



Des Moines Waterfront Farmers Market

--- MARKET DAY RULES ---

1. Punctuality
2. Set Up
3. Signage & Pricing
4. Selling
5. Take Down

Mission Statement

To enhance the waterfront community of Des Moines by providing a great shopping experience with locally grown and affordable products, while fostering a sense of community through education and diversity.

Des Moines Waterfront Farmers Market
Market Day Rules

Saturdays June – September 10 am – 2 pm

Wednesdays July – August 4pm-8pm

We're proud of the friendly, cooperative, community spirit of the market. Market rules help to more clearly define what we need so we can have a successful market.

If the rules are not followed, the Market Manager will first give a verbal warning. If the vendor breaks the rule again, the Manager will give a written warning and issue a \$25 fine. If the vendor does not abide by the rule for a third time, the result will be a \$50 fine and possible termination of the vendor's participation in the market as determined in the sole discretion of the Market Manager.

Full discretion is given to the on-site Market Manager and any vendor concerns should first be discussed directly with her or him. If resolution is not reached, vendors may contact the Des Moines Waterfront Farmers Market Board. The Des Moines Waterfront Farmers Market Board reserves the right to deny participation in the Market to any vendor as determined in the sole discretion of the Board.

--- PUNCTUALITY ---

Arriving Early? **Vendors with trailers need to be on site no later than 60 minutes before market opening. This is needed to help with the flow of traffic during set-up, once your equipment is completely unloaded, the trailer needs to be removed at this time, then you can complete the set up. This will allow other vendors with trailers to do the same, again helping with the flow of traffic.**

All other vendors must be on site and set up no later than 30 minutes before market opening.

Cancellation: Vendors must notify the Market Manager by noon on the Thursday before market day or earlier whenever possible if they are not able to attend the market. If not notified in time the vendor will still be required to pay the stall fee for the week. Missed day stall fee must be paid before the next market day set up or vendor will not be permitted to participate.

--- SET UP ---

Space Size: All Spaces are 10X10 unless otherwise agreed upon.

Vendor Parking: Plenty of free parking for vendor vehicles is available in the lot south of the market site. Vendors are not allowed to park in the parking spaces in front of the market available for shoppers. Vendors will be fined and/or towed if not parked in vendor parking spaces. Map will be included with acceptance packet.

**VENDORS MUST PROVIDE THEIR OWN
TABLES, CANOPIES & TENT WEIGHTS**

Canopies: All vendors are required to sell under a tent or canopy both to protect their product from the elements and maintain the appearance of the market.

Weights: The market requires, per its insurance liability policy, that all canopies and tents (including any umbrellas) on site at the farmers market during a normal period of market operations, including the set up and break down period, are required to be sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down.

Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the farmers market on that market day or charged a rental fee of \$25 for use of the market's canopy weights.

How to Anchor your Canopy: Each tent leg or umbrella must be securely weighted down with 20 to 25 pounds of weight at all times in order to sell at the Market. Any damage incurred by a vendor due to insufficient weights will be at that vendor's expense

--- SIGNAGE & PRICING AT THE MARKET ---

Signage helps to build customer awareness of where their food comes from, creates an identity of our local farms, and helps to sell vendor's products. No A-Frame signs in the market space.

Business Name & Location: All vendors are required to have a sign with the name and location of the farm or business. Farmer-owned cooperatives must clearly identify the farm from which each product or group of products are sourced. Signs should not be smaller than 12" wide by 8" high

--- SELLING ---

Historically, farmers markets created a direct relationship between farmers and shoppers. This enriching relationship introduced shoppers to the people growing their food and raised the public's awareness of local food issues. Thanks to the growing consumer support of local farms and the higher profits farmers earn through direct market sales, the farmers market movement is successfully saving family farms and strengthening our local food system.

As the movement grows, farmers have hired employees to sell on their behalf, enabling farmers to sell their products at more markets. This practice has provided more communities access to local farm products and improved farm survival and profitability. Our intention is to preserve the historic farmer to shopper connection as much as possible while supporting farmers in hiring help so that they may participate in more farmers markets.

Selling Time: **Selling to the general public shall not begin before market opening.** When the bell is rung, signaling the market is officially open. Market volunteers and others may be given a special "Early Shopping Privilege" card. Vendors who are shown this card may sell to those individuals only from 9:30 am – 10 am.

