



Uptown Marion Market
Fall Marion Market
Marion, IA

2024 Vendor Handbook



As of 1/2/24

Table of Contents

Vendor Guide	3-18
Operations (hours, location, fees)	3-8
Power of Produce	9
Vendor Product Definitions	11
Licensing and Insurance Requirements	12-13
Public Health Protocols	14
Set-Up / Tear-Down Policy	15
Additional Rules & Regulations	16
Severe Weather Policy	17

Market Contact Information

The Uptown Marion Market and Fall Marion Market are presented by the Marion Chamber of Commerce and Uptown Marion Main Street. Thank you to our Platinum Community Partners for making this event possible: Farmers State Bank, ImOn Communications, MercyCare Community Physicians, and Summit Pointe Senior Living, and Z102.9.

Market Staff

Tami Schlamp	Jill Ackerman
Director of Member Services	President

Address

Marion Chamber of Commerce
1070 7th Avenue
Marion, IA 52302

Marion Chamber Office Phone

319-377-6316 or
319-743-4723 – Tami direct office
319-360-4407 – Tami mobile

After Hours

Vendors experiencing issues on Friday after 4:00 p.m. or Saturday morning of markets may reach market staff outside of normal business hours at the following phone number:
319-360-4407

Email

tami@marioncc.org

Website

www.marioncc.org

FarmSpread Application

farmspread.com

Uptown Marion Market Hours of Operation

Uptown Marion Market is the 2nd Saturday each month – June, July and August. Last Saturday in Sept.

Dates

June 8

July 13

August 10

September 28 Fall Marion Market

Hours

8:00 – Noon

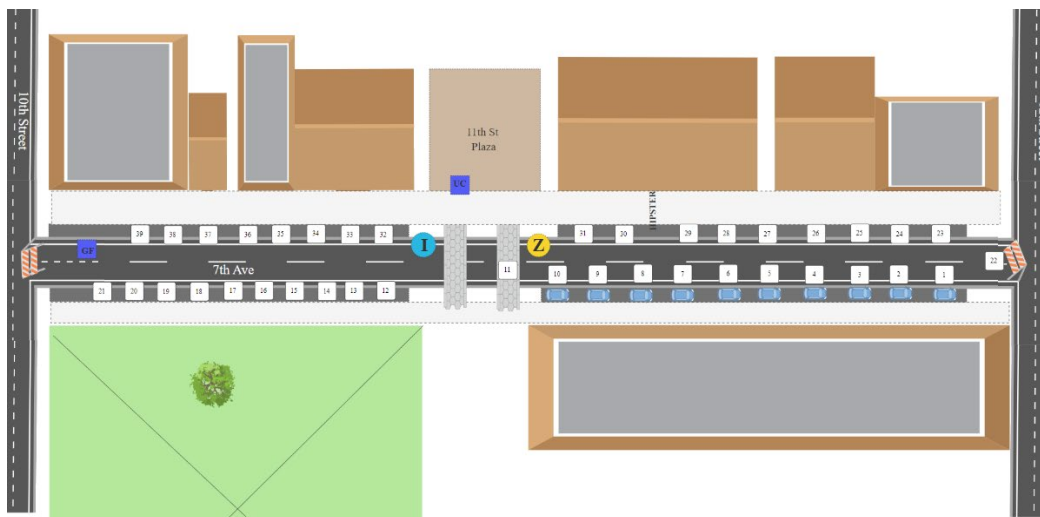
Location

7th Avenue, Uptown Marion

Market Location

The 2024 Uptown Marion Market is being planned entirely on 7th Avenue. This year City Square Park will undergo construction of the Central Plaza along with updates to the Depot. Construction will impact all areas of the park at some point. Phasing of the project has not been determined as of January 2024. We will work to utilize parts of the green space for programming if /when it's available but will not make plans to place vendors in that area.

More details and map coming soon.



Stall Fees

One stall per vendor. Stall assignments will be made and communicated by April 26. Some stalls will include vehicle space. Vendors requesting vehicle space will be required to give vehicle and/or trailer size on the application and provide explanation. Every effort will be made to accommodate vehicles, but first priority will be given to produce vendors. All other stalls will have easy, drive up and unload access. Anyone requesting early access should do so on the application. Parking will be made available for vendors at City Hall (1225 6th Ave) or the former library site if it's available. You are also welcome to locate elsewhere.

