



2024 Vendor Handbook

THE ROBINS FARMERS MARKET RESERVES THE RIGHT TO CHANGE OR ADJUST ANY POLICY IN THIS HANDBOOK AS NECESSARY AT ANY TIME IN THE MARKET SEASON. SUCH CHANGES ARE EFFECTIVE IMMEDIATELY UPON NOTIFICATION TO VENDORS.

VENDORS WILL BE NOTIFIED IN WRITING VIA EMAIL AND/OR POSTAL MAIL REGARDING ANY CHANGES TO THE POLICIES IN THIS HANDBOOK.

VIOLATIONS OF THE POLICIES CONTAINED IN THIS HANDBOOK COULD RESULT IN THE OFFENDING VENDORS REMOVAL FROM THE ROBINS FARMERS MARKET, PLUS FORFEITURE OF ANY RENTAL STALL FEES PREVIOUSLY PAID BY VENDOR.

***BY VENDING AT THE ROBINS FARMERS MARKET, YOU ACKNOWLEDGE AND UNDERSTAND THAT YOUR PARTICIPATION INCLUDES POSSIBLE EXPOSURE TO AND ILLNESS FROM INFECTIOUS DISEASES INCLUDING BUT NOT LIMITED TO COVID. YOU KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS RELATED TO ILLNESS AND INFECTIOUS DISEASES.**

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MARKET CONTACT INFORMATION

The Robins Farmers Market is run by a Committee of Volunteers.

Market Manager: Jane Stevens
319-360-1795
robinsfarmersmarket@gmail.com

MARKET HOURS & DAYS OF OPERATION

The Robins Farmers Market operates on Saturdays in May through September, for a total of eight market dates.

2024 DATES

May 11
June 15 & 29
July 13 & 27
August 17
September 7 & 21

HOURS OF OPERATION

10:00 a.m. - 1:00 p.m.

Vendors are required to stay for the entirety of the market (10:00 a.m. - 1:00 p.m.).

Vendors must abide by and comply with the hours of operation as prescribed.

Vendors shall not sell to the public from the back-stall area or any surrounding area prior to the opening of the market.

Vendors shall not pack up their booth/stall prior to 1:00 p.m.

Vendors are permitted to sell to other vendors prior to opening.

MARKET LOCATION

South Troy Park
700 South Troy Road
Robins, Iowa

MARKET FEES & REQUIRED DOCUMENTATION

VENDOR REGISTRATION FEE (PER VENDOR) \$15.00

VENDOR STALL FEE \$10.00 - \$15.00 (see below)

CITY OF ROBINS PEDDLERS PERMIT/
MOBILE FOOD MERCHANT LICENSE
(REQUIRED TO BE FILED ANNUALLY) \$20.00 (Payable to the City of Robins)
The Robins City Hall is located at
265 South 2nd Street, Robins, IA 52328

ALL LICENSES AND PERMITS ARE TO BE DISPLAYED IN YOUR BOOTH/STALL.

INDEMNITY AGREEMENT No charge

STALL DESCRIPTION	STALL DETAILS	STALL COST PER DAY	FULL MARKET SEASON (8 MARKETS)
Agriculture - Fruits/veggies/herbs, oils, spices/teas, honey, flowers/houseplants, wine/beer/kombucha	10' W x 15' D	\$10.00	\$80.00
Agriculture - Fruits/veggies/herbs, oils, spices/teas, honey, flowers/houseplants, wine/beer/kombucha	20' W x 15' D	\$20.00	\$160.00
Non-agriculture - crafts, prepared foods, pet supplies	10' W x 15' D	\$15.00	\$96.00 (\$24 savings)
Non-agriculture - crafts, prepared foods, pet supplies	20' W x 15' D	\$30.00	\$192.00 (\$48 savings)

Vendors will be assigned a stall location at the discretion of Market staff. Vendors must remain within the limits of the marked area.

ADDITIONAL FEES & FINES

The Robins Farmers Market staff reserves the right to impose additional fines, as necessary.

Vendors are assessed any fines the week following a Market and will receive notice and invoice via email or postal mail. Payment is due by noon, the Monday before the next Market.

