



Vendor

HANDBOOK

2024

(Rev. 3/7/2024)



1069 MAIN STREET, DUBUQUE, IOWA 52001

563-588-4400 • www.dubuquemainstreet.org



DBQFARMERSMARKET



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MARKET MISSION

The Dubuque Farmers' Market (DFM) exists to provide an open-air, outdoor market in downtown Dubuque for consumers to purchase a variety of local fresh food, flowers, and locally crafted products directly from farmers, producers, crafters, and artisans.

GOALS OF DUBUQUE FARMERS' MARKET

- ❖ To promote the sale of locally produced food, flowers and the sale of hand-crafted products by vendors.
- ❖ To increase access to healthy and nutritious food.
- ❖ To enhance the quality of life by providing a venue that fosters community and social interaction, as well as cultural vibrancy and economic vitality.
- ❖ To educate the community on the benefits of purchasing locally.
- ❖ To know our local businesses and farmers.

This handbook has been produced by the members of the Dubuque Farmer's Market Committee.

DUBUQUE FARMERS MARKET HANDBOOK

The committee and Dubuque Main Street Board reserve the right to change or adjust any policy in the handbook as necessary at any time in the market season. Such changes are effective immediately upon notification to vendors. Vendors will be notified in writing via e-mail regarding any changes to policies in this handbook.

Violations of the policies contained in this handbook *could* result in the offending vendor's removal from the Dubuque Farmer's Market, as well as future Dubuque Farmer's Market seasons, plus, forfeiture of any stall rental fee previously paid by vendor for said season.

MARKET INFORMATION

The City of Dubuque has designated Dubuque Main Street to be the coordinating organization of the Dubuque Farmers' Market. Dubuque Main Street is a 501(c) 3 not-for-profit organization. There will be no discrimination based on race, color, creed, sex, religion, physical ability, sexual orientation, age, or nationality.

MARKET STAFF /CONTACT INFO

MARKET MANAGER	Phone	Email
Taryn Kafer – Primary	309-825-9294	tkafer@dbq.edu
Arantxa Martinez – Alternate	563-239-7677	
Danielle Jacobs – Alternate	563-451-2695	djacobs@dubuquemainstreet.org
Laura Bertjens – Alternate	563-543-9945	lbortjens@dubuquemainstreet.org

BOOTH STAFF – TO BE DETERMINED & VOLUNTEERS

WEEKDAYS 9 AM TO 4 PM Dubuque Main Street, 1069 Main St., Dubuque, IA 52001; **563-588-4400**

AFTER HOURS PHONE Vendors experiencing issues on Friday after 5 p.m. or on Saturday morning may reach Taryn Kafer (primary market manager) at the following: 309-825-9294.

MARKET HOURS & DAYS OF OPERATION

The DFM operates on Saturdays beginning in May through the end of October, for a total of 26 weeks, Rain or Shine, and on Holidays!

HOURS OF OPERATIONS

May through September 7:00 a.m. until 12:00 p.m. and

October 8:00 a.m. until 12:00 p.m.

Vendors are required to stay for the entirety of the market (7:00 a.m. to 12:00 p.m., May through September; 8:00 a.m. to 12:00 p.m. October)

Vendors abide by and comply with the hours of operations as prescribed.

MARKET LOCATION

The DFM is located on Iowa Street, from 10th Street to just past 13th Street; between Central Avenue and Main Street; and includes the parking lot with electrical capacity, south of City Hall on Central Avenue.

MARKET LEASE RATES

The Dubuque Farmers Market offers two stall sizes:

STALL DETAILS	STALL SIZE	FULL LEASE (8-27 WEEKS)	OCCASIONAL LEASE (LIMITED TO 7 DAYS)
STREET STALL	APPROX. 20 FT. WIDE X 11 FT. DEEP	\$400/YEAR	\$45/DAY
ELECTRICAL STALL (PARKING LOT at 12 th & Central)	APPROX. 13 FT. WIDE X 20 FT. DEEP	\$400/YEAR	\$45/DAY

Each stall is marked and numbered before the season begins. Vendors will be assigned a stall based on many factors & criteria, including (but not limited to): prior market seasons, seniority, product mix, and electricity usage. For applicants who previously participated: DFM does not guarantee stall location or amount of space will be the same as the previous season.

Due to limited space at the market, stalls may not be purchased as a parking spot.

Attendance

Attendance by all scheduled vendors/participants is vital to all market dates. When any vendor/participants do not show up for a scheduled market appearance or leave early the entire Market Community is affected. Each vendor is allotted 4 absences in total. **ALL absences MUST be reported to the Market Manager the Friday before, by 4 p.m. via text, phone call, email, or letter.** Any absences not notified to the On-Site Market Manager are unexcused! Failure to notify DMS Management of an absence and repeat absences, planned or planned may result in loss of your stall location. ANY unforeseen EMERGENCIES will be taken into consideration on a case-by-case basis. Do NOT use Facebook (or any other social media platform) to notify the On-Site Market Manager of your attendance.

Stall Allotment

One stall per vendor. If a full-season vendor wishes to acquire another stall, they must request in writing the need for an additional and submit it to the DFM Committee. DFM staff reviews each unique situation to determine the need for more than one stall or the maximum two-stall allotments. After review, if the need is demonstrated, AND if space is available, a full-season vendor may be allowed to lease a maximum of two stalls. A previous vendor that leased more than two stalls may request the DFM to review the same. However, DFM cannot lease additional space to these previous full-season vendors.

Vending from vehicle

Beginning in 2022, vendors at Dubuque Farmers Market are prohibited from parking any motorized vehicles in their assigned stalls. However, any vendor that did park a vehicle in a stall during the 2021 season will be allowed to continue to do so during the 2024 season provided that said vendor purchases a permit for \$150. Permits must be obtained from Dubuque Main Street and paid for on the same date as your Vendor Stall payment. The Permit must be displayed each week in the vehicle's front window. Failure to display the permit accordingly may result in a suspension or loss of parking privileges.

This section does not apply to non-motorized trailers, food trucks, or any other "step van" type vehicle that serves as a vendor's sole point of sale.

Stall Space

Blocks A B D G J K L (see map): Vendors are to sell to the street (no vehicle parking on the street unless the vehicle is being used to vend from and is part of that vendor's stall space). All vending tables, tents, merchandise, inventory, and signage must be set up in the street, tents butted against the curb. Using nearby sidewalks, buildings, railings, ramps, or spaces outside of assigned vending stalls is prohibited. Sampling outside of a vendor's stall space is not allowed, no exceptions will be made.

Block H (electrical): Vendors who need electricity have the first option for these stall spaces. Using nearby sidewalks, buildings, railings, ramps, or spaces outside of assigned vending stalls is prohibited. Sampling outside of a vendor's stall space is not allowed, no exceptions will be made. **At the end of market day, the last vendor to unplug from the electrical box must close and lock the electrical box before leaving.**

Alternative Market Locations

For applicants who previously participated: DFM does not guarantee stall location or amount of space will be the same as the previous season. The stall location and amount of space leased to vendors is based on many factors & criteria, including (but not limited to): the needs of the Farmers' Market (such as pedestrian walkways, vendor & product mix, and City requirements), specific set up needs for the vendor, previous use of space by the vendor, and local construction or similar street disruptions. Alternative locations may be necessary to allow for continued vending.

