



CITY OF SERGEANT BLUFF
PIONEER FARMERS' MARKET
2018 FARMERS MARKET RULES AND APPLICATION FORM

Mailings: PO BOX 703. Sergeant Bluff, IA 51054
Physical Location: 903 Topaz Drive. Sergeant Bluff, IA 51054 (Community Center Parking Lot)
CityHall@cityofsergeantbluff.com
712-943-4244

Name of Applicant: _____

(Check all that apply) Owner Vendor Employee

Business Name: _____

Address (Number, Street, City, State & Zip): _____

Phone: _____ Cell: _____ Fax: _____

Email: _____ Web Site: _____

Accepted as Payment: (circle all that apply) Debit Credit EBT WIC# _____

Retail Sales Tax Permit Number: _____

Hazardous Food License: _____ Food License: _____

State Inspection Permit: _____ Proof of Insurance: _____

License number of all market vehicles: _____

Please list the items you will be bringing to the market (vegetables, honey, baked goods, handcrafted items, etc.):

***Required Vendor Performance**

Behavior – Profanity, yelling, heckling and offensive behavior will not be tolerated. Attracting customers through shouting or through voice augmentation devices (such as megaphones) is not allowed. All vendors, customers, market staff and local business representatives must be treated with respect.

Dumping – Vendors are not allowed to give produce or other items away for free (except for sampling) or at below-cost pricing, thus undercutting potentials sales of other vendors. The market maintains the right to remove any vendor in violation of this rule.

Aesthetics – The market place and each market stall must be kept clean and tidy always. Vendors must furnish tools and equipment necessary to maintain market and stall appearance. Booths must be clean and non-cluttered and have a professional appearance. The Market Manager is the final judge on market cleanliness and booth aesthetics and reserves the right to require vendors to correct cleanliness issues.

Clean-up at End of Day – All vendors are responsible for the proper and complete clean-up of litter, produce “spoilage”, paper, balloons, pop cans, packaging materials, cartons, etc., in and around their area. Vendors must take all refuse items off market premises after market closes. A trash receptacle will be available for general site cleanliness and for use by customers.

Locally Grown Farm Products	All farm products sold at the Pioneer Farmers' Market must be 100% locally grown. 100% of all products must come from each vendor's own farm or farms.
Fresh Floral	Fresh and dried flowers, seeds and potted plants, etc. Fresh floral creations must be assembled locally.
Value Added Items	Honeys, mustards, salsas, jams, meats, eggs, cheese, poultry, etc. must be each vendor's own product.
Bakery Goods	Breads, pies, cookies, cakes and other homemade foods must be each vendor's own product.
Craft/Artisan	Home-crafted, personally designed and created by the vendor.

***Stall Set-Up and Tear Down**

- Vendor stalls will allow for vehicle space. The vehicle will be pulled in to the space and a table and tent will be located facing the center of the space.
- Vendors will set up in their stalls assigned by the Market Manager.
- Items including tents, umbrellas, or any other items that can be hazardous during windy conditions must be anchored to the ground. Since the market will be on city property, no items can be driven into the ground (such as stakes or nails) or tied down.
- Electricity will be available on site. (Charges for use of electricity apply)

***Market Manager**

- The Market Manager has ultimate on-site authority. All rules of the market are enforced by the Market Manager. Complaints or problems should be directed to the Market Manager in a timely manner.
- If a vendor does not abide by the rules of the market or comply with federal, state and local regulations, the Market Manager may take any action deemed necessary, up to and including the suspension or expulsion of vendors from the market.
- Pets are not allowed in vendor booths except for service animals. Posting of pets/animals for sale is not allowed. In addition, the sale of live animals is not allowed on market premises.
- Vendors may not sublet space nor are vendor contracts transferrable to third parties.
- Smoking is prohibited by all market vendors on market premises.
- Vendors must keep current all permits and licenses necessary as required by state, federal and local laws. Such documents must be made available on site.

***Hours and Fees**

- Hours shall be Sunday's 10am-3pm and Wednesday's 4pm-7pm.
- Vendor fee's are as follows:
\$75 for the year, per vendor space without electricity
\$100 for the year, per vendor space requiring electricity.
\$15 per day, per vendor space. (First time vendors get one day free)
- The Pioneer Farmers' Market season will be June 3rd, 2018 through October 28th, 2018 (weather permitting).

***Sergeant Bluff Pioneer Farmers' Market Agreement**

I have read the rules outlined above by the Sergeant Bluff Pioneer Farmers' Market and I agree to abide by them during the selling season.

Signature _____

Printed name _____

Office Use Only

App Received: _____
Proof of Insurance Received: _____
Proof of Food License Received: _____
Payment Received: _____
Market Manager Approval: _____