

# KOSSUTH COUNTY FARMERS MARKET

## 2023 Dates, Rules and Regulations

### DATE, TIME AND LOCATION

- The Saturday market will be held **June 3 through October 7** from 9 to 11 a.m.
- The Wednesday market will be held **July 5 to September 27** from 3 to 5 p.m.
- The market is held on the corner of Dodge and Nebraska Streets, east of the Dairy Queen on the Carnegie Lawn.

### VENDOR WAIVER AND FEES

**The cost to be a vendor is \$75 for the season.** Vendor fees are used for advertising and promotion expenses, and annual membership with the Iowa Farmers Market Association. The fee is the same if you come once or if you come every week. The fee covers participation in both the Saturday and Wednesday market. Vendors may pay in advance or the first time you attend the market.

Please make checks payable to: **Kossuth County Farmers Market**. To pay in advance, please mail the check and signed waiver to: Joanne Roepke Bode; 2304 140<sup>th</sup> Avenue; Algona, IA 50511. In addition to paying the annual fee, all vendors must sign a waiver to participate in the market (waiver is on the last page of packet.)

### VENDOR RULES

- No selling before the start time. Out of respect for our customers, please no pre-selling before the market begins. If the vendor chooses to take special orders in advance, items may be bagged, but not sold, until the official start time. A bell or horn will sound to indicate the start of the market.

### What to bring and expect:

- Bring your own tables and display items. You can bring as many tables as you like, but (depending on space) may need to keep tables set along the sidewalk to three.
- Food items must be displayed off the ground.
- You may bring your own tent or canopy, these are not provided.
- A limited amount of electrical outlets are available for use.
- All food vendors are asked to display a sign with the vendor's business name, address, city, state and zipcode. This sign may be handwritten.
- Please clean up your area after the market ends and keep it free of litter.
- If you plan to accept Farmers Market Nutrition Program (WIC/Senior) checks for fresh produce, produce must be grown in Iowa and your certification with the program must be current. (For more details on this program, see the section on the Farmers Market Nutrition Program.)
- All baked goods must be homemade and follow the guidelines under State of Iowa regulations.
- All other food items must comply with the State of Iowa rules and guidelines in this document.

### What not to bring or do:

- Garage sale/flea market items are not allowed. Homemade crafts and creations are welcome.
- Vendors are not allowed to bring pets or animals to the market.
- Do not drive or park on the grass. The Carnegie Lawn is not our property - we are guests in this space.
- No smoking, tobacco use or alcohol is allowed at the market by vendors during market hours.

### What vendors receive:

- Vendors receive an assigned spot, the location of which is based on potential attendance and vendor preferences. Once you are assigned a spot, please remain in that place for the market season.
- Plastic bags are provided through the Iowa Farmers Market Association and Iowa Farm Bureau. Bags are available on a first come, first serve basis while supplies last. Ask the market manager for details.
- The market is promoted through local media and social media, as well as through a direct mail campaign to past farmers market shoppers.

### **Vendor Rule enforcement:**

We anticipate that most vendors will comply with the market rules, but a process is in place for when that does not occur. Complaints against any vendor regarding the rules should be submitted to the market manager for investigation. Vendors failing to comply with the market rules and regulations will be given up to two warnings. If a third incident occurs, the vendor will forfeit his/her privileges as a market participant and will not be allowed to attend future markets.

### **GUEST VENDOR BOOTHS**

- A limited number of vendor spots are available for free to non-profit organizations, as space allows. Examples might be the Boy Scouts, churches, Rotary, etc. The usual vendor rules apply.
- The focus of this market is homegrown food and homemade crafts. Guest vendor tables are intended to support community organizations. Individuals selling Scentsy, Tupperware, and other home-based business products are not generally included in this market.

### **SAFE SHOPPING AT THE MARKET**

To protect the health and safety of our customers and vendors please practice healthy habits while at the market, including staying home if you are ill.

### **TAX PERMITS**

An **Iowa State Sales Tax Permit** is only required for selling non-food items such as cut flowers, gourds, green plants, crafts, etc. For more information visit: <http://www.iowa.gov/tax/> Look for a link "Apply for a Permit"

### **FARMERS MARKET NUTRITION PROGRAM**

Vendors selling fresh produce may accept [Iowa Farmer's Market Nutrition Program](#) checks (WIC and Senior certificates) only if they are certified and display their official sign with permit number with current sticker. There is no cost to become a certified producer, but you must attend a training session and complete the form.

To become a certified vendor in the FMNP, a grower is required to:

- Be 18 years of age or older, reside and grow eligible foods within Iowa or in a neighboring state in a county adjacent to Iowa's border.
- Submit a completed and signed certified vendor application and agreement to IDALS every year.
- Participate in training on FMNP rules and procedures conducted by department staff every three years.
- Indicate intent to participate in one or more authorized farmers markets or farmstands for a majority of weeks of the market season.
- Vendors may accept FMNP check only for eligible foods (fresh, unprepared, Iowa-grown fruits, vegetables and herbs, and honey for Senior FMNP only.)

**If you are not certified to accept WIC Farmers Market Nutrition Checks please do not accept them, as you won't be able to cash them.**

Visit <http://www.iowaagriculture.gov/>. Go to "More" from the top menu, then "Programs," then Farmers Market Nutrition Program for more information. When signing up as a vendor, our market is listed under **Kossuth County**, not under Algona. If you have questions about this program, contact John Krzton-Presson at 515-725-1179 or email [john.krzton-presson@iowaagriculture.gov](mailto:john.krzton-presson@iowaagriculture.gov).