Verification Visits

Market Management reserves the right to visit and inspect the farm, property, and storage sites listed on any vendors' application to verify information provided is proper and correct and to verify resale or wholesale is not conducted at the market. This is a condition of the privilege of selling at the market. Onsite visits will and can be randomly conducted by any Farmers' Market Committee Member, Dubuque Main Street Board Member, and Market Staff without prior notice. If a vendor is found not to comply, a \$50 fee, plus expenses, will be assessed.

Vendors acknowledge and agree to such inspections. Vendors may be subject to a visit before being accepted into the Farmers' Market. If the Vendor wants to add any farm, property, or storage sites, the

vendor must inform DMS in writing and revise the vendor's application accordingly. The Vendor will violate these Rules and Regulations if the vendor fails to identify any farm, property, or storage site and/or is unable to show "inspectors" a location during the time of a visit.

VENDOR CATEGORIES

1) Grower/Producer/Processor – The DFM exists for vendors to sell products they grow, raise, or produce. These products may include fresh fruits and vegetables, meats, eggs, dairy goods, bakery goods, honey, salsa, jams and jellies, pickles, syrup, sauces, wine, spices, bedding and potted plants, cut flowers, and pet treats/pet food. **NO WHOLESALE OR RESALE ALLOWED.**

Produce, flowers, plants, or any other item may not be purchased from auctions in Iowa, Wisconsin, or Illinois and sold at Dubuque Farmers' Market.

- 1) Violators will be fined \$50 on the initial violation.
- 2) Second violation will be banned from selling at DFM for one month.
- 3) A third violation will be termination from participating at DFM for end of current season and the following season.

You must have an approved special permit from the DFM committee and DMS prior to selling items with a Special Item Permit.

2) Crafter/Artisan – Items in this category include crafts; artwork; and inedible items, such as herbal products, personal care, and beauty products.

All craft and art items must be the original handmade work of the vendor or a member of the vendor's immediate family. Supplies used to make the handcrafted item may be purchased, if the product is transformed in a way that makes the work original and makes the work substantially handcrafted.

Items not allowed at the DFM include products not made or altered by the vendor: mass-produced/manufactured, finished products that are on consignment or have been purchased wholesale, or finished products available from catalog/direct sales companies.

Craft and art vendors are permitted, but the number of vendors is limited to 30% of the total registered vendors.

If there is any question as to the authenticity of a handcrafted product, the Farmers' Market Committee will make the final determination.

3) Prepared On-Site Food Vendors - Vendors wishing to prepare and sell ready-to-eat food at the Market must obtain a Farmers' Market Potentially Hazardous Food License (see page 23 for additional information). Ready-to-eat foods include but are not limited to hamburgers, pizza, burritos, nachos, hot or cold sandwiches, fried foods, and the like. The license is valid only in the county in which it was purchased and is valid only at farmers' markets. A copy of the vendor's license must be on file at DMS before vending at the DFM.

Farmers' Market Management reserves the right to accept or deny any vendor that does not match the event's goals and priorities. This includes but is not limited to, chain or franchised businesses.

APPLICATION TO THE MARKET

MARKET VENDORS

RETURNING VENDORS WISHING TO BE CONSIDERED FOR A FULL-SEASON SPACE SHOULD APPLY BEFORE **04/05/2024**. **ALL PAPERWORK AND FEES ARE DUE BY 04/12/2024 TO GUARANTEE YOUR SPOT.**

All returning vendors must attend one of the two vendor meetings. Any new vendors who register after the vendor's meeting must view Vendor Meeting Video to be approved for market.

Applicants must apply electronically through Manage My Market (www.managemymarket.com).

By applying to the Dubuque Farmers' Market, vendors agree to the terms of the application and this handbook regarding all market rules and regulations.

Vendors will be admitted to the DFM based on market requirements, space availability, and product representation. Dubuque Main Street reserves the right to decline incomplete applications and retains the right to determine if a product meets all criteria for selling at the Dubuque Farmers' Market.

Applicants must ensure their application is complete. This includes **new or additional farmland**, updated photos, accurate product lists and descriptions, updated contact information, etc. Incomplete applicants will not be considered. A \$25 charge may be assessed if DMS staff is required to register, and upload documents or photos to Manage My Market.

If selected to participate as a vendor in this year's Farmers' Market, vendors must then provide proof of permits and insurance, and pay all required fees before approval. The vendor must also acknowledge receipt of and compliance with the current DFM Vendor Handbook before vending.

DMS reserves the right to approve, refuse, and limit products to be sold at the DFM. While exclusivity does not exist, a limited number of vendors will be approved to sell certain products.

Vendors who need to change or add products after the application product acceptance process is complete need to update their list on Manage My Market, notify the market manager, and wait for approval before selling the changed product line.

Special Requests

Returning vendors who would like to move should indicate their desire as a "Special Request" in their Vendor Application. Requests can only be granted if the requests do not conflict with other vendors who are already in place. Making a request does not mean it will be granted.

ACCEPTANCE INTO THE MARKET

Applications for booth space at the DFM are reviewed beginning in March. Email notifications will be sent to vendors who have been accepted to participate in this year's DFM. Vendors who do not receive a notification by mid-April should check their status in their Manage My Market account.

STATUS DEFINITIONS

- RECEIVED – Application submitted and under review by DFM Committee and Staff.
- PENDING – All required forms need to be uploaded, and fees paid within 10 days of pending status. After completion, the status will be approved. If required forms and fees are not paid vendor will return to received status.

Cont.

- APPROVED – The application will be approved when payment and forms are completed.
- DECLINED – Not selected to participate in the market.
- WITHDRAWN – The Vendor withdrew the application from consideration.

Approval Process

- Applicants must reside within a 100-mile radius of 1069 Main Street, Dubuque, IA
- Items offered by vendors are to be grown, produced, or crafted at the vendor’s farm or home.
- **NO RESALE OR WHOLESALE IS ALLOWED.** Vendors may request a “Special Permit” (see page 12).
- Remaining applicants are selected based on space availability, product variety within the market, and product quality as demonstrated by photographs included in the application process.
- Applicants are reviewed on the entire range of products applied to sell at Market. All vendors must indicate the products they wish to sell under the Products Tab of their Manage My Market account. Please be thorough and **specific** when completing your application. Applications without this section being completed will not be approved. Non-food items (excluding starter plants, potted plants, hanging baskets, cut flowers, and such) must include images of the products. Applications without required photos will not be approved.
- Vendors will not be able to add or change products after the application process is complete, or throughout the market season, without prior approval from Market staff.
- Vendors are selected for the DFM based on a variety of factors. The committee considers the following criteria when reviewing vendors:
 1. Type of Product
 2. Quality of Product
 3. Previous Market Experience
 4. Completed, accurate application (including submission of required pictures)

PAYMENT

Full payment for your rental stall is due **within ten (10) days of** the vendor receiving notification of **pending** from the DMS into this year’s DFM.