The Uptown Marion Market continues to be a lease only market, which means vendors must commit to all three market dates. All vendors will be assigned a specific stall number for the entire season.

Uptown Marion Market Stall Fees for 2024 Season

Stall Details	Stall Size	Description	Stall Fees
Stall w/vehicle	~ 18 wide x 18 deep with vehicle	Stall is adjacent to vehicle in market footprint	\$90
Street Stall no vehicle	~12 wide x 12 deep	Stalls are set back-to-back down the center of the 7 th Ave. Vehicle access to load-in and load-out only.	\$90

Uptown Marion Market Single Date Stall Fees

Please Note: Priority will be given to full-season vendors. Consideration will be made for single date participation, if space allows.

Stall Details	Stall Size	Description	Stall Fees
Stall w/vehicle	~ 18 wide x 18 deep with vehicle	Stall is adjacent to vehicle in market footprint	\$30
Street Stall no vehicle	~12 wide x 12 deep	Stalls are set back-to-back down the center of the 7 th Ave. Vehicle access to load-in and load-out only.	\$30

Fall Marion Market Stall Fees (September 30)

Vendors can apply for the Fall Market on September 30 along with the three Uptown Marion Market dates, or separately.

Stall Details	Stall Size	Description	Stall Fees
Stall w/vehicle	~ 18 wide x 18 deep with vehicle	Stall is adjacent to vehicle in market footprint	\$30
Street Stall no vehicle	~12 wide x 12 deep	Stalls are set back-to-back down the center of the 7 th Ave. Vehicle access to load-in and load-out only.	\$30

Fines

The Marion Chamber of Commerce reserves the right to impose additional fines as necessary. A no show fine of \$50 will be enforced if Marion Chamber staff is not notified of a vendors absence by noon on the Wednesday prior a market date. Vendor participation in future markets will be prohibited until the \$50 fee is paid.

Acceptance Into The Market

Applications for booth space at the Uptown Marion Markets are reviewed beginning in March.

Email notifications will be sent to vendors who have been accepted to participate in this year's Farmers Market. Vendors who do not receive a notification by mid-April should check their status in their Farmspread account.

Approval Process

Selection of vendors is at the sole discretion of the Marion Chamber and is based on the type of product, quality of product, positive market experience and submission of required photos. Vendors with like products will be considered but will be limited depending on product offering.

Vendors will NOT be allowed to add or change products after the application process is complete, or throughout the duration of the market season, without prior approval from Market staff.

Vendors are selected based on a variety of factors. The selection committee considers the following criteria when reviewing vendors:

- Type of product
- Quality of product
- Previous market experience
- Completed, accurate application (including submission of any requested pictures)

Payment

Payment will be due within ten (10) business days of the vendor receiving notification of acceptance from the Marion Chamber of Commerce into this year's Market.

Failure to pay by requested deadlines may result in terminating your participation in this year's Market.

Payment for stall rentals can be made in the following ways**:

- **PERFERRED METHOD** Online Payment – You will receive a link to pay online with your invoice
- Credit Card – by phone (319-377-6316). Cards accepted are Visa, Master Card, Discover or American Express.
- Check – Payable to Marion Chamber of Commerce, by mail (1070 7th Ave, Marion, IA 52302). Checks returned due to insufficient funds will be assessed a \$25 fee per check and no future checks will be accepted from that vendor. Please allow extra time for mail due to COVID-19.
- Cash - in person at the Marion Chamber of Commerce (1070 7th Ave, Marion, IA 52302)

Any previous account balances, including fees for insufficient funds, shall be paid prior to renting future space.

NO REFUNDS WILL BE ISSUED FOR ANY REASON

Sales Reporting

In 2024 we will initiate sales reporting through the Marketspread system. This is solely for the purpose of being able to track the economic impact this event has in the area, as well as a tool to measure the effectiveness of marketing and promotion over time.

