

OCT
20

MA  TOBERFEST

Food, Music, and Fun

FEATURING A TASTE OF JACKSON COUNTY

Join us in a local celebration to highlight all things that make Jackson County a unique and great place to live. The event will offer a tasting from **local** food vendors, **local** wine makers, **local** producers, **local** crafters and so much more.

IF YOU MAKE IT, BAKE IT, OR GROW IT, WE WANT YOU TO SHOWCASE YOUR TALENTS!

Saturday, October 20, 2018 | 11AM - 3PM | Downtown Maquoketa

Please complete the application below and submit your vendor fee to: Maqtoberfest c/o Maquoketa Hometown Pride, 124 S. Main St., Maquoketa, IA 52060. **Questions? Call 563-652-4549 or email maquoketahtp@gmail.com**

2018 VENDOR APPLICATION

VENDOR INFORMATION:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

SALES TAX PERMIT NUMBER/NOT FOR PROFIT 501-C3: _____

If tax exempt, give complete name of organization and reason for exemption:

ITEMS TO BE SOLD:

Maquoketa Hometown Pride has final approval on the contents of an exhibitor's display. Vendor Spaces will be the marked parking spot on Main Street, downtown Maquoketa. Each space is 22 feet long and 18' feet wide.

Number of Spaces at \$10/ea = \$ _____

PLEASE MAKE CHECK PAYABLE TO: MBC/HOMETOWN PRIDE

Bring your table, chairs, shade, wares, and whatever you may want to sell.

By signing up you agree to supply copies of all licenses and permits required by the State of Iowa, Jackson County and the City of Maquoketa.

2018 Maqtoberfest Rules & Regulations

Maqtoberfest is a state licensed official Maquoketa Farmers Market event

2018 MARKET MANAGER

Contact Information:

Market Manager: Ted Strait

124 S. Main St. Suite 2

Maquoketa, IA 52060

563 221-1531

tedstrait@hotmail.com

maquoketahtp@gmail.com

The Market Manager will be present to supervise the market and any other activities that the market may be having. If you have any questions or concerns or any problems arise, please let the market manager know. They will be dealt with during that event and the market manager's decision shall be final. An appeal of the decision may be requested and reviewed by the market committee before the next event date.

MARKET LOCATION & DATE

Maqtoberfest is a one-day event, October 20, 2018 from 11 AM - 3 PM. Vendors will be set up in the 100 block of Main St., Maquoketa. Set up will begin at 8:30 AM. Please be prepared to begin vending at 11 AM. Tear down will start no earlier than 3 PM. This an outdoor event; there is no rain date. Vendors will be notified in advance if the event is cancelled due to inclement weather.

VENDOR FEES

Each vendor booth (space) is \$10. Please make checks payable to MBC/Hometown Pride. **All vendors must submit a completed and signed Vendor Application form and Waiver, submit a Certificate of Liability Insurance, a Sales Tax Certificate (if applicable), and all necessary permits *before* selling at Maqtoberfest. If you need electricity, a fee of \$25 will need to be paid to the City of Maquoketa by the vendor before selling at Maqtoberfest.**

VENDOR EXPECTATIONS

The Maquoketa Farmers Market encourages all vendors to charge a fair and reasonable price for their goods. Underselling will not be permitted.

ENFORCEMENT OF RULES AND REGULATIONS

The first offense will result in a written warning. A second offense will result in a \$25 penalty. Repeat offenders may lose their vending privileges with no refund of fees.

RULES AND REGULATIONS

- No smoking is permitted in the market area.
- No firearms/weapons or illicit drugs are permitted in the market area.
- No pets are allowed at the market, with the exception of licensed service animals.
- No animals are allowed to be sold or given away.
- Each vendor is responsible for supplying a suitable trash receptacle for their own and public use. All trash must be taken with you when you leave. Vendors are responsible for keeping their area clean.
- No vendor shall attract attention to products by outcry in a boisterous or annoying manner.
- Vendors shall not solicit customers who have not voluntarily approached their stall.
- Spaces will be assigned. Vendors signing up the day of the event will be assigned an open space at the manager's discretion. If vendor has not arrived by 10:30, without prior notification to the market manager, the space is subject to reassignment.
- Vendors shall furnish their own tables, chairs and shade. PLEASE keep your area clean. Nothing turns away customers more quickly than dirty tables, vegetables, or containers.
- More than 65% of your product and items that you sell must be grown, made, or harvested by the vendor. If the point-of-origin is in question, an on-site inspection of the production area may be conducted. The vendor shall provide directions to the production site and grant permission for an inspection of the production site within 72 hours of notification. Artisans and Crafters must make their own products.
- Vendors shall not distribute letters, pamphlets, magazines, petitions, etc. to other vendors or customers and shall not solicit vendors or customers to support other organizations or fund raising without prior approval of the Market Board. Likewise, customers shall also be discouraged from soliciting and distributing.

WAIVER:

By submitting this application:

I agree I have read, understand and will comply with the Maquoketa Farmers Market Rules and Regulations in all respects. I am aware of, and will comply with, all applicable State of Iowa and Local Codes related to this activity.

I agree to abide by the decisions of the Maquoketa Farmers Market, its officers, directors, agents regarding the interpretation and enforcement of any provision of the Rules and Regulations.

I agree to provide proof of \$1,000,000 general commercial liability insurance (minimum) in the form of a Certificate of Insurance (COI) (sample attached) listing the Maquoketa Area Chamber of Commerce as the Certificate Holder. This certificate must be on file with the Maquoketa Farmers Market prior to vending.