Failure to pay by the requested deadlines may result in terminating your participation in this year’s Farmers’ Market. *REFUNDS MAY BE ISSUED ON A CASE-BY-CASE BASIS subject to approval by the DMS Treasurer.*

Payment for stall rentals and additional fees can be made in the following ways:

- CASH – in person at the Dubuque Main Street office (1069 Main Street, Dubuque)
- CREDIT CARD – by phone (563-588-4400) or in person (1069 Main Street, Dubuque) Accepted Cards include MasterCard, Visa, Discover, and American Express.
- CHECK – by mail or in person (Dubuque Main Street, 1069 Main Street, Dubuque, IA 52001). Checks returned due to insufficient funds will be assessed at a \$25 fee per check and no future checks will be accepted from that vendor.

Any previous account balances, including fees for insufficient funds, shall be paid before renting future space.

LICENSE REQUIREMENTS

Vendors at the Dubuque Farmers' Market will be required to obtain and provide proof of certain licenses, insurance documents, permits, etc. before vending.

Copies of licenses must be uploaded to the 'License' tab in Manage My Market or provided to market staff, before vending at the DFM.

Permits/Certificates

Vendors must obtain the necessary permits/certificates to sell the following items:

- Poultry
- Meat
- Wine/Brewed Beverages
- Wild Morel Mushrooms

It is the sole responsibility of each vendor to comply with and abide by all city, state, and federal rules and regulations about the production, harvest, preservation, labeling, and safety of products brought to market. (See page 23 for more information)

All permits and/or licenses must be posted each market day.

Types of food licenses

Additional licenses may be required depending on the type of business owned:

- Farmers' Market Potentially Hazardous Food License
- Mobile Food License
- Temporary Food Service License
- Annual Food Service License

Vendors with questions regarding food license requirements or certificates/permits should contact Dubuque Health Services, 1300 Main Street, Dubuque, or by phone at 563-589-4181.

Sales tax permits

It is the sole responsibility of each vendor selling taxable goods to ensure that, if necessary, proper sales tax is applied, appropriate permits are obtained, and tax forms and payments are made to the State of Iowa. These permits must be on file with DMS.

Vendors may obtain a sales tax permit online at <https://tax.iowa.gov/businesses/business-permit-registration> or by calling 515-281-3114 or 800-367-3388.

Logos & Trademarks

Vendors must obtain appropriate licenses to sell logoed or trademarked items. Examples of this include college university logos, Disney TM registered images, etc.

INSURANCE REQUIREMENTS

Upon acceptance into the Dubuque Farmers' Market, vendors must provide proof of insurance. Please do not purchase this insurance until you have been accepted into the market. A valid insurance certificate must be provided at least 30 days before the opening market date and uploaded to Manage My Market. No vendor will be allowed to participate in the market without meeting these insurance requirements. Failure to provide a valid certificate of insurance will result in dismissal from the market until the certificate of insurance is received and approved.

Vendors with policies that renew midmarket season must upload the most recently updated certificate of insurance to Manage My Market at least 30 days before the opening market date, as well as a copy of the new certificate once it has been renewed.

Vendors who update their insurance information to their Manage My Market account must notify market staff when completed. Failure to notify market staff may result in your insurance policy being marked as not received and a follow-up phone call/email being made.

All vendors must maintain a Commercial General Liability policy or its equivalent with limits not less than the following:

1. Limit Each Occurrence: \$1,000,000
2. General Aggregate Limit: \$2,000,000
3. Personal & Advertising Injury Limit: \$1,000,000
4. Products & Completed Operations Limit: \$2,000,000
5. Medical Payments Each Person: \$5,000

Both of the following shall be included as an additional insured using ISO endorsement CG 20 26, or an equivalent endorsement (see below):

Dubuque Main Street Ltd.,
Its employees, and Board Members
1069 Main Street
Dubuque, IA 52001

City of Dubuque,
Its employees, and Council Members
50 W. 13th Street
Dubuque, IA 52001

Dubuque Main Street and Dubuque Farmers' Market are required to request these of our vendors by our insurance company and the City of Dubuque. We are not able to make any exceptions to this request.

SEE THE SAMPLE INSURANCE FORM ON THE FOLLOWING PAGE TO CONFIRM CORRECT CERTIFICATE INFORMATION. The items in RED must read exactly as written to be accepted by the DFM/DMS staff.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
XX/XX/20XX

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AGENT NAME ADDRESS CITY, STATE ZIP	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr><td>INSURER A :</td><td></td></tr> <tr><td>INSURER B :</td><td></td></tr> <tr><td>INSURER C :</td><td></td></tr> <tr><td>INSURER D :</td><td></td></tr> <tr><td>INSURER E :</td><td></td></tr> <tr><td>INSURER F :</td><td></td></tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER F :															
INSURED VENDOR NAME ADDRESS CITY, STATE ZIP															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			XXXXXXXXXXXX	XX/XX/20XX	XX/XX/20XX	EACH OCCURRENCE \$ \$1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ \$5,000.00 PERSONAL AND PROP INJURY \$ \$1,000,000.00 AGGREGATE \$ \$2,000,000.00 PRODUCTS - COMP/OP AGG \$ \$2,000,000.00 POLICY LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per incident) \$ PRO (Per \$) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						POLICY LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per incident) \$ PRO (Per \$) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. / COINSURANCE \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMPLOYEE (Mandatory) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE / OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Dubuque Main Street Ltd., DBA Dubuque Farmers' Market, its employees and Board Members, and the City of Dubuque, its employees, elected and appointed officials and Board Members, are included as an additional as provided by ISO endorsement CG 20 26 04 13 or equivalent endorsement.

CERTIFICATE HOLDER Dubuque Main Street DBA Dubuque Farmers Market 1069 Main Street Dubuque, IA 52001	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ADDITIONAL PERMITS & FEES/FINES

Special Item Permit

Vendors may apply for a Special Item Permit to sell foods that are typically not grown locally or not locally grown in sufficient quantity to meet the demands of customers. The fee for a Special Item Permit is \$200.00 per item. The DFM Committee will review each application using the following criteria:

1. The item is food.
2. The item cannot be successfully grown or produced locally in sufficient quantities and/or quality to meet the perceived customer demand for the item.
3. The item, from harvesting to selling, adheres to all relevant regulatory requirements.

Only a limited number of permits will be issued and those vendors with the permit will be required to comply with other guidelines. The Permit Fee is in addition to the Market Application Fee. For more information about the Special Item Permit please contact DMS

Fines/Fees

DMS staff, with guidance from the DFM committee, reserve the right to impose additional fees/fines as necessary.

Vendors have assessed fines the week following a market and will receive notice via email, and an invoice via U.S. Postal Service mail. Payment is due by noon the Friday before the next market. Vendors with unpaid fees will not be permitted to vend until their account is current.