This event is made possible through the generous support of sponsorship dollars as well as funding from the City of Marion Hotel/Motel Grant Fund. Being able to provide quantitative results will help secure future funding to continue the event.

Vendors will be prompted via email following each event with a direct link to sales reporting.

Attn Produce Vendors: Power of Produce

Power of Produce will return in 2024! We will once again partner with our local Iowa State Extension office for the program.

A program of The Farmers Market Coalition which is a non-profit organization that is dedicated to strengthening farmers markets across the nation, The Power of Produce (POP) Club provides a fun opportunity for children to engage in the local food system through conversations directly with farmers, educational games and demonstrations, and exposure to new fruits and vegetables. In addition to participating in educational activities, POP Club kids receive vouchers to spend at the market, allowing them to make their own shopping decisions at the market or choose to save until the following market to purchase a larger quantity (financial literacy).



Vision and Goals

The Power of Produce Club Program is made up of three main components and goals:

- Support healthy food choices, food awareness and a healthy lifestyle through educational activities at each market.
- Encourage children to try new, healthy foods through the Two-Bite Club
- Give children market currency to spend on fresh produce each time they attend the farmers market

How It Works

The Farmers Market Coalition provides all customizable materials and programming for POP. Children will need to be registered by a parent/guardian and agree to terms of participating in the program. Each child will receive a POP Passport with pre-post surveys and space for them to record the activities they participate in from month to month. Passports stay on site with market staff from month to month.

Registered children can then participate in the Make Food Fun monthly activities.

Children will receive \$3 Pop Bucks to shop at participating produce vendors, identified with signage at their stall. Bucks are only able to be used on fruits and vegetables. They can decide to use today or save until next month, part of the financial literacy piece.

Participating produce vendors will turn in any Pop Bucks collected at the conclusion of each market to be reimbursed via check.

Vendors can determine what \$3 of product looks like at their booth. Generally speaking, if you accept WIC or Senior FMNP checks you can follow those same product amount guidelines.

A prize incentive can be given to children who complete the program at each of the four markets.



Participating produce vendors agree to accept the POP Bucks given to each child as a \$3 currency at your booth. You will then be reimbursed by the Marion Chamber at the conclusion of each market.

Vendor and Product Definitions

Vendor Definition

There shall be one Vendor allowed to sign this lease contract. This is one person (and may include his/her immediate family in household) who makes the decisions and does the work involved with the production of all products offered for the sale at Vendors' booth. If a Vendor is in partnership with another person, a legal binding document stating the partnership must be presented to the Marion Chamber of Commerce before the lease application will be approved.

Approved Market Products

100% of the items offered for sale by the Vendor must have been grown or baked by the Vendor in his/her garden, farm, home or plant. Items offered for sale may not be acquired from others for resale or consignment. Vendor must possess necessary permits or certificates for those items requiring such. Vendor is responsible for compliance with all state, federal and local laws regarding vendor and labeling of merchandise.

Exception #1 – at certain times of the year, Vendor may sell items gathered from the wild, off property, as long as these items are not purchased in any way by the Vendor. Such items may include wild flowers, ditch weeds, cat tails, hedge apples, bittersweet, wild berries, wild plums, etc. Check with the Market Master for approval.

Exception #2 – a Vendor who is a member of a non-profit group may sell that group's money raiser in his/her booth using a small amount of space as long as all of the money goes back to the non-profit group.

Items that may be sold are fresh fruits and vegetables, baked goods (except soft pies and custards) homemade jams and jellies, honey, flowers, plants, meat, wines. Vendors must possess necessary permits or certificates to sell some items including meat, poultry, dairy products, salsa, etc. Contact the Linn County Health Department at 319-892-6000 for regulations.

To ensure public safety, food (bread, prepared food, pies, etc.) must be completely protected from contamination by being wrapped, covered, bagged and/or boxed.

Vendors will be allowed to sell craft items. These items must also be made, manufactured and put together by the vendors themselves. Items may not be purchased and resold as homemade. Vendors selling products other than their own will be removed from the market.

Labeling

To protect the public, 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 by the use of a placard at the vendor booth. The following food products are considered major allergens: peanuts, soybeans, milk, eggs, fish, crustacean (crab, lobster or shrimp), nuts and wheat. Treats for animals must be labeled as such.