### **LOCAL PROMOTIONS AND COUPONS**

The Kossuth County Farmers' Market has its own farmers market coupons that are given out as prizes in a drawing each week and sold as gift certificates. All market vendors may accept these coupons and redeem them with the market manager.

## REGULATIONS: ITEMS YOU CAN SELL AT THE MARKET

According to regulations from Iowa Inspections and Appeals Food and Consumer Safety Bureau, the following products may be sold at the market without additional licensing by the vendor:

- **Fresh Fruits and Vegetables** which are whole and uncut
- **Bakery products** which are not potentially hazardous or require temperature control for safety (TCS). This includes breads, cakes, doughnuts, pastries, buns, rolls, cookies, biscuits and pies. Please review the “Updated Rules for Cottage Foods” attachment if you plan to bring baked goods to the farmers market. Baked goods that **CAN NOT** be sold: meat pies, soft pies, custard-filled and cream-filled products.
- **Pure, unflavored honey** is allowed and unregulated. Shelf stable flavored honey may be sold directly to consumers, but not wholesale without additional licensing.
- **Non-potentially hazardous food products**, such as jams, jellies, candy and dried noodles.
- **Home-canned fruits and vegetables, such as pickles**, may be sold ONLY if all Cottage Food rules from the State of Iowa are met. Please review the “Updated Rules for Cottage Foods” attachment if you plan to bring home-canned items to the farmers market.
- **Dried herbs, dried and cut flowers, and plants** are allowed.
- **Homemade craft items** are allowed.
- **Fresh shell eggs**: Eggs must be kept at 45 degrees during the market. Used egg cartons are permissible if you cover up the name of the company on the packaging with your own label.

## ITEMS THAT CAN'T BE SOLD WITHOUT ADDITIONAL LICENSES

The following products may not be sold at any Iowa Farmers Market without providing the market manager with a copy of a valid and current license. Visit this website for more information about licensing:

<https://dia.iowa.gov/food-consumer-safety/food-safety-license-applications>

- **Meat, poultry and dairy products or cooked foods (cooked foods are separate from baked goods)**. Frozen or refrigerated meat can be sold if the proper inspections and licensing is in place. Vendors who wish to sell meat must obtain a Mobile Food Unit or Farmers Market license. For more information call the Meat and Poultry Inspection Bureau through IDALS at 515-281-5321.
- **Cut or prepared produce**, such as half a watermelon or a prepared relish tray with sliced up veggies. This requires additional licensing. This does not apply to samples - those are okay.
- **Homemade flavored vinegars** and/or oils or herb-vinegar mixtures
- **Wild Morel mushrooms** – to sell wild mushrooms must show documentation of being a Certified Morel Mushroom Identification Expert. Iowa State University offers this certification course each spring.

## LICENSE YOUR SCALE

Do you weigh your produce before selling it? IDALS recommends a NTEP approved scale, and getting your scale licensed by the Iowa Weights and Measures Dept. There is a modest fee for this. For more information, contact Ivan Hankins at 515-725-1492 or [Ivan.hankins@iowaagriculture.gov](mailto:Ivan.hankins@iowaagriculture.gov).

## SUPPORT AND EDUCATION FOR LOCAL FOODS

The following organizations support education and training opportunities for Iowa farmers. Check out various conferences, field days, resources and networking opportunities:

- Healthy Harvest of North Iowa: <https://www.healthyharvestni.com/>
- Iowa Farmers Market Association: <http://www.iafarmersmarkets.org/home.html>
- Practical Farmers of Iowa: <http://www.practicalfarmers.org/>
- Iowa Specialty Crop Growers Association: <https://www.iowaspecialtycrop.org/> (formerly the Iowa Fruit and Vegetable Growers Association)

# 2023 KOSSUTH COUNTY FARMERS MARKET VENDOR APPLICATION

Name: \_\_\_\_\_ Farm/Business: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

- Please check this box if we may share your contact information with customers, if asked.
- Please check this box if you are able to accept Farmers Market Nutrition Program checks.

**What items do you plan to bring to the Kossuth County Farmers Market? Please check all that apply.**

- Fresh produce
- Meat
- Baked goods
- Bedding plants
- Honey
- Maple Syrup
- Home-canned food items
- Crafts
- Flowers
- Other: \_\_\_\_\_

**When do you plan to attend the Kossuth County Farmers Market? Please check all that apply.**

**Saturdays 9 to 11 a.m.**

- June
- July
- August
- September
- October

**Wednesdays 3 to 5 p.m.**

- July
- August
- September

All vendors will be assigned a vendor spot at the market.

**If you are a previous vendor, would you like the same location as last year?** Yes No

If no, what other spots do you prefer: \_\_\_\_\_

**WAIVER OF RESPONSIBILITY**

The undersigned vendor at the Kossuth County Farmers Market will not now, or in the future, hold the Kossuth County Farmers Market responsible for any loss or damage to person or property that might occur during or as a result of the market. I have read the Kossuth County Farmers Market rules and regulations for vendors and agree to abide by these rules. I understand that if I fail to comply with the rules, my privileges as a vendor may be terminated.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- My fee of \$75 is included. Please make checks payable to the Kossuth County Farmers Market.