UNAUTHORIZED DRIVING FINE- \$50 and/or removal from market

Vendors shall not enter the market venue after 6:45 a.m./7:45 a.m. (October) or exit the market venue before the closing of the market, noon Vendors shall not drive unauthorized vehicles within the market venue at any time. Authorization is made through DMS staff. Penalties for entering late, leaving early, or driving recklessly will include a fee of \$50 and potential removal from the DFM for the remainder of the season.

TRASH REMOVAL FINE - \$50

Vendors are responsible for removing their trash from the market. Public city trash bins are not for vendor's use. Any vendor in violation of trash removal will receive a \$50 fine.

SELLING BEFORE OPENING OF MARKET FINE - \$50

Due to safety issues, vendors should not begin selling or allowing CSA/Preorder pickups before the opening of the market. Opening hours of the market are 7:00 a.m. (May – September) and 8:00 a.m. in October. Penalties for selling before market hours to customers will be a \$50 fine and potential removal from the DFM for the remainder of the season. Vendors may sell to other vendors before the start of market.

VEHICLES IN MARKET FEE - \$150

In 2022 it was established that vendors at Dubuque Farmers Market are prohibited from parking any motorized vehicles in their assigned stalls. However, any vendor that did park a vehicle in a stall during the 2023 season will be allowed to continue to do so during the 2024 season provided that said vendor purchases a parking permit for \$150.

TOKEN REIMBURSEMENT FEE - \$25 * NOTE CHANGE FOR 2024

Token bags will be picked up weekly by the On-Site Market Manager. If bags are not turned in weekly, vendors could be charged an administrative fee of \$25 per occurrence. The fee will be subtracted from your reimbursement total. Token reimbursement will be done through Direct Deposit only.

MARKET MONEY PROGRAM (MMP)

Vendors are required to accept the DFM Market Money Program. Vendors will be reimbursed for the full amount of the tokens/DUFB vouchers (see information below.) Funds will be directly deposited into the vendor's account. Tokens and vouchers may be turned in at the market or the next business day at the DMS office. All tokens may be used on any market day, and not just the day they are received. Vouchers may be redeemed up until the expiration date.

DEBIT / CREDIT (WOODEN) * NOTE CHANGE FOR 2024

As a condition of participating in the Farmers' Market, vendors agree to accept the wooden tokens from shoppers at a value of five dollars (\$5.00) for each wooden token, subject to the following guidelines:

Wooden tokens are equivalent to cash and may be used to purchase ANY item at the market. Wooden tokens may be exchanged for currency. Do not give blue \$1 tokens as change.

Vendors must charge sales tax on taxable items and are responsible for their own sales tax permit.

EBT / SNAP (BLUE)

Participating vendors agree to accept the blue tokens from shoppers at a value of one dollar (\$1.00) for each blue token, subject to the following guidelines:

Blue tokens cannot be exchanged for currency.

Vendors cannot charge sale tax (since blue tokens are for the purchase of food).

Subject to the previous guideline, products the vendor may sell for the blue tokens include fruits, vegetables, baked goods, meats, poultry, dairy, dips, salsas, honey, jams, as well as seeds and plants that produce food.

Vendor MAY NOT accept the blue tokens for foods prepared on-site, crafts, soaps, body oils, wine, household supplies, etc.

DOUBLE UP FOOD BUCKS (DUFB) (Vouchers)

Participating vendors agree to accept the vouchers from shoppers at a value of one dollar (\$1.00) for each voucher, subject to the following guidelines:

- Subject to the previous guideline, products the vendor MAY SELL for the vouchers include: fruits, vegetables, as well as seeds and plants which produce food.
- Double Up Food Buck vouchers cannot be exchanged for currency.
- New in 2024, vouchers have one expiration date: 12/31/2024.
- Vendors cannot charge sale tax (since vouchers are for the purchase of food).
- Products the vendor MAY NOT SELL for the vouchers include soaps, body oils, wine, supplies, crafts, foods prepared on-site, baked goods, meats, poultry, dairy, dips, salsas, honey, and jams.

PROJECT ROOTED BUCKS

Subject to the previous guideline, products the vendor MAY SELL for the Rooted Bucks include Fruits, vegetables, dairy, meat, whole wheat bread, eggs, and honey. Non-food products MAY NOT be purchased with the Rooted Bucks vouchers.

Project Rooted Bucks cannot be exchanged for currency. Vendors cannot charge sales tax (since vouchers are for the purchase of food). Vouchers expire at the end of the year.

VENDOR REIMBURSEMENT – MARKET MONEY PROGRAM * 2024 CHANGES

Vendors must provide their blue bags with all tokens/vouchers collected and counted at the market each week. Spent tokens should never leave the market event space. ALL tokens/vouchers must be pre-counted, written down on a provided, 2-ply token slip, and placed in the blue bags to be given to the On-Site Market Manager each week during pick-up. Vendors are responsible for counting tokens/vouchers each week and initialing verified total on the receipts. Vendors are also responsible for signing receipts weekly indicating the individual who handed it to the On-Site Manager. The On-Site Market Manager will also sign the slip indicating who picked it up. A copy will be handed to the vendor during weekly pick-up.

Staff will not fill out sheets or count tokens for any vendors at any time. Tokens will be counted and verified at the DMS office the following Monday and a DMS staff member will also initial their verified totals. Any discrepancies will be counted by another office staff and the vendor will be notified by email or phone call.

Due to the popularity of the Market Money Program, we **require** all vendors to turn their accumulated tokens in WEEKLY for ongoing recirculation. Only unspent money market tokens should be unaccounted for. Any vendor who does not turn in token bags during weekly pick-up could be charged an administrative fee of \$25 per occurrence. The fee will be subtracted from your reimbursement total. Token reimbursement is through Direct Deposit only.

Market Money Vendor white receipts must accompany all token reimbursements. If not completed, tokens will be returned to the vendor to be completed. This paperwork is required by the State of Iowa.

The last day for YELLOW token redemption will be **May 25, 2024**. Yellow tokens must be turned into the DMS office at 1069 Main Street, during normal business hours, to exchange for wooden tokens. DFM volunteers and vendors are not authorized to exchange tokens.

Any tokens/vouchers not redeemed by **November 15, 2024**, will not be accepted for payment in the current calendar year. Double-up Food Bucks vouchers collected during Dubuque Farmers Market must be redeemed by the above date.

Direct Deposit reimbursement through MidWestOne Bank will be dropped into your account within 72 federal business hours.

SET UP POLICIES/PROCEDURES

Vendor Identification/Signage

Each booth space must prominently display the provided vendor sign which identifies the business name and the location of the farm or business. Under the rules and regulations of the originating agency, please post any permits and/or licenses as required (for example, SNAP/EBT vendor, WIC vendor, etc.). Signage, sandwich boards, or other free-standing signs must be placed within the vending stall space.

May through September- Market Hours 7:00 a.m. - 12:00 p.m.

6:00 a.m.– The DFM Street Use Permit begins **vendor may not begin set up before 6:00 a.m.** Vendors may begin setting up stalls. Move the vehicle before setting it up or have it within your stall space. (See Stall set up, loading, and parking)

6:30 am – Attendance will be taken. Unexcused vendor's time will be reported to the market manager and those stall locations will be filled with timely vendors willing to move.

