.

Webster City Market Nights Agreement

PLEASE READ CAREFULLY. YOUR SIGNATURE BELOW IS ACKNOWLEDGEMENT AND AGREEMENT.

- Agrees to read and be responsible for compliance with all the rules and regulations in this application.
- Agrees to indemnify, defend, protect, and hold harmless the sponsors, proprietors of location, and all its associates for any personal injury, loss, or damages to himself/herself or any property loss or damages of any nature suffered by any person caused by the exhibitor. Exhibitor may not assign their application for exhibit space or permit any other person to use part of said space.
- Agrees to hold harmless the sponsors, proprietors of the location, and its associates for any merchandise lost, stolen, or broken.
- Agrees that, should an accident occur with the exhibitor's space caused by the exhibitor's displays, products, or unsafe conditions, the exhibitor will be held liable.
- The exhibitor agrees to save and hold harmless sponsors, proprietors, and all said associates from liability resulting in such accidents. Is responsible for product liability and accurate representation of products offered for sale.
- Vendors will be responsible for their own liability insurance coverage, tables, tents, and other display related items.

Changes this year include a Set-up time from 4:00-5:00 pm. Be ready to sell at 5 pm. We made this change as we felt it was unsafe as early birds came and everyone was not in place. To protect our vendors and customers, we feel this change will be helpful and is necessary. We ask all sales to be wrapped up by 8:00 pm.

The Webster City Area Chamber of Commerce and Webster City Market Nights reserves the right to formulate additional rules and regulations if necessary for the betterment of the show.

Signature: _____

Please return to: **Webster City Area Chamber of Commerce PO Box 310 628 2nd Street Webster City, Iowa 50595**

To ensure you are included on all market publications, please return no later than May 19th, 2023. Applications will be accepted all season, but after the deadline, the market cannot guarantee vendors will be included in market promotional materials, which will be finalized early in the season. Thank you!

2023 Webster City Market Nights Guidelines

MISSION STATEMENT: The Webster City Market Nights offers locally grown and crafted products in addition to merchandise from locally owned businesses. The purpose of the market is to connect customers directly with the person who sells the products in a fun, casual environment and to provide community wide support of local businesses. The market is open to vendors with home grown and locally made or grown crafts, items, baked goods, produce and more. Market Nights will also be open to retailers in the Webster City Area.

Guidelines:

- Applications to vend at the Market Nights should be completed in advance and returned to:

Webster City Area Chamber of Commerce at PO Box 310 Webster City, IA 50595 Applications must be turned in prior to a vendor setting up a table at the market.

- Applicants working with a produce distributor will not be considered.

- One vendor stall measure approximately 10'x10' wide.

- ***Market Nights will begin at 5:30. In 2022, many shoppers entered the market area earlier. For the safety of our patrons, vendors should be sale ready, and all loading vehicles removed by 5PM***

Participants should bring enough product to last the whole evening or until the end of the market.

Vehicles may not leave the market area until 7:30 p.m., unless there are extenuating circumstances. This is done to ensure the safety and welfare of customers and the other vendors. ***All market sales and exchanges must cease by 8PM.***

- ***The safety and welfare of our customers and other vendors requires Market Night participants to have their vehicle in place 30 minutes prior to the market opening.*** Vehicles arriving after that time must wait at the Market entrance for a Market committee member. The Market committee reserves the right to reassign late arrivals to an alternate space.

- Vendors are allowed one vehicle on site. Additional vendor vehicles should park outside of the barricades.

- Craftsmen and artists may sell their own good quality, handmade non-commercial handicrafts and artwork at the market.

- Pricing, tables, chairs, change, bags are to be provided by vendors.
- The vendor must supply his/her own equipment, supplies and materials, such as tables and boards from which to sell their products. All items for sale must be visibly marked for prices. All vendors must supply sacks or other containers for product sales.
- Stall areas must be kept tidy throughout each market and must be left clean at the end of the market day.
- No abusive language, firearms, weapons, outside alcoholic beverages, or drugs will be allowed in the market. Anyone disturbing the peace will be asked to leave.
- Complaints against any participant in the Webster City Market Nights must be filed in writing to the Market committee. Violators of market rules may be subject to disciplinary action.
- No pets, birds, or animals are permitted in the market area where food is sold, except as provided in Chapter 216c.4 of the Iowa Code. “Every blind or partially blind and persons with physical disabilities shall have the right to be accompanied by a guide dog, under control and especially trained for the purpose, in any public space.
- Vendors must obtain necessary permits/certificates to sell the following items:
 - o Honey, poultry, eggs, meat, wine/ brewed beverages, wild morel mushrooms, salsa-shelf stable
 - o It is the 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.
- No auction items are allowed nor is buying from a source and re-selling.
- The market stresses cooperation and not competition. Disputes are to be resolved respectfully.
- Vendors are responsible for getting their own WIC and Senior coupon permits and other applicable permits.
- Jams, jellies, and baked goods MUST be labeled with ingredients, vendor name and contact information.
- Baked goods must be covered up off the ground.
- Smoking is forbidden at the market.
- The Webster City Market Nights is a weather-permitting event. Market committee is in constant

communication with local authorities and takes the safety of our patrons and our vendors serious. The market will close in the case of severe weather (i.e., thunder, lightning, tornadoes/heavy winds/hail). Should the market close, vendors will be notified by the Market committee as soon as possible and will be provided directions for safety. No refunds will be provided to any vendor and no additional farmer's market dates will be rescheduled. Vendors are permitted to pack their product at any time to maintain quality and safety. Vendors who pack their product are not permitted to move their vehicle until the close of the market.