Vendors with unpaid fees will not be permitted to vend until their account is current.

NO SHOW FEE OR LATE CANCELLATION FEE - \$40

Vendors shall notify the Robins Farmers Market Market Manager at 319-360-1795 by noon Monday the week of the market if they are not going to use their space. A No Show or Late Cancellation Fee of \$40 may be enforced if the Robins Farmers Market is not notified in advance of a vendor's absence from a Market. Any non-emergency cancellations made after this date may be subject to the fee. Market staff reserves the right to cancel a vendor's lease if the vendor has more than two No Show or Late Cancellation Fees assessed in a Market season.

LATE ARRIVAL FEE - \$30

Late Arrival Fee of \$30 will be assessed to vendors arriving after 9:45 a.m. more than twice in the season.

TRASH DISPOSAL FEE - \$50

Vendors are responsible for removal of all trash associated with their stall. A \$50 Trash Disposal Fee will be charged to vendors leaving trash in their stall or next to trash cans, to be paid prior to renting future space.

SMOKING FEE - \$100

Smoking during markets is prohibited. If you are caught smoking during market hours, 10:00 a.m. -1:00 p.m., you will be fined \$100 dollars and may be subject to pay for damaged products in vendor stalls nearby.

RECKLESS DRIVING FEE - \$200 AND/OR REMOVAL FROM MARKET

Vendors shall not exit the market venue prior to closing. Vendors shall not drive recklessly within the Market venue at any time. Penalties for leaving early or driving recklessly will include a fee of \$200 and potential removal from the Robins Farmers Market for the remainder of the season.

APPLICATION TO THE MARKET

MARKET VENDORS

VENDORS WISHING TO BE CONSIDERED FOR A FULL SEASON SPACE SHOULD APPLY BY 4/22/2024.

All persons/entities interested in selling their products at the Robins Farmers Market must be pre-approved by the Market Manager and Committee. **All items offered for sale by the vendor MUST be grown, baked, or made by the vendor in his/her garden, farm, home or plant. No resale or consignment of other products is allowed.**

Selection of vendors is at the sole discretion of the Robins Farmers Market. Participation in any prior Robins Farmers Market does not guarantee participation in this year's Robins Farmers Market.

Applicants must apply electronically through Marketspread (<https://marketspread.com/>).

Applicants must ensure that their application is complete. This includes updated photos, accurate product lists and descriptions, updated contact information, etc. Incomplete applications will not be considered.

Special note regarding samples:

- **Baked goods vendors:** Baked goods vendors who have never vended at the Robins Farmers Market are required to submit samples as part of the market application process. Applications will not be considered or reviewed until product samples have been submitted. (Make arrangements with the Market Manager to submit samples.) **This requirement only applies to baked goods vendors not previously approved to vend at the Robins Farmers Market. Be sure to abide by the Iowa DIAL Cottage Food laws - including labeling of products.**
- All other vendors are invited to submit samples but will not be required to do so in order for their application to be considered. Samples allow our selection committee to better understand and promote your products.

If selected to participate as a vendor in this year's Robins Farmers Market, vendors must then also provide proof of permits and insurance, pay all required fees in a timely manner and acknowledge receipt of and compliance with the current Vendor Handbook prior to vending.

IMPORTANT NOTE:

The Robins Farmers Market does not accept applications from businesses, direct sales vendors, or non-profit organizations.

For corporations and businesses interested in sponsorship opportunities, please contact Jane Stevens at robinsfarmersmarket@gmail.com or 319-360-1795.

ACCEPTANCE INTO THE MARKET

Applications for booth space at the Robins Farmers Market are reviewed beginning in mid-March.

Email notifications will be sent to vendors who have been accepted to participate in the 2024 Robins Farmers Market season. Vendors who do not receive a notification by early May should check their status in their Marketspread account.

APPROVAL PROCESS

Traditional farmers market products (produce, flowers, meats, dairy, wine, etc.) are always given priority.

Remaining applicants (artisans, baked goods, prepared foods, etc.) are selected based on quality (as demonstrated by samples and photographs included in the application process), uniqueness, and diversity of product, as well as booth/table presentation.