I agree to (if required) obtain a State of Iowa sales tax permit and provide a copy of the permit to the Maquoketa Farmers Market prior to vending.

I agree to obtain, at my own expense, all licenses and permits required by the State of Iowa, Jackson County, the City of Maquoketa and provide the Maquoketa Farmers Market with copies prior to vending.

If I am claiming to sell Certified Organic Products, I will provide a copy of the certificate to the Maquoketa Farmers Market prior to vending.

If I am selling “**Temperature Controlled for Safety**” foods (formally - **Potentially Hazardous Foods**) at the market, I will obtain, and comply with, a State of Iowa Farmer’s Market License. I will provide a copy of the license to the Maquoketa Farmers Market prior to vending.

Indemnification:

I hereby agree that I will indemnify and hold harmless the Maquoketa Farmers Market, the City of Maquoketa, Maquoketa Area Chamber of Commerce, and Maquoketa Betterment Corp. from any and all claims and liabilities arising or allegedly arising from my negligent or intentional conduct, or arising from my breach of any waiver identified in the rules and vendors forms. I understand that this means that I will be responsible for reimbursing the above named organization(s) for any judgment against them, any settlement made by them in good faith, and any attorney’s fees and cost incurred by them in defending or settling any claim against them, which arises or allegedly arises, as the result of my negligent or intentional conduct.

Vendor Signature: _____ **Date:** _____

FARMERS MARKETS REQUIREMENTS FROM INSPECTIONS & APPEALS FOOD & CONSUMER SAFETY BUREAU

In order for licensing requirements contained in this document to be applicable a market must meet the statutory definition of a Farmers Market set forth in 137F.

“Farmers Market” means a marketplace which operates seasonally principally as a common market for fresh fruits and vegetables on a retail basis for off-the-premises consumption.

The following products may be sold at a farmers market to consumer customers without being licensed as a food establishment at the market location:

1. Fresh fruits and vegetables which are whole and uncut
2. Bakery products which 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 market without a license: soft pies, custard filled products and cream filled products.
3. Fresh Shell Eggs that are kept at 45 F or below (ambient temperature)
4. Honey (products containing honey would have to be individually evaluated)
5. Non-potentially hazardous food products; that is products that do not require refrigeration, since they are shelf-stable. These products can be prepared in the home, to be sold for consumption off-the-premise. Some examples of products that can be prepared in the home for direct sale to consumer customers include: jams, jellies, candies and dried noodles. (Only jams and jellies that meet the Standard of Identity for jams and jellies specified in 21 CFR Part 150 are exempt from licensing)

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

1. Potentially hazardous food products (foods that require temperature control), which include meat, poultry, dairy products.
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 farmers 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 Morel mushrooms

What type of licenses are honored to sell potentially hazardous foods at Farmers Market?

1. Farmer's Market Potentially Hazardous Food License.
 - a. A separate license is required for each county in which a vendor sells food.
 - b. The license is only valid at farmers markets.
 - c. If the vendor has operates two or more stands simultaneously, a separate license is required for each unit.
2. Mobile Food License
3. Temporary Food License
4. Canned goods, except jams and jellies, must be from a licensed food processing plant. (Only jams and jellies that meet the Standard of Identity for jams and jellies specified in 21 CFR Part 150 are exempt from licensing)

What type of wild mushrooms can be sold at a Farmers Market and what are the requirements for selling wild mushrooms?

Wild Morel mushrooms ONLY can be sold at a Farmers Market if all of the following criteria are met;

1. Each Morel mushroom must be inspected and found to be safe by a "certified Morel mushroom identification expert";
2. The seller of the Morel mushrooms must keep a record for 90 days from the date the mushrooms were purchased following information;
 - a. The name, address, and telephone number of the certified Morel mushroom expert;
 - b. A copy of the Morel mushroom identification expert's certificate of successful completion of the course, containing the date of completion; and
 - c. The quantity of the Morel mushrooms purchased and the date(s) purchased;
- 3 The seller must obtain a Farmers Market Potentially Hazardous Food License or a Mobile Food License;
- 4 A Consumer Advisory shall inform consumers by brochures, deli case or menu advisories, label statements, table tents, placards, or other effective written means that wild mushrooms should be thoroughly cooked and may cause allergic reactions or other effects.
- 5 Iowa State University offers the Morel Mushroom Certification course each spring.

Labeling Requirements

All food must be labeled with the common name of the food and the name and address of the person who prepared the food.

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

Food that is prepared in licensed food establishments or food processing plants must be labeled at a minimum with the following information:

1. Product name
2. A list of ingredients in order of predominance (by weight). If the product has a standard of identity in the Code of Federal Regulations, it must conform to that standard.
3. Name and address of the manufacturer, packer or distributor. Unless the name given is the actual manufacturer, it must be accompanied by a phrase which states the product is: “manufactured for” or “distributed by.”
5. Net weight or volume.
6. Allergen information.
7. Nutrition labeling information is required unless exempt. Exemptions may be found on the FDA website. www.fda.gov

Other regulations

The requirements outlined in this document relate only to Iowa licensing and inspections. Individual products may also be subject to FDA regulations. To determine if FDA regulations are applicable contact David Arvelo, FDA’s Small Business Representative, at david.arvelo@fda.hhs.gov or visit the FDA website.