

**Dubuque Winter Farmers' Market - 2017-18 VENDOR APPLICATION**

Name of Business: \_\_\_\_\_  
 Business Owner: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Mobile Telephone #: \_\_\_\_\_  
 State: \_\_\_\_\_ Alternative Telephone #: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Website: \_\_\_\_\_ Other social media pages: \_\_\_\_\_

*If you have any articles, brochures, photographs or other information about your business, please forward it. It helps us include you in promotional materials on our website or in our e-newsletter.*

List the names of all responsible persons working at your stall(s): \_\_\_\_\_  
 \_\_\_\_\_

Check & describe item(s) you are applying to sell at the Winter Farmers' Market. Check if you are the producer or if the product is an imported / resale item.

<u>TYPE OF PRODUCT</u>	<u>PRODUCER</u> (I am the farmer/producer Of the product)	<u>IMPORTER / RESALE</u> (the product is produced by someone else)
Vegetables/Fruit – tomatoes, berries, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Meat – beef, pork, lamb, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Flowers – fresh cut, plants, trees, dried, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Baked Goods – bread, pies, pastries, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared food and / or drink	<input type="checkbox"/>	<input type="checkbox"/>
Specialty Foods – jam, wine, canned goods, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other: Please specify _____	<input type="checkbox"/>	<input type="checkbox"/>

Describe the inventory you intend to sell. Please be as complete as possible and attach additional pages if needed. When describing products grown by you, please note special methods, type of product, etc.; for example – free range, state certified organic, organic methods but not certified, chemical free, heirloom, green house, hydroponics, etc. For import / resale: If the product you intend to sell is not produced by you, please specify who makes it and where it comes from.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Market Product Info:**

- Locally grown and produced products, produced by the vendor, will be the main products available; however, other items will be considered by the Winter Farmer's Market Committee.
- **Please note that due to space constraints and poor sales of non-food items, no craft items are allowed.**
- The Winter Farmers' Market Committee, an affiliate of the Four Mounds Foundation, has exclusive rights to accept, limit, and decline products to be sold at the Winter Farmers' Market.

**ATTENDANCE, AMOUNT OF SPACE, AND FEES**

**Booth Confirmation** – The Winter Farmers’ Market will be located indoors. Please note that we cannot guarantee placement until we have a final list of accepted vendors.

**Fee / Rent** – Prices are based on a single booth space. Double space = double price. Market management will attempt to accommodate requests for additional booth space. If not possible, additional fees paid with this application will be refunded. The table size is 3’ x 8’ and will be assigned by the management in advance.

<u>Applying for(circle one):</u>	<u>Fee:</u>	<u>Additional Space:</u>	<u>Total Fee:</u>
<b>Regular vendor</b>			
Every Saturday	\$70	\$70 _____	\$ _____
11/7/15 to 4/30/16		(Insert # of spaces requested)	
Electricity Fee (read info below)	\$30	\$30 (one time fee)	\$ _____
<b>Fill-in vendor</b>	\$10/week up to \$70		(paid weekly)
		Total Enclosed:	\$ _____

**EBT Vendors Only** – I am currently a participant in the Wireless EBT program and will be offering the wireless service at the Winter Farmers’ Market. Check box if you are a current wireless EBT vendor, but do not send electricity fee.

**Tables / Supplies** – Vendors are required to bring their supplies, table covers, and booth supplies. Tables and chairs are provided. Vendors are requested to assist with set up and tear down each Saturday which includes moving tables before and after market and cleaning up the vendor spaces.

**Electricity** – Power is not readily available. If you need electricity and are willing to pay the one-time \$30 fee, we will attempt to accommodate your electricity needs. A minimal amount of electricity will be available; we only have 20 amp circuits available. If a 20 amp circuit will be sufficient, you may request to include electricity with your booth space. Please indicate by circling YES, also enclose additional one-time \$30 fee. After reasonable attempts, if we are **unable** to place you near a 20 amp circuit in order to accommodate your electricity request, the \$30 will be refunded. Do not request power if your needs **exceed one 20 amp circuit**.

**Deadline:** The completed application along with the booth fee must be postmarked **October 15, 2017**. Applications postmarked after this date will be considered if space is still available. Incomplete applications will not be considered. The total booth fee must accompany the application to be considered for acceptance. Please make checks payable to **Four Mounds Foundation**. The fee will be returned to the applicants who are not selected.