It is the sole 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.

Questions/concerns regarding food product regulations and/or licensing should be directed to: Iowa Department of Inspections and Appeals at 515-281-6539.

Licensing Requirements

All vendors must comply with all City/and or County ordinances, regulations and rules together with state and federal laws relating to the Uptown Marion Market and the vendor's business conducted in the Market. Failure to abide by ordinance, laws and regulations may be basis for suspension or expulsion.

Sales Tax Permits

It is the vendor's sole responsibility to ensure that, if necessary, proper sales tax is applied and appropriate permits are obtained. Vendors may obtain an annual permit and gather more information at:

www.state.ia.us/tax

Permits/Licenses

The following items require permits before selling at the Market:

- Cheese
- Meat
- Salsa
- Jarred sauces and dressings
- Wine / Brewed beverages
- Wild Morel mushrooms
- Eggs
- Poultry
- Honey

It is the sole responsibility of each vendor to be familiar with and abide by all state and federal regulations pertaining to the production, harvest, preparation, labeling and safety of products brought to the market.

Additional licenses may be required depending on the type of business owned:

- Mobile food license
- Temporary food service license
- Health department permit
- Farmers' market potentially hazardous food license

Any questions about food license requirements or permits should be directed to Linn County Public Health, 501 13th St NW, Cedar Rapids, IA 52405 or by phone at 319-892-6000.

Insurance Requirements

Upon acceptance to the market all vendors are required to submit a valid certificate of insurance.

Vendors must maintain a minimum of \$1M per occurrence/\$2M aggregate policy. Marion Chamber of Commerce should be listed as the Certificate Holder:

Marion Chamber of Commerce
 1070 7th Ave
 Marion, IA 52302

The Marion Chamber of Commerce is required to request this of vendors by our insurance company and are unable to make any exceptions.

Please see the sample certificate of insurance that has been provided. Certificates can be uploaded at Farmspread.com, emailed to tami@marioncc.org or mailed to the above address.

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER		CONTACT NAME: Agent's Name PHONE (A/C No. Ext. 111-111-1111 FAX (A/C No.) EMAIL ADDRESS: ADDRESS:					
INSURED		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:					
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR	LTR	TYPE OF INSURANCE	ADDITIONAL	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
	A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOG		Policy Number	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP ADG \$ 2,000,000
		AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS H-RED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
		UMBRELLA LIAB EXCESS LIAB DED RETENTION	OCCUR CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below.	Y/N N/A				WC STATE/TORRY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)							
CERTIFICATE HOLDER				CANCELLATION			
Marion Chamber of Commerce 1225 6th Ave Ste 100 Marion, IA 52302				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Agent's Signature			

ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD

© 1988-2010 ACORD CORPORATION. All rights reserved.

Public Health Protocols

Safety of attendees, vendors, and volunteers is a top priority.

- Please stay home if you have been ill, if you have tested positive for COVID-19, or if you have had contact with a person who has tested positive. Please let the market manager know as soon as possible if you will not be at the market, call Tami at 319-360-4407.

Set Up Policy

Uptown Marion Market

Final set up details will be shared prior to the market day. Assigned spaces will also be communicated prior to market day. General set up times are below:

- Vendors should arrive at their designated staging area by **6:30 a.m.**
- Vendors will be directed to move to their designated stall space beginning at 6:45 a.m.
- At 7:00 a.m., vendors may begin to set-up.

Vendors arriving after 6:45 a.m. will be placed at the discretion of the Market Master.

No selling ahead to the public will be allowed. As soon as the bell rings, vendors may begin selling. Vendors may sell to other Market vendors between 7:30 – 8:00 a.m.

Early Entry

Any vendors needing early entry should contact the Marion Chamber office to make arrangements prior to Market day.

Supplies and Staging

The market does not provide any set up equipment or supplies. It is the responsibility of the vendor to provide any/all tables, chairs, cash registers or cash boxes, signage, extension cords, tap, decoration, display equipment, tent and proper City, County, State and Federal Licenses necessary to do business.

Electrical access will not be available.

All tents must be weighted.