Applicants are reviewed based on the entire range of products applied to sell at the Market. Please be thorough when completing your application. Vendors with similar 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 for the Robins Farmers Market based on a variety of factors and using a scoring process. The selection committee considers the following criteria when reviewing vendors:

- Type of product
- Quality of product and booth/table presentation (this is where providing samples and photos in your application can make a difference!)
- Previous farmers market experience – either in the Robins Farmers Market or other farmers markets
- Complete, accurate application (including submission of any requested pictures or samples)

PAYMENT

Full payment for your rental stall is due within 10 days of the vendor receiving notification of acceptance from the Robins Farmers Market, or prior to vending.

Failure to pay by requested deadlines may result in terminating your participation in the 2024 season of the Robins Farmers Market.

Payment for stall rentals and additional fees can be made in the following way:

- Credit Card – online via link from notification email. Cards accepted are Visa, Master Card, Discover or American Express. Please note that you will incur an approximately 3.0% surcharge for electronic payments.

Any previous account balances, shall be paid prior to renting future space.

NO REFUNDS WILL BE ISSUED FOR ANY REASON

LICENSE REQUIREMENTS

Vendors at the Robins Farmers Market will be required to obtain and provide proof of certain licenses, insurance documents, permits, etc. prior to vending.

Copies of licenses must be uploaded to Marketspread, or provided to Market staff, prior to vending at the Robins Farmers Market, and must be displayed at the booth.

PERMITS/CERTIFICATES

Vendors must obtain necessary permits/certificates to sell the following items:

- Honey
- Poultry
- Eggs
- Meat
- Wine/Brewed Beverages
- Wild Morel mushrooms
- Salsa, shelf-stable

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.

Copies of permits/certificates must be uploaded to Marketspread, or provided to Market staff, prior to vending at the Robins Farmers Market, and must be displayed at the booth.

POSSIBLE FOOD LICENSES NECESSARY

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

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

Vendors with questions about food license requirements or certificates/permits should contact Linn County Public Health at 501 13th St. NW, Cedar Rapids, IA 52405 or by phone at 319-892-6000.

Copies of licenses must be uploaded to Marketspread, or provided to Market staff, prior to vending at the Robins Farmers Market, and must be displayed at the booth.

SALES TAX PERMITS

It is an individual vendor's responsibility to ensure that, if necessary, proper sales tax is applied and appropriate permits are obtained.

Vendors may obtain an annual sales tax permit online at www.state.ia.us/tax or by calling 515-281-3114.

LOGO/TRADEMARK LICENSES

Vendors must obtain appropriate licenses to sell logos or trademarked items. Examples of this include college/university logos, Disney products, etc.

INSURANCE & INDEMNITY REQUIREMENTS

Vendor categories dealing with food items are required to provide proof of a Certificate of Liability Insurance Policy.

Upon acceptance into the Robins Farmers Market, food vendors must provide proof of insurance. Please do not purchase this insurance until you have been accepted into the Market. Valid insurance policy certificates must be provided at least 30 days prior to the opening market date and uploaded to Marketspread for full season vendors. Partial season vendors must have insurance policy certificates provided a minimum of one week prior to the first market in which they will sell. If you are unable to upload it, email it to robinsfarmersmarket@gmail.com or by mail using the Robins City Hall address of 265 S. 2nd St, Robins, IA 52328. IF YOU MAIL, ALLOW EXTRA TIME FOR MAIL CARRIER TO PROCESS.

Vendors with policies that renew mid-market season must send the most recently updated certificate of insurance to Market staff before expiration of the previously provided policy.

Food vendors must maintain a minimum of a \$1M liability policy and provide a Certificate of Liability naming the following organization as additionally insured:

**City of Robins its employees and volunteers
265 South 2nd Street
Robins, IA 52328**

In most cases, the additionally insured (City of Robins) are given coverage only for their vicarious liability arising out of the acts of the named insured (the vendor). In other words, if a claim was presented against the additional insured that did not arise out of the activities of the named insured (vendor), there would be no coverage for the claim from the vendor's insurance.

