



## Not-for-Profit Market Guidelines and Registration Form

Thank you for your interest in participating in our not-for-profit program at the Dubuque Farmers Market. This space is offered at no cost to approved not-for-profit organizations. This space will be assigned by the market manager. Please read these Market Guidelines carefully. We recommend a copy of these guidelines be made available to those operating your booth.

Please fill out the registration form (the form must be signed) and return it to Dubuque Main Street for approval and date assignment. The Market Manager will call or e-mail you with your date assignment.

1. Booth space is provided for Not-for-Profit entities free of market booth fees for those intending to promote and educate the community about the mission of the Not-for-Profit. This booth is not provided to entities looking to sell nor request donation for a product. Those looking to sell must register as an occasional vendor. Any item an organization would like to give away must be approved by the Dubuque Farmers Market Committee prior to scheduled market day.
2. You must notify the Market Manager at 563-588-4400, if you will not be setting up on your assigned day by noon the Wednesday before your assigned Saturday. Any organization failing to appear or call will not be rescheduled for the 2020 season.
3. Market hours are from 7:00 a.m. to 12:00 p.m. (May – September), 8:00 a.m. to 12:00 p.m. (October), rain or shine. You may set up an hour before market opening. Any vehicles must be removed from the closed section of the street by 6:45 a.m. (May-September) / 7:45 a.m. (October). Please have your area cleaned up by 12:30 p.m., as this is when the street is re-opened to traffic. Take any and all trash and/or recycling items with you.
4. Your organization needs to provide your own tables, chairs, display, signage, and/or canopy. If it's windy, you will need weights to hold the canopy legs down.
5. If you park in a metered parking stall outside of the barricaded area, please be sure to pay the appropriate fee, as the City does enforce meters on Saturday mornings.
6. There are 27 Saturdays during the 2021 Season. We limit individual, not-for-profit organizations attendance to one date per year to ensure all interested not-for-profits can participate.
7. The Market Manager and Farmers' Market Committee will have final approval on all issues. We want everyone's experience to be fun and educational.



## Not-for-Profit Agreement and Registration Form

The undersigned Organization agrees to exercise the utmost care in the use of the assigned space in the Dubuque Farmers' Market. The undersigned further agrees to indemnify and hold harmless the City of Dubuque and Dubuque Main Street, Ltd., and their respective agents, officers, and employees, from and against all claims for injury or damages to persons or property arising out of or caused by the use of such property.

**Organization Name** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**Mailing Address (if different)** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Preferred Date(s). Please prioritize:** \_\_\_\_\_

**Item(s) to be distributed:** \_\_\_\_\_

I, the undersigned, have received and read the Dubuque Farmers' Market Not-for-Profit Guidelines and agree to all terms and conditions therein.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name – Please Print**

### Please complete and return to

Email: [jolynn@dubuquemainstreet.org](mailto:jolynn@dubuquemainstreet.org)

Mail or drop off: Dubuque Main Street

Attention: Market Manager

1069 Main Street

Dubuque, IA 52001