6:45 a.m. – Vendor vehicles must exit the market. If a vendor needs to arrive after 6:45 a.m., the vendor will need to park outside of the market and carry in items.

No vendors/participants are allowed to drive vehicles into the market area after 6:45 a.m., NOR before

12:00 p.m. (see Take Down & Exiting).

7:00 a.m. – Market opens and vendors can begin selling. Any vendor selling to the general public before the opening of the market will be fined \$50. Vendors may sell to other vendors before 7:00 a.m.

October ONLY- Market Hours 8:00 a.m. – 12:00 p.m.

7:00 a.m. – The DFM Street Use Permit begins. **No vendor may begin set-up before 7:00 a.m.** Vendors may begin setting up stalls. Move the vehicle before setting up or have it within your stall space.

7:30- Attendance will be taken. Unexcused vendor's time will be reported to the market manager and those stall locations will be filled with timely vendors willing to move.

7:45 a.m. – Vendor vehicles must exit the market by 7:45 a.m. If a vendor needs to arrive after 7:45 a.m., the vendor will need to park outside of the market and carry in items.

No vendors /participants are not allowed to drive vehicles into the market area after 7:45 a.m., and NOT before noon (see Takedown & Exiting).

8:00 a.m. – Market opens and vendors can begin selling. Any vendor selling to the general public before the opening of the market will be fined \$50. Vendors may sell to other vendors before 8:00 a.m.

Stall Set-up, Unloading, and Parking

Vendors must move all vehicles out of DFM premises promptly after unloading and before setting up the booth and product display. Vehicles used for loading and unloading may not block the street. Vendors must park vehicles so as not to block others from driving down the street and not to block neighboring vendor stalls. Parking options are designated on the vendor map.

Set up in Street

All vending tables, tents, merchandise, inventory, and signage must be set up in the street, butted against the curb. Using nearby sidewalks, buildings, railings, ramps, or space outside of assigned vending stalls is prohibited. Sampling outside of a vendor's stall space is not allowed. No exceptions will be made.

TAKE DOWN/CLEAN UP

Take Down & Exiting Market:

The DFM closes at noon. **Vendors may not sell past 12:00 p.m.** Vendors are not allowed to drive vehicles into the Market area until **12:05 p.m.** Please plan and park accordingly. To ensure a smooth transition for the entire DFM community, vendors are required to prepare and pack products and equipment and completely, take down the booth, and be ready to load vehicles BEFORE driving vehicles into the market area. Vehicles used for loading cannot block the street. For safety reasons, the street is barricaded until 12:30. To ensure the safety of your market peers, any barricades moved by for entering or exiting must be replaced by the person who moved them. Vendors who have sold out of product before noon must carry their belongings out of market if they choose to leave early. At no time are vehicles allowed to be driven through the market during market hours.

Trash Removal/Clean up

Vendors provide their own broom, dustpans, and trash removal containers. Prepared food vendors and vendors offering food samples must provide a trash receptacle within the vending space. Vendors are responsible for cleaning their stall(s) & removing trash and/or boxes at the end of each market day. DFM staff cannot remove vendor trash or boxes. Trash, including boxes, may not be placed in any city or private business trash bin, or left on the street. There will be a clean-up fee of \$50 charged to vendors leaving their trash in their stalls or in public trash bins, to be paid before attending the next market day.

VENDOR CONDUCT AND MARKET GUIDELINES

“Good Neighbor Policy”

As a vendor, you are asked to remain within the bounds of your assigned space and to respect the space of your neighbors. If you will not be coming to Market at the beginning of the season—or if you will be absent at certain times—please contact the Market Manager. In some areas of the market, it makes sense for other vendors to “fill in” the empty spaces, but this should not be done without the permission of the Market Manager. To increase safety during set-up time, please only drive along the block you are assigned.

Children working stalls

Participants shall not leave their children under the age of 16 at a vendor stall without adult supervision, for any amount of time. (Adult = responsible person aged 18 or older)

Noise Interference

No loud or disturbing noises that interfere with the rights, comfort, and convenience of others will be allowed at the Market. Vendors may not play music (live, recorded, or transmitted) at a sound level that may annoy or disturb others at the market. Music provided by vendors must meet the local community's expectations, avoiding offensive language, and politics, while being respectful.

Vendor Staff & Helpers

Vendors, their staff, and all participants are expected to uphold professionalism, know requirements and expectations, and respect the integrity of the DFM by adhering to policies, procedures, and requirements of participating in the Market. Vendors are responsible for making sure all persons working at their booth know and adhere to all DFM guidelines.

Sampling & Attracting Customers

Sampling is encouraged, if it is within the assigned stall space, in small amounts (less than 1 oz.) Sampling is not allowed outside of stall space. Attempting to attract customers by making noises, shouting, or hawking is not permitted.

A Peaceful Market

Participants shall conduct themselves professionally and behave courteously toward DFM attendees, other participants, staff, volunteers, entertainers, etc. Conduct deemed inappropriate, unprofessional, offensive, or serious will be enforced with reminders, warnings, or fines, and may result in administrative action without warnings or fines, including ejection or barring vendors from selling at the DFM.

Public Safety & Barricades

The safety of consumers and vendors is paramount. Operating vehicles within the barricaded market area is dangerous and not allowed during market hours (see set-up/take-down policies.) If you arrive after the safety barricades have been set in place, please move them aside, enter the market area, and then immediately return the barricades to their designated locations. Same for exiting market. Failure to replace them causes customer confusion and safety hazards. Repeated violations of this procedure may result in disciplinary action.

No Pets/No Animals for sale

Pets are not allowed in vendor booths unless they are service animals. The sale of live animals is not allowed on market premises. Posting of pets/animals for sale is not allowed.

No Smoking/Vaping

Smoking/Vaping, by any market vendors/and or staff, is prohibited within their stalls and on the market premises, including inside vehicles parked inside market premises. The 1st offense vendor will not be allowed at the next market, the 2nd offense vendor will not be allowed at the next miss 4 markets, and 3rd offense expulsion from the market without refund.

Sub Leasing Space/Transferring Vendor Contract

Vendors may not sublet space or sell products for other vendors, non-vendors, or businesses. Vendor contracts are not transferable at any time. No other business name or logo can be used or included in onsite signage or leaflets/handouts.

Unwanted Vehicles/Street Obstacles

DFM staff works closely with City officials all year and each market week to minimize the effects of street obstacles. However, due to the nature of the DFM location, there are occasionally street construction materials or general obstacles, and sometimes unauthorized vehicles in market stalls. DFM staff work with the city police to remove vehicles from vending spaces. On occasion, beyond DFM's control, circumstances prohibit the removal of vehicles or obstacles. When this occurs, DFM staff will work with vendors assigned to the affected space to relocate a vending location.

