



Walcott Farmer's Market Rules and Regulations 2012

The Walcott Farmer's Market is sponsored by the Walcott Chamber of Commerce

Please review the general rules for Farmer's Market Vendors. The Vendor Application and Agreement is at the end of this document. Please mail your complete and signed application to Walcott Farmer's Market, 402 Michelle Lane, Walcott, IA, 52773. You will be notified by the Market Coordinator by phone or email to confirm approval of your application within 14 days.

CONTACT INFORMATION

For more information, please call Jody at (319) 241-0966, or Michelle at (563) 506-2061, or email walcottfarmersmarket@gmail.com.

HOURS OF OPERATION

The Market is a seasonal, weekly outdoor event that will be located at the city's central lumberyard lot. The market will be held on **Thursdays, from 5:00-7:00PM, starting on June 21st, 2012**. The market will not occur on holidays.

MISSION STATEMENT

Our mission is to provide a venue where area farmers, producers, crafters and artisans will come together to bring their homegrown or handmade goods directly to the families of Walcott. This is also an opportunity to educate consumers of the many uses and benefits of local foods and crafts, to enhance quality of life for vendors and consumers through social interaction, and provide regional vendors an opportunity to promote their businesses.

STALL FEES

Fees are \$5 per vendor, per event, per stall. Stall fees may be paid by cash or check payable to the Walcott Chamber of Commerce.

QUESTIONS

For any questions or concerns during farmers market hours, contact the Market Coordinator on duty. The Market Coordinator will be on site at each market and will have a booth labeled as “Market Coordinator.”

REGISTRATION & PAYMENT

Vendors will be required to complete the application, including signing Vendor Agreement (on application), and pay the fee of \$5, per day, before being allowed to sell at the market. You can find a link to the vendor application on the City of Walcott website <http://www.cityofwalcott.com>, email walcottfarmersmarket@gmail.com, or call Jody (319) 241-0966, or Michelle at (563) 506-2061 to have an application sent to you.

MARKET RULES AND REGULATIONS

Failure to comply with the following rules or the authorized directions of the Market Coordinator will result in the loss of the vendor's privilege to sell at the Farmers Market. Thank you for your cooperation.

RULES FOR PRODUCTS

The Walcott Farmer’s Market has a handmade, home-grown, or handcrafted policy. Vendors may sell only products that are *approved* items. Approved items are homegrown, hand baked, handcrafted, or handmade by the Vendor or Vendor’s friend/family member. The following list explains what items are approvable, and which items are not.

A: Approved Items

The following items are **approved** for sale at the Market and **do not require a license**:

- a. Fresh fruits and vegetables.
- b. Baked goods: breads, cakes, doughnuts, pastries, buns, rolls, cookies, biscuits, and pies.
- c. Dried/dehydrated fruits and vegetables plus dry ingredients in a container if shelf-stable and non-hazardous.
- d. Meats and poultry.
- e. Flowers and plants
- f. Arts & Handicrafts: Clothing, purses, candles, pottery, paintings, art, knits, jewelry, refurbished home interior/furniture goods. Please note: all handicrafts must be handmade by the vendor, a relative, or friend.

If you have questions about whether your items qualify, please check with the Market Coordinator. The Market respectfully requests that you not sell items containing violent, defamatory, profane, obscene, or sexually explicit language or pictures, at the market. Thank you!

B. Restricted Items

To protect the health and safety of Market patrons, the following products may only be sold at the Farmers Market with **appropriate licensing** from local, state, or federal authorities:

- a. *Potentially hazardous food* products (foods that require temperature control), which include meat, poultry, dairy products.
- b. With the exception of jams and jellies, 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).
- c. Wild Morel mushrooms
- d. Alcoholic beverages.

IF you have one of the following licenses, you may sell *potentially hazardous foods* at the Farmers Market:

1. Farmer’s Market Potentially Hazardous Food License.
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).
5. Alcoholic Beverages License (visit <http://www.iowaabd.com/alcohol/licensees/licensing> for more information on obtaining a permit).

Wild mushrooms can be sold at a Farmers Market only if the following requirement have been met:

1. Each Morel mushroom must be inspected and found to be safe by a “certified Morel mushroom identification expert”.
2. The seller must obtain a Farmers Market Potentially Hazardous Food License or a Mobile Food License.
3. 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.
4. 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.
- c. The quantity of the Morel mushrooms purchased and the date(s) purchased;
4. Iowa State University offers the Morel Mushroom Certification course each spring.

