



### 2024 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 6<sup>th</sup>, 2024, Market closing date: August 29<sup>th</sup>, 2024  
\*\*No Market on July 4<sup>th</sup>\*\*

Name: \_\_\_\_\_ Date \_\_\_\_\_  
Vendor Business Name: \_\_\_\_\_  
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 12 weeks or \*NEW\* \_\_\_\_\_ \$50 Preferred Spot (same space for all 12 evenings for each of the Thursday nights in June, July, and August Cash/Check/Online payment

**Food Trucks and Ready-to-Eat Hot Foods:** The increased application fee is due to food vendors requiring additional stall space. No electricity provided- bring your generator. Thanks 😊  
\_\_\_\_\_ \$20 Weekly

**\*\*Please put a check mark by dates you are coming (if paying the weekly fee and not coming each week or having the Season Pass) \*\***

June 6 \_\_\_ June 13<sup>th</sup> \_\_\_ June 20<sup>th</sup> \_\_\_ June 27<sup>th</sup> \_\_\_ July 11<sup>th</sup> \_\_\_ July 18<sup>th</sup> \_\_\_ July 25<sup>th</sup> \_\_\_ August 1<sup>st</sup> \_\_\_  
August 8<sup>th</sup> \_\_\_ August 15<sup>th</sup> \_\_\_ August 22<sup>nd</sup> \_\_\_ August 29<sup>th</sup> \_\_\_ \*\*

**Vendor Meeting: Tuesday, April 30<sup>th</sup> from 5:30-6:30 at the Chamber office, located at 628 Second Street, Webster City, IA 50595**

**Products for Sale: Please tell us, so we can share when Marketing.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WIC/SNAP Certified Vendor?** (Circle One) Yes No Interested in becoming WIC/SNAP 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. I understand it is vital to the Market that all vendors can join us, to keep the Market looking full and appealing! Please find a way to utilize your 10-foot section so it looks full and inviting with clearly labeled and priced items.

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, obtaining a State of Iowa Sales Tax Permit, filing, and paying taxes due. 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. 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. The 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 display items.

**To ensure you are included in all market publications, please return this no later than Friday, May 10th.** 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. When it comes to duplicating vendors for food trucks, we will have a rotation for the available vendors serving the same type of food, so we do not have 2 of the same food vendors during the same week. We try to rotate a variety throughout the summer. The schedule is at the discretion of the Chamber office, and you will be contacted by the Chamber for dates that will be available. Please mark the dates at the top of the paper, if you can only do a certain number of weeks. Thank you for understanding, so we can keep the food options changing and excited for the residents of Webster City!

## **2024 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.
- **One vendor stall measure approximately 10'x10' wide.**
  - ***Market Nights employee will greet you and have the streets secured for unloading from 4-5 p.m. Your vehicle then needs to be moved to a parking space. For the safety of our patrons, vendors should be sale ready, and all loading vehicles removed by 5PM. The market is scheduled to start at 5:30, but many come early. All market sales and exchanges must cease by 8PM.*** Participants should bring enough products to last the whole evening or until the end of the market. **Vehicles may not come into the market area until the barricade is moved anytime from 7:30 pm-8 p.m., when pedestrians clear the street area.** This is done to ensure the safety and welfare of customers and the other vendors. **Vehicles arriving after that time must wait at the Market entrance for a Market/committee member to move the barricades.**
  - **The Market committee reserves the right to reassign late arrivals to an alternate space.**
  - ***If you need electricity, please plan on bringing a generator, as we have limited access to electricity during Market Nights. Thank- you for your cooperation!***
  - **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 when done.
- 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.
- 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 bring their

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).

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