Electricity

Electricity is only available in the city's two parking lots located at the corner of Central Avenue and 12th Street. Requests for electricity will be handled on a first-come, first-served basis. Vendors are responsible for providing their extension cords and securing cords to minimize potential tripping hazards.

Generators & Motors

The running of any gasoline or diesel motors, engines, or generators may be approved under certain circumstances. **All generators must meet DFM guidelines AND be approved by the DFM management in advance.** DFM generator guidelines including: must run quietly to respect adjacent DFM vendors, customers, and residents; generators causing disruption or complaints will not be permitted; the vendor provides the generator, and the generator must be contained within the vendor's designated space.

The approved Decibel rate is 50-55 db or less.

Parking

Overnight parking for Farmers' Market Vendors is prohibited.

Vendors are encouraged to leave the closest public parking spots open for their customers. Please do not park in the angled parking stalls in the Fischer Parking Lot (Iowa Street frontage). This parking area is for customer parking. Do not park in private lots, without permission from owners.

Vendors must be parked no later than 6:45 a.m. and leave no earlier than 12 p.m. You may start set up at 6:00 a.m., but you may not drive on a closed street between 6:45 a.m. and 12 p.m. *This is to ensure the safety of market customers and vendors.*

Restrooms

Restrooms for vendors and customers are available in City Hall by accessing the entrance on Iowa Street. Restrooms are also available in the City's Parking ramp at 10th and Iowa Streets.

Social Media

Dubuque Farmers Market recognizes the role social media plays in modern-day communication and business. We respect the right of vendors to use social media platforms for self-expression and promotional purposes. That said, vending at Farmers' Market is a privilege, not a right, and vendors are expected to conduct themselves accordingly and abide by basic guidelines and principles:

In the same way a rising tide lifts all boats, all vendors will benefit if we are more effective at promoting farmers' market and expanding our marketing reach. To that end, vendors are encouraged to engage with and share content posted by Dubuque Farmers Market and Dubuque Main Street

Vendors are encouraged to utilize Dubuque Farmers Market logos and branding on their business or personal profile pages. Please contact the Market Manager for any assistance with suggested language, images, or branding guidelines.

Please remember that airing grievances on social media rarely leads to a positive outcome. Vendors with problems or concerns should first contact the Market Management team to help resolve any issues.

Vendors should refrain from any social media posts that may be deemed as harassing, threatening, discriminating, or disparaging to market staff, vendors, or customers.

Vendors should note that there are laws governing the sharing of images without consent. Please be considerate and act accordingly when sharing photos of market customers and/or vendors.

Vendors are encouraged to contact management immediately if contacted by the media or press about any issue specifically related to Dubuque Farmers Market or Dubuque Main Street

It is a privilege to vend at Dubuque's Farmers Market and as such, Management reserves the right to take appropriate action should any vendor use social media to defame or threaten staff, customers, or other vendors; or to engage in commentary or action that is contrary to the best interest of farmer's market and its brand; or is detrimental to the overall experience of farmers' market.

SPECIAL PROGRAMS

Not-For-Profit Organizations

If your organization would like to apply to participate in our Not-For-Profit Program, please email office@dubuquemainstreet.org with your request. Applicants must be a local non-profit charitable 501(c)(3) to highlight and promote their specific organization or event.

SALES ARE NOT PERMITTED. All applicants will need to complete and sign an agreement/registration form before acceptance to market.

Space is limited to once a season and participants are accepted on a first-apply-first-scheduled basis or aligned with the Sustainable Dubuque Initiatives. The organization must request approval from DFM before appearing in the market. Any handouts, flyers, etc. must be listed on the form and approved by the DFM Committee. This space is approximately 10' x 10'. Each organization is responsible for its supplies (tables, chairs, canopy/tent with weighted legs, displays, etc.).

The Market Manager will notify the organization the Friday before market where their stall will be.

Other special requests from the community for a space at the market may be considered and approved only by the Dubuque Main Street staff and/or the DFM committee.

Entertainment

If you or anyone you know would be interested in performing at the DFM, please email office@dubuquemainstreet.org with your request. This offer is at no cost to approved entertainers. However, entertainers are allowed to accept donations/tips. The market Manager will assign this space. Performers must complete and sign the Entertainment Form and Agreement before being accepted into the market.

Special promotions

DFM will have special promotions throughout the season. Please contact the DMS office if you have an idea for a special event or promotional activity by emailing office@dubuquemainstreet.org.

Farmers' Market Nutrition Program – WIC and Senior FMNP

Information regarding [Iowa WIC and Senior Farmers Market Nutrition Programs](#) can be obtained by contacting John Krzton-Presson with the Iowa Department of Agriculture and Land Stewardship either by telephone at (515) 725-1179 or via Email at john.krzton-presson@iowaAgriculture.gov

These are the vendor requirements:

- Only accept FMNP checks for eligible foods (fresh, unprepared, locally-grown fruits, vegetables, and herbs and honey for Senior FMNP only.)
- Reside and grow in Iowa or in an out-of-state county that touches Iowa's border.
- Be 18 years of age or older.
- Submit a vendor application every year.
- Participate in at least one authorized farmers market or farmstand for a majority of the season.
- Only accept FMNP checks at authorized farmers' markets and farmstands.
- Personally grow a majority of the eligible foods they sell.

In 2024: All vendors need to take training regardless of when they last took training.

The training schedule starts March 5 and continues to June 20, 2024. Please [check their website](#) for dates, times, and locations.

EMERGENCY/URGENCY CLOSURE

In general, it is difficult to plan for every situation or disaster that may occur. The DFM staff will have the necessary contact information and best practice resources available to them each day of market.

Inclement Weather

(Thunder/lightning, tornadoes/heavy wind, or hail). DFM is a rain-or-shine event.

Market staff or public officials are the only people with the ability to close the venue.

Regarding the personal safety of vendors, patrons, and the public, Market management will determine if or when a closure or cancellation of the Market is imminent. With the assistance of local police, DMS, and volunteers; the message and pertinent information will be broadcast to onsite vendors via siren, verbal announcement, and/or text message. Because of the critical nature of a potential emergency or urgent situation, vendors are expected to be on alert and required to adhere to the direction given in the event of an emergency or urgent situation.

If the Market were to close or cancel:

Vendors will be required to shut down immediately and remain closed for the day(s) noted.

Vendors are not allowed to sell products on, in, or near market premises.

Vendors are required to tear down and/or promptly exit the market site completely, including removal of products, equipment, and vehicles.

Conduct of disregard to Emergency Closure procedure will result in administrative action without warnings or fines, including ejection and /or barring vendor from selling at the DFM and/or in the future.

Vendors will be permitted to pack their products at any time to maintain quality and safety.

Vendors who pack their products are not permitted to move their vehicles until the close of the Market.

Active Aggressor

Recent national tragedies remind us that risk is real. Taking a few steps now can help you react quickly when every second counts. An active aggressor is an individual engaged in attempting to kill people in a confined space or populated area. Active aggressors typically use firearms and have no pattern in their selection of victims. If you are involved in an active aggressor incident the following is pertinent:

- See something, say something.
- Before you run, have an exit plan.
- Find a place to hide (parking ramp, business, etc.)
- Use first aid skills, most importantly stop any bleeding.
- Cooperate with law enforcement.