Stay Until Closing: Due to insurance liability, vendors are required to stay until closing. Sell out early? Post a "sold out" sign for shoppers & don't leave possessions unattended.

Reselling is Not Allowed: Farm and Craft vendors may not buy product from any other source and resell it at the market. All products must be grown, processed and/or made by the vendor. Any violation of this rule will result in the product being automatically removed from the vendor's tables. Interpretation of this rule is at the Market Manager's discretion with possible review by the DMFM Vendor Committee or Des Moines Waterfront Farmers Market Board. **Contact is Wayne Corey-Board President email: wayne@corey.cc**

Vendors who are not allowed to sell at the Des Moines Waterfront Farmers Market are allowed to sponsor market events/activities, as long as they are not selling or taking orders to sell.

- **No Commercial or Imported Items**
- **No Second Hand Items** (Exception: Those vendors who take a second hand item and recycle that item intended for a new use.) ;
- **No Franchises:** Those who have entered into an agreement or received a license to sell a company's products and/or use a company's packaging, logo, ingredients, and/or marketing tools under that license or any franchise agreement;
- **No Non-Owner Operated Businesses:** Only those businesses that are operated and controlled by their Washington State-based, or border county-based, owners are permitted at market.

--- TAKE DOWN ---

Stall Payment: Vendors must report their total gross sales (less any sales tax) and submit their stall fees in full to Market manager at the end of each Market day no earlier than 30 minutes before closing.

Billing of stall fees may be established upon special request and approval by the market manager for vendors in good standing with the market.

DAILY STALL FEES For Saturday Market

Farmer Vendors \$30 or 6% of sales over \$500 Stall Fee equals 6% of total gross sales (less any sales tax)

Food Vendors \$35 or 6% of sales over \$585 Stall Fee equals 6% of total gross sales (less any sales tax)

Artisans Vendors \$35 or 6% of sales over \$585 Stall Fee equals 6% of total gross sales (less any sales tax)

*There may be surcharges for garbage and electricity

DAILY STALL FEES For Wednesday Market

Farmer Vendors \$20 or 6% of sales over \$335 Stall Fee equals 6% of total gross sales (less any sales tax)

Food Vendors \$35 or 6% of sales over \$585 Stall Fee equals 6% of total gross sales (less any sales tax)

Artisans Vendors \$30 or 6% of sales over \$500 Stall Fee equals 6% of total gross sales (less any sales tax)

*There may be surcharges for garbage and electricity

Booth Clean Up: Each vendor is responsible for keeping his/her booth space clean during the Market and for complete clean up of their space at the close of the market, including sweeping up any product debris left on the ground and hauling away all garbage. Vendors should bring their own brooms and dustpans. If you don't clean your space the market will charge you for clean up.

Garbage: **No vendor garbage is to be disposed of in the trash cans at the market site without manager approval. There may be extra charges for garbage.**

Departure Time: All vendors must have loaded up and vacated the 90 minutes after market closing. Exceptions may be approved by the Market Manger.

--- Community Booth ---

The Des Moines Waterfront Farmers Market reserves one booth free of charge for non-profit community groups. ***We ask that your group provide two volunteers for set up at the market at 90 minutes before opening and two volunteers for take down at market closing as well as your booth staffing.*** We require that you staff your booth for the entire day at the market unless arrangements have been made prior to market day. We will review your application and call you to schedule a market day based on your available dates listed below. Canopies must have weights.

*The market does not provide a canopy

Accepting donations as a fundraiser for your group may be allowed. May not compete with products from vendors. Bake sales are allowed under the following rules:

Bake sales are exempt from the food code only if the baked goods are not potentially hazardous (no refrigeration is required) and the baked goods are prepared and wrapped in a sanitary manner for sale or service by a nonprofit organization operating for religious charitable or educational purposes and if the consumer is informed by a clearly visible placard at the sales or service location that the foods were prepared in a kitchen that is not inspected by a regulatory authority.

PERMITS

Vendors are required to properly obtain and display all required health department, liquor control board and other permits that may be required to provide or sell the Vendors product at the Market. If a Vendor fails to comply with this requirement, the Market Manager may order a vendor to close the vendors booth. In this situation, the Vendor shall not be entitled to a refund of any fees paid.

MARKET DAY RULE AMENDMENTS

The Des Moines Farmers Market Board and Manager reserve the right to modify or amend these rules without prior notice when required to improve the overall functioning of the Market or to comply with state , local or federal requirements.