

**Dubuque Winter Farmers Market**  
**2020 changes and updates**

This year brings several changes. Please read this page before applying for the market this season.

1. With current COVID-19 levels in our community, we have additional procedures for everyone's safety.
  - a. If you have a fever, cough or any other symptoms, stay at home.
  - b. Masks are always required for both vendors and customers. *If you are unable or unwilling to wear a mask, please apply as a fill-in vendor. We'll call you when masks are no longer required.*
  - c. Since we have no handwashing facilities, please provide hand sanitizer at your table.
  - d. No product sampling is allowed.
  - e. We are expanding within our location at Kennedy Mall to include the entire first floor of the store. This will allow additional space between vendors.
  - f. Due to the new layout, nearly everyone will have a new location.
  - g. Please disinfectant your table at the end of every market. We will provide 2-3 buckets of cleaning solution in water. Bring your own rags or bleach wipes.
  - h. We are removing customer-use tables & chairs. This may impact your sales if you provide ready-made breakfast items.
  - i. Since we no longer offer seats to customers, we have a LIMITED number of chairs for vendor use. But if you want to be guaranteed a seat, bring your own.
  
2. The vendor fees increased to \$100 per table.
  - a. The Mall's rent is significantly higher than our previous venues. However, the increased sales should make up for the higher table fee.
  - b. If you want to be a regular, full-time vendor – meaning that you are guaranteed you can vend every weekend *and* you get the same table – we need payment in full by October 15.
  - c. There is no additional charge for electricity this year, but we'll need to know ahead of time since electrical outlets are limited.
  
3. **If you are a new vendor or have been a fill-in vendor in the past:**
  - a. Please complete the application, but do not include payment. We have a limited number of tables and may not have space for everyone. Priority is given to returning full-time vendors and frequent-flyer fill-in vendors from last year.
  - b. If we have more interested vendors than available space, I will contact you about becoming a fill-in vendor. These are vendors I call when one of our regular vendors sells out for the season or is gone for a weekend. The fee is \$10/week and not due until the weekend that you vend.

**Feel free to contact Paula with any questions or concerns:**

**Email: [paulaconnors@yahoo.com](mailto:paulaconnors@yahoo.com) \* phone: 563.690.0320 (land line – no texting, please)**

## GENERAL INFORMATION

**Notification:** Notification of acceptance will be communicated no later than Oct. 15, 2020.

**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 2020 through April 2021                      Time: 9:00 AM to 12:00 PM

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

The Kennedy Mall – 555 JFK Rd, Dubuque, IA – west concourse, across from Planet Fitness.

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

Each vendor will have one 8' table (or two 8' tables if you purchase a second).

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

Locally produced foods/products grown/raised/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, eggs, jams, pies, breads, cookies, juice, salsa, wine, meat, honey, canned goods, prepared foods, house plants, soaps/lotions/grooming products, 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 provide signage made for interested vendors to display at other farmers markets through the end of October and flyers to distribute to their current market customers. Large vinyl signs will hang on the window of the Kennedy Mall store front. We will request that the mall promote WFM with smaller signs and door clings throughout the mall. A press release to local media will promote our opening weekend and any special events. A weekly e-newsletter is distributed to our market email list (over 2000) Facebook page (2700 followers). Dubuque365 lists Winter Market as an on-going event on its website and in the bi-weekly print 365Ink. Posters will be distributed to local businesses.

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

## 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 do not 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 one week in advance 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 they are 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).

**Dubuque Winter Farmers Market  
VENDOR APPLICATION**

Name of Business: \_\_\_\_\_  
 Business Owner: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Primary Telephone #: \_\_\_\_\_  
 State: \_\_\_\_\_ Alternative Telephone #: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Website: \_\_\_\_\_ Social media pages: \_\_\_\_\_  
 List the names of all responsible persons working at your stall(s): \_\_\_\_\_  
 \_\_\_\_\_

Describe the products you intend to sell. 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.

\_\_\_\_\_  
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**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 Farmers 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**

**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.

<b><u>Applying for(circle one):</u></b>	<b><u>Fee:</u></b>	<b><u>Additional Space:</u></b>	<b><u>Total Fee:</u></b>
<b><i>Regular vendor</i></b>			
Every Saturday	\$100	\$100 _____	\$ _____
Nov. 2020 to April 2021		(Insert # of spaces requested)	
<b><i>Fill-in vendor</i></b>	\$10/week up to \$100		(paid weekly)

**Tables / Supplies** – Vendors are required to bring their table covers and booth supplies. Tables (8’ x 2.5’) are provided. Vendors must wipe down their tables and sweep/vacuum around their booth weekly.