If you would like more information on Active Aggressor situations, please contact the Dubuque Main Street office.

FOOD LICENSE REGULATIONS

The 89th Iowa General Assembly passed new legislation (HF2431) during the 2022 session that affects food licensing rules in Iowa. Although there are some exceptions, beginning July 1, 2022, **most foods that do not need to be kept hot or cold for safety** may be sold directly to the consumer without a license, **provided they meet certain labeling requirements.**

“Cottage foods” are foods that are prepared in a residence that are not subject to licensing or inspection. As defined by the new legislation, **“cottage foods”** must meet **ALL** of the following criteria:

1. The food is prepared in a private residence;
2. The food does not require temperature control to ensure safety;
3. The food is sold directly from the producer to the consumer; **and**
4. The food is properly labeled.

“Cottage foods” MAY include home-canned pickles, vegetables, or fruits if **ALL** of the following apply:

1. The product has a pH value of 4.60 or lower or water activity (Aw) of .85 or lower;
2. Each batch is measured by a pH meter or (Aw) meter;
3. Each container is properly labeled, including the date the food was produced and canned; **and**
4. The producer provides documentation to the regulatory authority upon request, including at the point of sale.

“Cottage foods” labels **MUST** contain the following information:

1. Information to identify the name and address, phone number, or email address of the person preparing the food;
2. The common name of the food;
3. The ingredients of the cottage food in descending order of predominance;
4. The following statement: **“This product was produced at a residential property that is exempt from state licensing and inspection.”**
5. If the cottage food contains one or more major food allergens, an additional allergen statement must be included on the label identifying each major allergen contained in the food by the common name of the allergen; **and**
6. If the food is home-processed and home-canned pickles, vegetables, or fruits permitted under this section, the date that the food was processed and canned.

Here’s a great resource regarding home prepared and cottage foods. This is just a snippet of the whole document. Please reference the document for further details.

<https://ia.foodprotectiontaskforce.com/resources1/home-based-food-operations/>

Notes:

1. This list applies only to food items that are prepared by the producer in the residential kitchen. The purpose of this list is to help producers determine if the food item
2. Sprout production, processing and distribution is regulated by DIA as a temperature control for safety food; this applies to seeds or beans used to grow sprouts that
3. Except for Sprouts, home-grown Raw Agricultural Commodities (RAC’s) in their whole, uncut and natural state are neither a Cottage Food nor a Homemade Food I
4. Only foods that are shelf stable and do not require temperature control for safety may be sold under Iowa’s Cottage Food Law.
5. Cottage Foods must be sold directly to the household consumer and cannot be wholesaled to another business or sold through another business.
6. Home Food Processing Establishments (HFPE) are home based food production operations that are licensed and inspected by the Iowa Department of Inspection

Food Item	Can this food item be sold as a Cottage Food?	Can this food item be sold with a HFPE license?	Can this food item be sold directly to consumers?	Can this food item be sold on a wholesale/retail basis?
Raw Agricultural Commodities (RAC)				
Raw seed or bean sprouts	No	No	No	No
Whole uncut produce	No	No	Yes-Unregulated	Yes-Unregulated

The following items may not be sold under Iowa cottage food law:

1. Any food that must be kept hot or cold for safety;
2. Milk or milk products regulated under Iowa Code Chapter 192. Contact the Iowa Department of Agriculture and Land Stewardship's Dairy Products Control Bureau with any questions; or
3. Meat, meat food products, poultry, or poultry food products regulated under Iowa Code Chapter 189A. Contact the Iowa Department of Agriculture and Land Stewardship's Meat and Poultry Inspection Bureau with any questions.

More details are available online at: <https://dial.iowa.gov/licenses/food-hotels>

Allowable Foods Approved for Sale

The following products are approved for sale at the Dubuque Farmers' Market, without being licensed as a food establishment at the market location.

- 1) Fresh fruits and vegetables that are whole and uncut.
- 2) Bakery products that are not potentially hazardous. These products include only the following items: breads, cakes, doughnuts, pastries, buns, rolls, cookies, biscuits, and pies (except meat pies). The following products are examples of bakery products that are potentially hazardous and cannot be sold at farmers' markets without a license: soft pies, custard-filled products, and cream-filled products.
- 3) Fresh Wholesome Shell Eggs
- 4) Honey (products containing honey must be individually evaluated)
- 5) Non-Time/Temperature controlled for safety food products (non-potentially hazardous foods); these are products that do not require refrigeration since they are shelf-stable. These products can be prepared at the home, to be sold for consumption off-the-premise.

The following products may not be sold at a Farmers' Market without appropriate licensing from local, state, or federal authorities:

- 1) Time/Temperature Controlled for Safety Foods (foods that require temperature control), which include meat, poultry, and dairy products, and cooked foods. This includes all ingredients (including eggs) used in the preparation of these foods, except for honey and whole uncut fruits and vegetables.
- 2) With the sole exception of jams and jellies meeting the Standard of Identity for jams and jellies specified in 21 CFR Part 150, no "home-style" canned goods can be sold at farmer's markets since food in a hermetically sealed container shall be obtained from a licensed food processing plant. (Section 3-201.12 of the Food Code which has been adopted by Section 137F.2 of the Code of Iowa)
- 3) Wild-harvested mushrooms as listed in 481-31.1(5). See the information on the next page.

What types of licenses are honored to sell potentially hazardous foods at a Farmers' Market?

- **Farmer's Market Potentially Hazardous Food License.**
A separate license is required for each county in which a vendor sells food. The license is only valid at farmer's markets. If the vendor operates two or more stands simultaneously, a separate license is required for each stand.
- **Mobile Food License**
- **Temporary Food License**
- **Annual Food Service License**

Wild-Harvested Mushrooms (including Morel Mushrooms)

Code References: FDA Food Code 3-201.16 and IAC 481-31.1(5)

Iowa Administrative Code Chapter 481-31.1(5) allows the sale of specific wild-harvested mushrooms in Iowa. This rule affects the sale of wild-harvested mushrooms in three areas: Food Establishments, Farmers Markets, and Sales from the Home.

Cultivated wild mushroom species are not covered in this rule. Cultivated wild mushroom species are generally treated as an agricultural commodity. FDA Food Code Section 3-201.16(B).

Harvesting and selling wild mushrooms in Iowa

- *Wild mushrooms* are edible mushroom varieties, picked or foraged in the natural environment.
- *Cultivated mushrooms* are grown in controlled environments and may be the same varieties as wild mushrooms.

The biggest risk related to foraging and using wild-harvested mushrooms comes from misidentifying the type or variety of mushrooms. It is difficult to distinguish between poisonous wild mushrooms and those that are safe to eat. Mushroom poisoning may cause mild to severe illness, or death.

A certified wild-harvested mushroom identification expert may commercially sell **only specific** wild-harvested mushroom varieties in Iowa.