C. Labeling Requirements

1. All food must be labeled with the common name of the food and the name and address of the person who prepared the food.
2. Allergen information needs to be declared on the label or by the use of a placard.
 - a. 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.
3. Food that is prepared in licensed food establishments or food processing plants must be labeled at a minimum with the following information:
 - a. Product name.
 - b. 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.
 - c. Name and address of the manufacturer, packer or 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."
 - d. Net weight or volume.
 - e. Allergen information.
 - f. Nutrition labeling information is required unless exempt. Exemptions may be found on the FDA website. www.fda.gov.

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's website.

D. Additional Food safety & handling requirements

- a. Baked goods must be completely wrapped, covered, bagged, or boxed.
- b. Eggs – must be refrigerated at 45° or below.
- c. Honey (needs to appropriately labeled)

Please contact the appropriate licensing body if you have any questions regarding the above restricted or prohibited items.

Scott County Department of Health
600 W. 4th St.
Davenport, Iowa 52801-1030
Phone: (563) 326-8618
Fax: (563) 326-8774

or

Iowa Alcoholic Beverages Division
1918 SE Hulsizer Rd.
Ankeny, IA 50021
Toll Free 866-469-2223

E. Licenses and Permits

It is the responsibility of the vendor to obtain and provide to the Market Coordinator copies of all licenses and permits required for the sale of the vendor's products at the market. The Iowa Department of Inspections and Appeals controls and regulates items that may be offered for sale at farmers market. Questions should be directed to:

Iowa Department of Inspections and Appeals Food & Consumer Safety Bureau
Lucas State Office Building
321 East 12th Street Des Moines, IA 50319-0083
Telephone: 515/281-6538
Fax: 515/281-3291

F. Samples

To protect the health and safety of market patrons, all samples offered by vendors must meet the following requirements:

- Unlicensed vendors (vendors who sell food items that are not required to be prepared in a licensed kitchen) may give away free samples of bread, cut fruit, cut vegetables, beverages, etc., without any regulation from the health department. It is required that these vendors have a hand-washing station set up so that they are not contaminating the food products with their bare hands.
- Licensed Farmers Market Vendors who handle food cannot touch food that is ready to be consumed with their bare hands. They must use utensils, deli tissues, or gloves to prevent bare hand contact with ready to eat foods and must have a hand washing station present at their stall. Please do not handle food with the same hand that you are handling money.
- A Simple Hand Washing Station: You may use an insulated beverage cooler placed on a table or other stable structure behind you. The hand washing station is meant for vendor use only, not for customer use. The spout of the cooler needs to hang over the edge of the table. Place paper towels on one side of the cooler and hand soap on the other side. Place a bucket underneath the cooler's spigot/spout to catch any water that falls while washing your hands.

The water in the cooler should be maintained at 100° F. Hand sanitizers do NOT qualify as a hand washing station.

- Product Temperature: the vendor is responsible for monitoring and maintaining proper temperatures in according with health codes. Vendors who sell foods that must be kept refrigerated or frozen must have an accurate thermometer at the market.

G. VENDOR GUIDELINES

1. Stall Occupancy: Vendors may occupy their stalls any time after 4 p.m. to prepare for set-up.
2. Equipment: Vendors shall furnish their own equipment necessary for the particular market they are attending (tables, chairs, extension cords, signs, tape, decorations, tents/canopies, etc.).
3. Clean-Up: All vendors are responsible for the property and complete cleanup of and litter in and around their stalls.
4. Electricity: Please let us know on the Vendor Application if you need electricity. A limited amount of electrical outlets *may* be available for Vendors on a first come/first serve basis.
5. Taxes: Each vendor is responsible for filing state sales tax statements where applicable. Vendors may obtain an annual permit on-line at www.state.ia.us/tax.
6. Insurance: Vendors are highly encouraged have their own personal liability and product liability insurance. Please check with your insurance agent, as many homeowner policies may already cover your business, or can easily be modified to cover your businesses at little additional expense. Concession vendors are *required* to have insurance.
7. Pets: For health and safety reasons, vendors are not allowed to bring pets into the Market. The sale or giving away of animals at the market is prohibited.
8. Smoking: The Farmers Market is a no smoking area.
9. Fumes: The running of vehicles or generators are not permitted during the market.
10. Noise: No loud or disturbing noises shall be made or action taken on the grounds which will interfere with the rights, comfort, or convenience of other vendors or the public. No vendor shall play, or allow to be played any radio or other sound instrument at a sound level which may annoy or disturb other vendors.
11. Department of Health: Vendors and their employees are responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing production, display distribution, sampling, and sale of their products.
13. Please contact the Department of Health with any questions you may have: Scott County Department of Health, 600 W. 4th St., Davenport, Iowa 52801-1030, Phone: (563) 326-8618.