**Mail to: Paula Connors, 818 S Grandview Ave, Dubuque, IA 52003 phone# 563.690.0320**

## GENERAL INFORMATION

**Notification:** Notification of acceptance will be e-mailed no later than Oct. 15, 2017. Contracts and information packets detailing all set-up and operational procedures will be mailed to accepted applicants.

**Refunds:** The fee paid with this application will be returned to applicants who are **not** selected. Refunds will not be given, for any reason, to applicants who are selected to participate. Market management will attempt to accommodate requests for additional booth space. If not possible to accommodate additional space requested, any *additional* fee paid will be refunded.

### **What are the Date and time of the Winter Farmers' Market?**

Dates: Every Saturday November 1, 2017 to April 30, 2018

Time: 9:00 AM to 12:00 PM

### **Where will the Winter Farmers' Market be located?**

In the former Colts Drum & Bugle Corps building at 1101 Central Avenue (corner of 11<sup>th</sup> Street and Central Avenue)

### **How much set-up space will each vendor have available?**

Each vendor will have one 3' X 8' table (or two 8' tables if you purchase a second). There is additional space provided behind each vendor table with additional table space for extra items.

### **What product will be accepted to be sold at the Winter Farmers' Market?**

Locally produced products made by the vendor selling them at market will be the main products sold. For example: in-season produce and storage-type produce, greenhouse produce, cheese, milk, eggs, jams, pies, breads, cookies, juice, salsa, wine, meat, honey, canned goods, prepared foods, Christmas trees, poinsettias, & other holiday plants, dried flowers & soaps. . . and other locally produced items. We will have limited space available and the primary focus of the market is locally produced food and consumable items.

### **How will the Winter Market be promoted?**

We have signage and flyers made for interested vendors to display at market through the end of October and to distribute to their current market customers. The promotion will be distributed throughout the city and tri-state area through Dubuque365.ink, *Buy Fresh Buy Local*, and flyers distributed to local businesses. The info will also be included in email newsletters and notifications distributed to hundreds of recipients and available on our website at wintermarketdbq.com. A freshly updated e-newsletter is distributed to our market email list with lists of vendors, a vendor-highlight article and updates for the week.

If you have any additional questions, comments, or suggestions, please contact Paula Connors at [paulaconnors@yahoo.com](mailto:paulaconnors@yahoo.com), (563)690-0320 or Chris Olson at [chris@fourmounds.org](mailto:chris@fourmounds.org).

## VENDOR RESPONSIBILITIES

**Attendance - Regular Vendors:** If you plan to be a regular vendor, please plan to attend for the entire season. If you believe you will miss more than 6 weekends throughout the season, please apply as a fill-in vendor instead.

One of the market volunteers will ask you on Saturday morning whether you plan to attend the next weekend. If you know of any future dates you will not be able to attend, please let the volunteer know ASAP. This is also how we keep our weekly e-newsletter up-to-date with who is attending. If something comes up during the week that prevents you from attending the next market, please contact Paula Connors at [paulaconnors@yahoo.com](mailto:paulaconnors@yahoo.com), (563)690-0320 before Wednesday so that we have enough time to get a fill-in vendor.

Since we do charge fill-in vendors for the space, we don't allow vendors to sublet their booth space for weeks they do not attend. If you would like to share a booth with another vendor, please ask the market coordinators for an exception.

**Attendance – Fill-in Vendors:** The market volunteers will make every attempt to let fill-in vendors know by Wednesday evening if space is available. If you need more time than that, please let us know.

**Set-up Time:** Please note that vendors must be present at **market by 8:30 am** or their space may be reassigned that week. Vendors are requested to be flexible with booth assignments for the betterment of market flow.

**Licenses & permits:** It is the vendor's responsibility to make sure the vendor is in compliance with all local, state and federal health rules, licensing, inspection and permit requirements. If you have questions about these, please contact Tim Link – City Health Services (563)589-4102 or [tlink@cityofdubuque.org](mailto:tlink@cityofdubuque.org).

**Hold Harmless:** By signing this agreement and initialing this paragraph, I agree to indemnify and hold harmless Four Mounds Foundation, the City of Dubuque, and both organizations' staff, volunteers, agents, board members and representatives, from responsibility for any loss, damage, or any legal liability. \_\_\_\_ initials

**Marketing:** By signing this agreement and initialing this paragraph, I agree to a photo and media release, allowing market promoters, the public and the media the opportunity to promote the market through a variety of means, including photography, video, social media, vendor listing on the Four Mounds website, and other means. \_\_\_\_ initials

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