All wild-harvested mushrooms sold or served in the food establishment or farmers market are varieties classified as one of the following:	
Common name	Scientific name
Morel	<i>Morchella</i> spp. (<i>M. americana</i> , <i>M. angusticeps</i> , <i>M. punctipes</i>)
Oyster	<i>Pleurotus citrinopileatus</i> , <i>Pleurotus ostreatus</i> , <i>Pleurotus populinus</i> , or <i>Pleurotus pulmonarius</i>
Chicken of the woods	<i>Laetiporus</i> (<i>L. cincinnatus</i> , <i>L. sulphureus</i>)
Hen of the woods	<i>Grifola frondosa</i>
Chanterelle	<i>Cantharellus cibarius</i> group
Bear's head tooth, Lion's mane	<i>Hericium</i> spp. (<i>H. erinaceus</i> , <i>H. americanum</i>)
Pheasant back	<i>Polyporus squamosus</i>
Black trumpet	<i>Craterellus cornucopoides</i>

Definitions:

“Certified wild-harvested mushroom identification expert” means an individual who has within the last three years completed a wild-harvested mushroom identification training program provided by an accredited college, university, or state mycological society. The training program must include a component of the actual identification of physical specimens or simulations of mushroom species. A document must be issued by an accredited college, accredited university, or state mycological society certifying the individual's successful completion of the wild-harvested mushroom identification training program and specifying the species of wild mushrooms the individual is qualified to identify.

“Wild-harvested mushroom” means a fresh mushroom that has been found or foraged in the natural environment and has not been processed (e.g., dried, or frozen). “Wild-harvested mushroom” does not include cultivated mushrooms or mushrooms that have been packaged in an approved food processing vessel.

“Cultivated mushroom” means a mushroom grown through a process in which the grower inoculates a substrate (logs, beds, straw, etc.) with a known strain or species of mushroom spawn in a dedicated space, whether outdoors or indoors, that is under the control of the grower, for fruiting mushrooms.

SAMPLING

Sampling of perishable (potentially hazardous) foods requires a State of Iowa Farmers' Market Potentially Hazardous Food License or a Temporary Food Stand License. Temporary Food Stand Rules apply to both licenses and are available on the City of Dubuque website at www.cityofdubuque.org under "health" and "food safety." Vendors need to have a cooking thermometer scaled 0-220 degrees, approved ware-washing, handwashing, and may not handle ready-to-eat foods with bare hands. The use of gloves and utensils is encouraged.

LABELING & PACKAGING REQUIREMENTS

Allergen information needs to be declared on the label or by use of a placard. The following food products are considered major allergens: Peanuts, Soybeans (not refined soybean oil), Milk, Eggs, Fish, Crustaceans (crab, lobster, or shrimp), Tree Nuts (almonds, pecans, or walnuts), and Wheat.

Packaging

Acceptable packaging materials should be approved for contact with food (food grade) and not re-used. These may include, but are not limited to:

- Plastic wrap
- Zipper sandwich/plastic bags
- Cake Boxes
- Plastic bags
- Foam trays
- Clam shell containers
- Display boxes

For products sold individually from a BULK supply:

- A list of the ingredients must be posted near the container with those items.
- Keep products covered. Keep products out of direct sunlight.
- Do not let customers serve themselves.
- Use of a sneeze guard or similar protective barrier is recommended.
- Use proper serving utensils along with disposable gloves when handling products. (Have extras in case you drop them on the ground.)
- Remove gloves before handling money.
- Wash hands and put new gloves on before serving the next customer.

Please contact City of Dubuque Health Services at 563-589-4181 if you have any questions.

COMPLAINT PROCEDURES

Vendors/Participants are expected to display professionalism and conduct themselves and their business in a manner that is respectful, honest, and courteous toward DFM, its vendors/ participants, staff, and the community. DMS retains the right to prohibit a person and/or business from participating in the DFM for conduct deemed inappropriate and/or unprofessional, without verbal or written warnings or fines. Grievances towards DFM or any entity associated with the Market must be addressed privately. Contact DFM management to set up an appointment. Do not verbally protest or have written postings (i.e. signs) during DFM hours of operation where customers are present. You will be asked to stop and remove any signs if deemed inappropriate by DFM staff immediately, or you will be asked to cease vending for the remainder of that DFM day.

Please file a formal complaint if a vendor has offended any of the rules as written in this document. The Market Manager will speak to the offending vendor. If a violation is confirmed, and the verbal warning is not heeded, a written warning will be sent.

Expulsion from the Market without refund may occur if the situation is not corrected with a third notification.

Please see the On-Site Market Manager if you have an immediate concern. Complaint(s) about another vendor's produce, market procedures, or policies, need to be in writing and sent to DMS. The DMS Executive Director will review your complaint, research the grievance, and send a written response within a week if the concern can be adequately investigated within that timeframe. If further action is necessary, the communication will be considered by the DMS Board and acted on as deemed appropriate.

Rules of the DFM are enforced by the DMS designated as the designated DFM management entity. If a vendor or participant disregards the Policy or Procedure of the DFM or does not comply with federal, state, or local regulations, applicable to the DFM participation, DFM management will proceed accordingly. Action may include assessing fines or prohibiting the vendor from selling at the DFM temporarily or permanently; without a refund.

DFM management and assigned entities will randomly evaluate participants using the Vendor Handbook. Compliance and enforcement may include verbal reminders, written notice of non-compliance, notice &/or fines. If a vendor is issued a reminder or warning, the vendor must adjust to comply with DFM requirements on the day the warning is issued or before continuing participation in the DFM.



COMPLAINANT DETAILS

Name of Person Entering Complaint:

Name of Business Entering Complaint

Address:

Daytime Contact No:

Date:

Email:

COMPLAINT DETAILS

Date of Incident (if relevant):

Time:

Location of Incident:

Who/What is the Subject of Your Complaint:

Summary of Complaint/Issue:

WITNESS DETAILS (please leave blank if not relevant)

Name:

Address:

Daytime Contact Number:

COMPLAINT OUTCOME	
As a result of making this complaint, is there any outcome you would like? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide details:	
COMPLAINANT SIGNATURE	DATE
NAME OF EMPLOYEE RECEIVING COMPLAINT	

FILING COMPLAINTS

The Dubuque Farmers’ Market will accept complaints in the following ways:

In Writing

By mailing Dubuque Main Street at 1069 Main Street, Dubuque, IA 52001

By email to

In Person

By dropping it off at the primary office at 1069 Main Street, Dubuque, IA 52001, or place in the mailbox.

PROCESSING COMPLAINTS

Dubuque Farmers Market Committee and/or Dubuque Main Street’s Executive Director will acknowledge all complaints within 5 working days and try to resolve complaints within 15 days.

We will have due regard for your privacy.

INVESTIGATION DETAILS	
Name of person investigating incident:	
Title:	Date of investigation:
Investigation details:	

(If no action is to be taken, please explain why)

ACTIONS ARISING FROM INVESTIGATION	DATE TO BE COMPLETED
Immediate:	
Further recommendations:	

INVESTIGATING STAFF	
Signature:	Date:
Complainant Advised: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: