

homemade. handmade. handpicked.



Centerville Farmers' Market on the Square

2024 Vendor Agreement

The 2024 farmers market season will begin **Saturday May 25th** and conclude on **Saturday October 12th**. Markets will be held each **Saturday from 9 am - 12 pm, excluding the third Saturday of each month**. On this third Saturday we encourage vendors to consider traveling to the Exline Market in the Park. If questions, recommendations, or concerns arise please call or email Casey Lewis (Market Manager) at 563-320-3965, or centervillemarketonthesquare@gmail.com.

As a vendor at the Centerville Farmers' Market on the Square, sponsored by PACT (Promoting Appanoose and Centerville Together) and Bogle Realty LLC, I agree to the following:

- All items sold by me at the Market have been produced and/or created by me, or a member of my team.
- I hold harmless, will indemnify, and unconditionally release PACT and Bogle Realty LLC for any actions or suits in connection with any activity under or associated with this contract.
- I agree to use the space provided in its "as is" condition and recognize my location at the Market may be determined by the Market Manager and Market Committee.
- I will maintain my vendor space in a clean, safe, and sanitary manner.
- I agree to comply with the below outlined Market rules, as well as local ordinances and state and federal laws and regulations, **including applicable health regulations**.
- I understand it is highly recommended that I have general/product liability insurance as a vendor but is not required. I am liable for the injury or damages occurred as result of my actions, my products, or my personal decisions.
- I recognize PACT has the right to refuse the sale of any products not deemed appropriate for the Market, at the sole discretion of the Market Manager and Market Committee.
- I hold harmless, will indemnify, the merchants and businesses adjacent to the Market on the Square or other market locations.
- I understand PACT as a 501(c)(3) non-profit has insurance for the market as an event but not for individual vendors participating in the Market.
- I will supply my own tables, tents, or other display materials.

Business Name: _____

Vendor Name (Print): _____ Phone Number: _____

Mailing Address: _____

Email: _____ Dates Participating or Full Season: _____

What products are you planning to sell? (include specific non-consumables and fresh, processed, or prepared foods)

Names of people who may be selling at your stall. Stalls must be manned during the Market.

Signature: _____ Date: _____

Agreements must be submitted before the end of the Thursday prior to a Saturday market to participate. Within 24 hours of your submission you will receive a notification via email or phone of approval. Completed agreements must be emailed to centervillemarketonthesquare@gmail.com or mailed to/dropped off at the PACT Office, 128 N 12th Street, Centerville, IA 52544. All vendors are expected to call, text, or email Casey, or reply to posts on the Vendor Facebook Page, each market week to confirm attendance. If a vendor's product needs a state license or documentation to sell, that certificate must be available for confirmation at the market. If you have any questions regarding vendor licensing or generally about the market, please call McKinley Lain at 563-320-3965.

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Centerville Farmers' Market on the Square

Rules and Regulations

2024 Market Manager, Committee, and Sponsor

Market Manager:

Casey Lewis
centervillemarketonthesquare@gmail.com
563-320-3965

Market Committee:

Ahna Kruzic
Katie Laurson
Bekah Perry
Amy Tubbs

Market Sponsor:

Bogle Realty LLC
Lori Bogle
loribogle@boglerealty.com

The market manager, or a substitute from the Market Committee, will be the point-of-contact for all vendors and customers at the market. If any conflicts or questions arise before, during, or after a market please inform the market manager. In any case where a decision is to be made the manager's decision is final. All decisions or changes made by the manager during an event will be noted and reviewed by the Market Committee before the following market.

Market Season and Hours

The 2024 market season will begin on May 25th and end on October 12th. There will be 16 summer markets in total.

Market Hours: Saturday's (excluding the 3rd Saturday of each month) 9:00 am – 12:00 pm

Stall Size, Set-up and Take-down

Vendors are asked to sell within a stall size of 12' x 12. Vendors can set up tables, tents, and/or other displays which fit entirely in the stall space. If an exception is needed for more space, please reach out to the market manager to explain the need for accommodation.

Vendors may begin setting up at 8:15 am. **No vehicles can be in the market area during market hours nor while any market customers are still present.** Tear down must not start earlier than 12:00 pm unless a vendor gets a case specific approval from the market manager.

Market Location

The market is located on the northeast side of the Centerville City Square.

Vendor Eligibility and Fee

No vendor fees are required to participate in the 2024 Market. Vendor fees have been covered by the sponsorship of Bogle Realty LLC.

All vendors must submit to the market manager a **completed and signed Vendor Agreement form, a Sales Tax Certificate (if applicable), and all required permits** *before* selling at the Centerville Farmers Market.

Vendors Sales Expectations

It is expected that all vendors will charge a fair and reasonable price for their products. Underselling is not allowed. Additionally, it is expected that vendors have **grown, built, modified, and/or processed the goods they are selling**. Additionally, it is expected that prices are easily visible with individual price stickers, price signs for each item, or a list of prices on a large sign board.

The primary goal of the market, beyond building community, is to support more ready access to healthy local foods and consumable goods. Non-consumable goods are welcome, while if space is low, preference will go to those selling food.

Enforcement of Rules and Regulations

The first offense will result in a verbal warning. A second offense will result in a written warning. A third offense will result in a \$30 fine. Repeat offenders may lose their vending privileges for the season with no refund of vendor fees.

Rules and Regulations

- No smoking, or use of tobacco, or e-cigarettes is permitted in the market area by vendors or attendees.
- Vendors are not allowed to have pets at their stall for the duration of the market.
- Extension cords in walk ways must be taped or otherwise appropriately covered.
- Customers can have pets in the market area if on a 6ft or shorter leash and all waste is cleaned up promptly. Customers' pets cannot touch or go behind the tables or goods of the vendors.
- No illicit drugs are permitted in the market area.
- If a vendor(s) enter the market under the influence of drugs or alcohol, they will forfeit the stall for a minimum of one day.
- Vendors must comply with all city, county, state, and federal laws and regulations.
- Vendors must remove trash and clean stall to the state found upon arrival.
- No loud or repetitive calling is allowed in efforts to gain the attention of customers. Aggressive efforts to sell products via voice, noise makers, or other means is not allowed.
- All goods must have been grown, created, or transformed in some way. No reselling of goods that have not been transformed by the vendor. Growers, Artisans and Crafters must make/create their own products.
- No drilling or staking is allowed on tents. Tents must be weighted down adequately, without creating tripping hazards for customers or vendors. At least 40lbs of weight per leg is recommended.
- Stalls are chosen on a first come, first serve basis starting at 8:15 am. Any questions or concerns with stall locations should be taken up with the market manager.

- Any letters, pamphlets, magazines, petitions or other like handouts directed at fellow vendors or customers must be approved by the Market Committee before distribution. The distribution of business cards, order forms for products, product descriptions, and the like are allowed.

Inclement Weather

The Market is outdoors and will intend to be open rain or shine. Participation on market days with severe or inclement weather is up to the vendors. If a vendor had previously indicated he/she would attend, then please notify the market manager as soon as possible after deciding to not attend. The market manager has the right to cancel the market if weather reports predict possibly dangerous weather patterns. If a market is canceled for any reason the market manager will notify all vendors by phone or email.