SEE SAMPLE INSURANCE FORM ON FOLLOWING PAGE TO CONFIRM CORRECT CERTIFICATE INFORMATION. The highlighted portions must read EXACTLY as written in order to be accepted by Market staff. Please ensure your insurance provider is given this example to follow.

Any incorrect certificates will be returned to the vendor with errors highlighted so that they may contact insurance providers for corrections.

Under no circumstances is a food vendor allowed to participate in the Market without valid insurance. Failure to provide a valid certificate of insurance will result in exclusion from the Market until the certificate is received.

Though the Robins Farmers Market does not require all vendors to have a Certificate of Liability Insurance Policy, it is STRONGLY RECOMMENDED.

All vendors must sign the Indemnity Agreement.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/1/2023

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 have ADDITIONAL INSURED provisions or 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:	
Insurance Company Info		PHONE (A/C, No, Ext):	
		E-MAIL:	
INSURED		ADDRESS:	
		Contact info from Insurance Company	
ALLAROU-05		INSURER A:	NAIC #
Your Company Info		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: 1987955408 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	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER			9/4/2023	5/4/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

These numbers may vary

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Robins and its employees or volunteers are named as additional insured on General Liability per written contract.

CERTIFICATE HOLDER	CANCELLATION
City of Robins 265 S. 2nd St Robins, IA 52328	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 <i>Sandra Saif</i>

INCLEMENT WEATHER POLICY

The Robins Farmers Market is a rain or shine event.

Market staff takes the safety of our patrons and our vendors seriously.

The market staff is the only entity with the ability to close the venue.

The Market will close in the case of severe weather (i.e., thunder/lightning, tornadoes/heavy winds, or hail). Vendors and patrons should expect a closure of the market in the following instances:

- Lightning strikes within a 10-mile radius of our event venue. The venue may reopen 30 minutes after the last lightning strike, depending on the time of strikes.
- Sustained wind speeds of 40 mph or more. Gusts will be evaluated dependent on other weather factors.
- Sustained hail.
- Air Quality. For air quality of **RED** (unhealthy, index values of 151-200), we recommend that those patrons, volunteers, and vendors with sensitive health concerns remain at home. Please notify market staff if you fall into this category and will be staying home from the market. For air quality of **PURPLE** (very unhealthy, index values of 201-300) or **MAROON** (hazardous, index values of 301 or higher), the Robins Farmers Market will be canceled for the day.

Should the Market close, vendors will be notified by event staff members ASAP, and will be provided directions for safety. No refunds will be provided to any vendor, and no additional Market dates will be rescheduled.

Vendors are permitted to pack their product at any time to maintain quality and safety.

VENDOR CONDUCT

PRODUCT SALES

Vendors at the Market shall not approach a buyer for the purpose of making a sale while said buyer is in conversation with another vendor. **Vendors must remain within their allotted stall space when selling or sampling.**

DRUG & ALCOHOL POLICY

Should a Vendor/Grower or any of its employees, agents or representatives enter the market under the influence of alcohol or drugs, they will forfeit the stall for a minimum of one day, and a maximum of the remainder of the Market season.

ORDINANCE & REGULATION COMPLIANCE

All vendors are required to comply with all city ordinances, regulations, and rules together with state and federal laws relating to the Robins Farmers Market and the vendor's business conducted in the Market. Failure to abide by ordinance, laws and regulations may be the basis for suspension or expulsion. This includes but is

not limited to: assault or abuse directed toward other vendors, customers, Market management, employees or the general public.

CODE OF CONDUCT

The Robins Farmers Market may, at its discretion, cancel a lease without a refund or close any stall for any fraudulent, dishonest and deceptive practices, inappropriate conduct, activities or otherwise disturbing the peace by the vendor, or its employees, agents or representatives on the premises.

No vendor shall attract attention to products by outcry in a boisterous or annoying manner. Vendors shall not solicit customers who have not voluntarily approached their stall.

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

The Robins Farmers Market reserves the right to refuse vendors at any time for any reason.

