

Thank you for your interest in becoming a vendor at the 2020 Local Food & Film Festival. Below you will find information on how to become a vendor and other necessary information for the day. We have changed a few things so please read carefully.

What can you provide at your booth?

- Written materials and displays about your farm, products, and/or organization.
- Food and/or drink samples. The **product classification guidelines** below will help you determine if you need a temporary food stand license through Black Hawk County Public Health. If you have questions please contact unilocalfood@gmail.com.
- You can sell local products made or grown by you at the event.

How to become a vendor:

- Complete the online application.

https://docs.google.com/forms/d/e/1FAIpQLSeXc8em3saJB5earKrENR5Cj2bOd2C4FszqU4fplo_htWCHpQ/viewform?usp=sf_link

Schedule for the Day

8:30-9:30 a.m. Vendor Set-up (Volunteers available to assist.) Please allow enough time to drop off your items, park your vehicle at a nearby parking lot, and set up your vendor table.

9:30-9:50 a.m. Visit other vendor's booths and browse the Hearst Center!

10 a.m. to 1 p.m. Local food & non-profit vendors
(Meet local producers, non-profit vendors, & purchase local food.)

11 a.m. to noon Garden Class: Food Preservation presented by ISUEO Master Gardeners

11 a.m. to 1 p.m. lunch available for purchase from Corn Crib Creations

1 p.m. to 3 p.m. Film: Overload: America's Toxic Love Story and discussion
<http://overloadfilm.com/> followed by discussion

(The film is upstairs and vendors will start tearing down while the film starts. Volunteers are available to assist. Feel free to join us for the film when you are done tearing down your vendor area.)

Prizes for the Event

This year there will be a prize box at each vendor booth for door prizes, along with slips to use for information. Please draw for your prize or prizes immediately following the event before packing up your table. Event coordinators will come around and pick up the prizes and the winners at the end of the event.

UNI Local Food Program staff and Hearst Center staff will contact winners and allow them to pick them up at the Hearst Center if they cannot be mailed.

Take the slips with you for business use. Leave the boxes at the vendor table. We will collect them at the end. We'd like to re-use these boxes.

Table Arrangements and Set-Up:

1. A map will be created and you will be assigned a table at the event.
2. Each booth includes one six-foot table and two chairs. Additional chairs may be available, but you are encouraged to stand and be approachable to participants.

Tips for Interacting with participants; (from the UNI Non-profit Leadership Alliance)

1. Stand-up, move around, and be approachable: Don't remain seated or stand with your arms crossed. Having open body language will ensure good participation from those attending the event.
2. Prizes: Provide an incentive for the participant to stop by your table. Display your prize box and prizes.
3. Don't hesitate to approach passing participants and introduce yourself.

Product Classification for the Local Food & Film Festival

The following products may be **sold** without being licensed as a food establishment at the event. However, providing **samples** may require a temporary food stand license through Black Hawk County Public Health. The Committee will work with you and the health inspector.

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 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 or sampled at the Local Food and Film festival without appropriate licensing from the Black Hawk County Public Health department.

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 (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 the Local Food & Film Festival?

Temporary Food Stand Application

<http://ia-blackhawkcounty.civicplus.com/279/Food-Inspections>)

Please reach out if you have questions. We can connect you with the Health Department.

unilocalfood@gmail.com

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.