2019 College Hill Farmers Market Guidelines

The College Hill Farmers Market’s mission is to provide an enjoyable environment where customers can find quality, local products and provide economic opportunity for local vendors.

The College Hill Farmers Market reserves the right to approve, refuse, & limit products sold at the farmers market. While exclusivity does not exist, a limited number of vendors will be selected to sell non-produce items. The market board reviews applications based on the entire range of products sold at the market. All applications will be reviewed based on their products, previous commitment, attendance, and conduct. New vendors are not selected on a first-come, first-serve basis, but on the basis of what the College Hill Farmers Market needs to keep it fresh, interesting for the visitors, and profitable for our vendors.

Hours and Days of Operation
-The Market will be open Thursdays from 4pm- 6pm beginning June 6th and ending October 31st. The Market is located in the parking lot north of the Octopus at the intersection of College Street and W 22nd Street.

Vendor Arrival Time and Supplies
-Vendors may arrive at 3 p.m. to start sending up their stands. All vendors must be in their spots by 3:45 p.m. No vehicles allowed in or out of the market area at 3:45 p.m. or later due safety concerns for market customers. The market starts at 4pm and no sales can occur before that time.
-Vendors must bring with them all supplies needed to operate their stand (examples: tables, chairs, pop up tents, etc.)

Street Markets on College Hill Street
-There may be street markets held throughout the season. You will be notified of these dates in advance. These markets will not be held in the parking lot but on College Street between 22nd and 23rd Street. When arriving on these days vendors will be parked based on time of arrival and not guaranteed a particular spot. You must enter the market from 22nd Street (near the parking lot next to Octopus) on these market days. Please note there is an incline on the street so adjust your display as needed.

Market Fees
-Vendor fees are $75 per stall for the entire season (June 1-October 26). Daily rates for occasional vendors will be $25 if space is available.

How do I become a Vendor?
1. You must complete an application and sign the vendor agreement by March 1st (February 15th for returning vendors). If you are a new vendor, do not send payment until accepted into the market.
2. A market board reviews the applications and selects vendors based on product, as well as previous commitment, attendance, and conduct. All applicants will be notified no later than April 1st.
3. If you are accepted into the market you must provide proof of liability insurance and payment by April 15th to guarantee your vendor space at the market.

Vendor Space (Stall Assignments)
-Vendor stall assignments will be given according to seniority and full-time vendors will be given priority stalls. Previous vendors will be given the option to keep their stall. Final authority for assigning stalls rests with the market manager. There are only 12 stalls available.
-Vendor spaces may not be sublet without the written permission of the market manager.
- Vendors must notify the market manager no later than 8 a.m. Monday morning by phone (leave a message) or email if they plan to miss the farmers market that week. Vendors who violate this rule more than three times may be permanently dismissed from the Market.
- Vendor stands will remain open until the Market closes at 6 pm. Leaving early may endanger the safety of customers. Vendors must vacate the market no later than 6:30pm.
- Vendors are responsible for cleaning up their stalls before they leave (no food waste, packaging, or litter should be left behind).

**Liability Insurance and Permits**
- Vendors are required to show proof of liability insurance.
- Vendors are responsible for obtaining any necessary license and permits to sell their products.
- Vendors are responsible for a sales tax permit from the Iowa Department of Revenue if selling products that are taxable. In general, fruits, vegetables, and bakery are not taxable while crafts, plants, and flowers are taxable.
- Only state certified scales are allowed at the market.
- Vendors cannot claim produce as organic unless they have a state organic certificate.

**Products**
- Vendors may sell only those items noted on their applications. Any additional products must be approved by the market manager prior to market day.
- Vendors may only sell items that have been raised, prepared, or produced by the vendor or their family in Black Hawk County or adjacent counties to Black Hawk. They may be sold by an employee hired by your farm business.
- Vendors must comply with all Federal and State regulations. You are responsible for all license & inspections. You must have those license and permits with you at the market. You must provide the market with a copy of those license and permits.
- Vendors may offer for sale articles for human consumption, such as fruits vegetables, berries, baked goods, honey, and non-edible handicrafts, pottery, woodworking products or household plants and cut flowers.
- Processed goods must meet state law and Department of Agriculture rules.
- All produce must be clean. Vehicles used for transportation and sale of produce must also be kept clean.
- All plant and vegetable items sold at market may be purchased as cuttings or plugs, but must be grown by the seller for a period of four weeks before sale at market.
- Vendors must label all baked goods including their source and phone number of the preparer, the ingredients, and the name of the product. No items purchased pre-made are allowed.
- Craft persons and artists may sell their own, good quality, home crafted noncommercial handicrafts and artwork. No antiques or flea-market items are allowed.

**Required Vendor Performance**
- No smoking is allowed by vendors.
- Vendors may not be bring animals or pets to the market.
- Vendors may attract attention to their products only in a manner that doesn’t disturb neighboring vendors.
- No abusive language, firearms, weapons, alcoholic beverages or drugs will be allowed in the market. Anyone disturbing the peace will be asked to leave.

**Market Management**
- The market manager and assistant market manager have control over the market area and activities taking place within it. The market manager and assistant market manager will enforce the market rules and regulations.
Written complaints may be filed against a vendor for violation of any of the market rules. 
Violation of the market rules may be ground for dismissal.