ADDITIONAL MARKET GUIDELINES

Items that may be sold at the Robins Farmers Market include:

- Fresh fruits & vegetables
- Meats
- Dairy
- Wines
- Plants/Flowers
- Honey
- Homemade jams & jellies
- Baked goods (except soft pies & custards)
- Specialty foods
- Foods prepared for consumption on-site
- Art
- Artisan gifts & crafts

Vendors are required to use their stall for the sale of items produced or manufactured by the vendor, in his or her garden, farm, home or plant. Vendors found selling items that violate this policy will be removed from the Market.

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

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.

Vendors shall display food and/or produce on well-constructed, safe, maintained, and clean tabletops and shelves.

SUBLEASING VENDOR BOOTHS

Vendors are not permitted to rent their space to anyone or permit additional vendors to sell goods in their space.

All vendor placement decisions are made by Market staff.

PRODUCTS

The Robins Farmers Market reserves the right to approve, refuse or limit products sold at the Market.

MADE IN IOWA

All products sold at the Robins Farmers Market must be grown, produced, fashioned or transformed in Iowa. Vendors found selling items that violate this policy will be removed from the Market. Vendors are only permitted to sell items they have produced or crafted themselves.

LIVE ANIMALS

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.

SMOKING

The Robins Farmers Market is a No Smoking Area, pursuant to the Iowa Smoke Free Air Act. Vendors are not allowed to smoke while doing business at the Market. Vendors wishing to smoke must do so outside of the Market venue and South Troy Park property. Vendors failing to abide by this rule will be subject to the Smoking Fee.

PRODUCT DAMAGE OR LOSS AT THE MARKET

The Robins Farmers Market and the City of Robins shall have no responsibility for damage or loss of use that the Lessee may incur because of acts of God, or any other cause not under the Robins Farmers Markets' control.

MUSIC

Vendors are permitted to play music that can be heard within their booths, but reasonable volume levels must be maintained. Market staff reserve the right to ask vendors to turn off music if it is above reasonable levels and/or if staff deem the music inappropriate.

SET UP POLICIES

Vendors may start setting up at 8:30 a.m. Vendors requiring more time to set up should make arrangements with the Market Manager prior to the market date.

Vendors should arrive in a timely manner in order to be set up prior to the 10:00 a.m. market start time.

PLEASE BE ON TIME!

Market staff will be available to guide vendors to their assigned stall, make adjustments and answer questions.

Vendors must check in with Market Staff prior to entering the market.

SUPPLIES

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, tape, decoration, display equipment, tent, tent weights and proper city, county, state, and federal licenses necessary to do business.

ELECTRICAL ACCESS

No electrical access will be available to vendors.

GENERATORS

Vendors are permitted to use generators not exceeding 70 decibels when in full operation. All efforts should be made to place generators and extension cords away from patrons.

VEHICLES

After unloading, vendors will move their vehicles to the designated vendor parking area. Vendors are expected to drive with caution in the market venue. Care should be taken to minimize the need to operate vehicles on grassy areas. Please keep vehicles on hard surfaces whenever possible. Vehicles shall be parked in a manner so as to avoid blocking pedestrian/cycling paths.

STALL BOUNDARIES AND APPEARANCE

Vendors shall keep their stall and surrounding area clean at all times. All spare stock, packing materials, cardboard boxes, and bags are to be kept in an orderly fashion as well. Vendors are required to keep all contents, and products in the boundaries of their assigned stall.

CANOPY

The Robins Farmers Market does not provide canopies to vendors.

All canopies must be secured and weighted on all four corners - 25 pounds per corner is recommended. No drilling or staking is permitted.

TEAR DOWN & CLEAN-UP POLICIES

Vendors will have approximately 60 minutes to tear down and leave their stall.

Stalls should be left as they were found: empty, picked up and swept clean (if applicable).

All trash should be disposed of or taken with vendors when they leave. Vendors failing to abide by this rule will be subject to the Trash Disposal Fee.

2024 Robins Farmers Market Vendor Handbook Acknowledgement

Business Name

Date

I agree to sell or offer for sale at the Robins Farmers Market my own Iowa products.

I acknowledge that I have received the *Robins Farmers Market Vendor Handbook* and agree to abide by the rules and regulations as set forth.

I further acknowledge that failure to comply with these regulations may result in the assessment of penalties, up to and including my dismissal from the Robins Farmers Market.

Signature

Printed Name