HOT FOOD/CONCESSION VENDORS

1. Insurance: Grilling Vendors are required to obtain insurance in a reasonable amount necessary to minimize risk of harm to persons and property based on the intended use. Vendors are responsible for obtaining insurance for vending hot foods at the Market.

2. Menu: Because food vendors are selected based on product, the food vendor shall offer for sale those products that have been approved by the Market Coordinator on the food vendor's application. A concession vendor will list all products to be sold on their market registration. It is expected that a concession vendor will use 25% of raw ingredients that are grown locally (preferably from market vendors).

3. Clean-Up: It is the responsibility of each grilling vendor to be especially diligent in protecting the surface in his or her stall space. It is also the responsibility of the vendor to clean any surface that is unprotected on that same market day. The easiest way to protect the surface from damage is to lay down a protective ground cover such as cardboard, plastic or rubber mats. It is best to cover the entire surface of your stall space. Grilling vendors are responsible for keeping their space attractive during market hours and for cleaning up their space

H. ENFORCEMENT PROCEDURES

1. All rules of the market are enforced by the Market Coordinator or his/her designee, who has ultimate on-site authority. Complaints or problems should be directed to the Market Coordinator in a timely manner.

2. If a vendor does not abide by the rules of the Market, the Market Coordinator or designee may take any action deemed appropriate, including revoking the vendor from selling at the market for that day and any future market days.

3. The Market Management reserves the right to make exception to these ICFM rules and guidelines at its discretion.

SEVERE WEATHER PLAN:

In cases of confirmed severe weather and tornadoes, the weather alert sirens will sound. The Market Master will encourage vendors and shoppers to take shelter inside the Coliseum.



Walcott Farmer's Market Application 2012

The Market begins June 21st, 2012 and will be held every Thursday from 5-7:00PM

Business/Farm Name:

Your Name:

Address 1:

Address 2:

City:

State:

Zip:

Phone Number :

Home:

Cell:

Email:

Type of Vendor:

- Agricultural
- Craft
- Prepared Food

Product Information (check all that apply):

- | | | | |
|--|--------------------------------------|--|--|
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Meat | <input type="checkbox"/> Paste/Sauces | <input type="checkbox"/> Jams/Jellies |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Clothing | <input type="checkbox"/> Dried Flowers,
Wreaths | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Prepared Food | <input type="checkbox"/> Painting | <input type="checkbox"/> Pottery | <input type="checkbox"/> Knits, Yarns, Sewing,
Quilting |
| <input type="checkbox"/> Syrups | <input type="checkbox"/> Photography | <input type="checkbox"/> Eggs | <input type="checkbox"/> Prepared Food |
| <input type="checkbox"/> Oils, Salads,
Condiments | <input type="checkbox"/> Art | <input type="checkbox"/> Baskets | <input type="checkbox"/> Fresh
Fruit/Vegetables |

Other items (please describe):

See other side →

I have read and agree to comply with the Walcott Farmer's Market Rules and Regulations 2012

Signature: _____

If you have any questions at all, please contact the Market Coordinators:

**Jody (319) 241-0966, or Michelle (563) 506-2061
or email: walcottfarmersmarket@gmail.com**

Applications are due by June 10th, 2012

Checklist:

- ✓ Completed and signed application
- ✓ Copies of licenses related to the sale of your product (if applicable)
- ✓ Insurance is highly recommended for everyone. Copies of Insurance, if applicable (contact your insurance agent, it may be attached to homeowner's policy).
- ✓ Payment (\$5.00 per day you plan to attend, per vendor, per table) due on day of the market.

Mail to:

Walcott Farmer's Market
402 Michelle Lane
Walcott, Iowa 52773

LOOKING FORWARD TO A WONDERFUL SEASON!