A street vendor must display his/her vendor number at all times. This will be provided to you by a market volunteer during staging at each market.

A vendor is required to keep all vehicles, contents and products in the boundaries of his/her assigned stall. Nothing can encroach upon aisle space, common areas, etc.

Vendors who need to unload additional vehicles need to contact the Marion Chamber office to make arrangements prior to the Market day. One vehicle will be allowed to stay at the vendor's street stall.

Tear Down Policy

End of Day Cleanliness

Vendors will have 45 minutes to tear down and leave their stall.

Leave your stall as you found it – empty, picked up and swept clean.

Any items not removed by the designated closing time (12:45 p.m.) will become the property of the Market management.

A clean-up fee of \$50 per occurrence will be charged to the vendor if necessary.

Additional Market Rules and Regulations

Vendor Conduct and Guidelines

Vendors are expected to abide by any public health guidelines as established by this market.

Markets are rain or shine. Vendors must stay for all hours of the market as set forth in this document.

Vendor is not allowed to rent space to anyone or permit anyone to offer for sale in the space any item of produce or manufacture other than that of the vendor.

Vendor may sell only from the space designated for selling. Vendor shall at all times keep the space, including the surrounding area, counter and selves clean, swept and free of debris. Further, at the conclusion of each business day vendor shall thoroughly clean and sweep the area and remove all personal equipment, produce, products and debris.

Display or sale of obscene, illegal or unsafe merchandise is prohibited, the determination of which is at the sole discretion of the Market Master.

Vendors should display food and or produce on well-constructed, maintained and clean tabletops/shelves. Market management strongly urges that all vendors have attractive displays.

The market is a no smoking area. Vendors are not allowed to smoke while doing business at the market.

If the Vendor or any of its employees, agents or representatives shall enter the market under the influence of alcohol or drugs, they shall forfeit the stall for the day or the market season.

The playing of loud music in vendor stalls will not be permitted.

Vendors are not allowed to bring pets to the market.

Vendors and all persons using the space must wear shoes.

The Marion Chamber of Commerce reserves the right to refuse vendors at anytime for any reason. No refunds will be issued.

The market is a success when everyone works together. Please treat other vendors, market volunteers/staff, and customers with respect and kindness.

Absence Notification

Notification to the Marion Chamber at least one week in advance of any time the Vendor is not able to attend a market day. The Marion Chamber shall then have the right to use or lease the stall. No refund will be issued. A no show fee of \$50 will be enforced if Marion Chamber staff is not notified of a vendors absence by noon on the Wednesday before a market date. Vendor participation in future markets will be prohibited until the \$50 fee is paid.

Rules Violation

If the Vendor or any person acting on Vendor's behalf fails to comply with any of the terms of this lease or any regulation set forth by the Marion Chamber of Commerce during the season, the Vendor will be given one verbal warning by the Market Master. A second violation will result in a written warning from the Chamber. After the third violation, Vendor's lease will be forfeited including the Vendor's fees.

Disclaimer

The Marion Chamber of Commerce shall have no responsibility for damage or loss the Vendor may incur because of an Act of God. The Vendor shall hold the Marion Chamber harmless from any claims or causes of action for liability in any way arising out of our direct or indirect connection with the use of such space by the Vendor or the Vendor's activities for the sale or distribution of products.

Market staff shall have the right to the venue.

Severe Weather Policy

Uptown Marion Market is a "rain or shine market", which means we will be OPEN during our normal operating hours, even in inclement weather. The only **EXCEPTION** is lightning and severe weather warnings, such as a Severe Thunderstorm Warning or Tornado Warning. If severe weather is imminent (signified by sirens and/or alerts from the national weather service) or lightning is seen,

- Vendors will be instructed to move to shelter in their vehicles or nearby space until 30 minutes have passed lightning/thunder free.
- If more than 60 minutes have passed and the storm continues or the Market Master can verify an extended storm cell's presence exceeding the remaining open hours of the Market, the Market will be closed for the day.
- In the event of a Tornado Warning (signified by sirens or alerts from the national weather) attendees and vendors will be instructed to seek shelter at the until the warning has expired.

Please note: we are unable to reimburse stall fees