- No live animals can be sold at the market. Vendors are not permitted to have pets with them at the market. Exceptions to this policy are made for service animals.
- Vendors are permitted to play music that can be heard within their booths but reasonable volume levels must be maintained.
- Vendors are permitted to use generators not exceeding 70 decibels when in full operation at the discretion of the Market committee. All efforts should be made to place generators away from patrons. Please look for buildings, alleys, or parking slots that will muffle the sound.
- All vendors are expected to follow the Farmers Market Requirements from Inspections & Appeals Food & Consumer Safety Bureau (attached here).

VENDORS SELLING DIRECTLY TO THE PUBLIC MUST DO SO IN ACCORDANCE WITH THE CITY, COUNTY AND STATE REGULATIONS.

FARMERS MARKETS REQUIREMENTS FROM INSPECTIONS AND APPEALS FOOD AND CONSUMER SAFETY BUREAU

For licensing requirements contained in this document to be applicable a market must meet the statutory definition of a Farmers Market set forth in 137F.

"Farmers Market" means a marketplace which operates seasonally principally as a common market for fresh fruits and vegetables on a retail basis for the off-the-premises consumption.

The following products may be sold at a farmers' market to consumer customers without being licensed as a food establishment at the market location:

1. Fresh fruits and vegetables which are whole and uncut

2. Bakery products which are not potentially hazardous. These products include only the following items: breads, cakes, doughnuts, pastries, buns, rolls, cookies, biscuits, and pies (except meat pies).

The following products are examples of bakery products that are potentially hazardous and cannot be sold at farmers market without a license: soft pies, custard filled products and cream filled products.

3. Fresh Shell Eggs that are kept at 45 F or below (ambient temperature)

4. Honey (products containing honey would have to be individually evaluated)

5. 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 21 CFR Part 150 are exempt from licensing)

The following products may not be sold at a farmers' market without appropriate licensing from local, state or federal

authorities:

1. Potentially hazardous food products (foods that require temperature control), which include meat, poultry, dairy products.
2. With the sole exception of jams and jellies meeting the Standard of Identity for jams and jellies specified in 21 CFR Part 150, no "home style" 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))
3. Wild Morel Mushrooms

What type of licenses are honored to sell potentially hazardous foods at farmers market?

1. Farmers Market Potentially Hazardous Food License

- a. A separate license is required for each county in which a vendor sells food.
- b. The license is only valid at farmers markets.
- c. If the vendor operates two or more stands simultaneously, a separate license is required for each unit.

2. Mobile Food License

3. Temporary Food License

4. Canned goods, except jams and jellies, must be from a licensed food processing plant. (Only jams and jellies that meet the Standard of Identity for jams and jellies specified in 21 CFR Part 150 are exempt from licensing)

What type of wild mushrooms can be sold at a farmers' market and what are the requirements for selling wild mushrooms?

Wild Morel mushrooms can ONLY be sold at a farmers' market if all of the following criteria are met.

1. Each Morel mushroom must be inspected and found to be safe by a "certified Morel mushroom identification expert".
2. The seller of the Morel mushrooms must keep a record for 90 days from the date the mushrooms were purchased following information.
 - a. The name, address, and telephone number of the certified Morel mushroom expert.
 - b. A copy of the Morel mushroom identification expert's certificate of successful completion of the course, containing the date of completion; and
 - c. The quantity of the Morel mushrooms purchased, and the date (s) purchased.
3. The seller must obtain a farmers' market potentially hazardous food license or a mobile food license.
4. A Consumer Advisory shall inform consumers by brochures, deli case or menu advisories, label statements, table tents, placards, or other effective written means that wild mushrooms should be thoroughly cooked and may cause allergic reactions or other effects.
5. Iowa State University offers the Morel Mushroom Certification course each spring.

Labeling Requirements

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 using a placard. The following food products are considered major allergens: Peanuts, Soybeans (not refined soybean oil), Milk, Eggs, Fish, Crustacean (crab, lobster, or shrimp), Tree Nuts (almonds, pecans, or walnuts) & Wheat.

Food that is prepared in licensed food establishments or food processing plants must be labeled at a minimum with the following information:

1. Product name
2. A list of ingredients in order of predominance (by weight). If the product has a standard of identity in the Code of Federal Regulations, it must conform to that standard.
3. Name and address of the manufacturer, packer, and distributor. Unless the name given is the actual manufacturer, it must be accompanied by a phrase which states the product is: "manufactured for" or "Distributed by".
4. Net weight or volume
5. Allergen information

6. Nutrition labeling information is required unless exempt. Exemptions may be found on the FDA website.

www.fda.gov

Other regulations

The requirements outlined in this document relate only to Iowa licensing and inspections. Individual products may also

be subject to FDA regulations. To determine if FDA regulations are applicable contact David Arvelo, FDA's Small Business

Representative, at david.arvelo@fda.hhs.gov or visit the FDA website.