

KALONA FARMER'S MARKET

2nd & 4th Saturdays
9am - 1pm
Downtown Kalona

2024

VENDOR APPLICATION

NAME _____

BUSINESS NAME (if applicable) _____

ADDRESS _____

WHERE HAVE YOU SOLD YOUR PRODUCTS IN THE PAST?

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> At Markets | <input type="checkbox"/> Wholesale Accounts |
| <input type="checkbox"/> Retail Store | <input type="checkbox"/> This is My First Sales / Market |
| <input type="checkbox"/> Online | <input type="checkbox"/> Other (please describe): |

WHICH BEST DESCRIBES YOUR MERCHANDISE?

Please check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Fresh Produce | <input type="checkbox"/> Flowers + Plants |
| <input type="checkbox"/> Eggs | <input type="checkbox"/> Arts + Crafts |
| <input type="checkbox"/> Dairy Products | <input type="checkbox"/> Household Goods |
| <input type="checkbox"/> Meats | <input type="checkbox"/> Soaps + Body Care Products |
| <input type="checkbox"/> Baked Goods | <input type="checkbox"/> Other (please describe): |
| <input type="checkbox"/> Honey | |

PLEASE LIST YOUR MOST POPULAR ITEMS THAT YOU PLAN TO SELL:

HOW CAN WE CONTACT YOU?

Please include both if possible:

PHONE _____

EMAIL _____

WHICH DATES WOULD YOU LIKE TO PARTICIPATE IN THE FARMER'S MARKET?
 You must be fully available to sell from 9am through 1pm. Set up is from 8am - 9am.

Check all the markets you'd like to attend as a vendor. You are encouraged to apply for all markets, however it is not required.

A minimum of 15 registered vendors are required to host a market. In the event that a market is canceled due to the minimum requirement not being met, vendor fees may be applied to another market date.

If you are a full menu business, you must use a separate application for the Night Markets.

<input type="checkbox"/> May 11 City Wide Garage Sales + Iowa Gravel Series Bike Race	<input type="checkbox"/> July 13	<input type="checkbox"/> September 14
<input type="checkbox"/> May 25	<input type="checkbox"/> July 27	<input type="checkbox"/> September 28 Fall Festival
<input type="checkbox"/> June 8	<input type="checkbox"/> August 10	<input type="checkbox"/> October 12
<input type="checkbox"/> June 21, 6 - 9pm Kalona Days Night Market	<input type="checkbox"/> August 17, 5-8:30pm Kalona Car Show Night Market	
<input type="checkbox"/> June 22 Kalona Days Celebration	<input type="checkbox"/> August 24	

VENDOR FEES

Fees go directly towards marketing and advertising the Kalona Farmers Market. We want there to be a great turnout every week to increase your sales!

There are 3 available payment plans:

Season Pass (all 13 markets): ~\$7.70 per market, **\$100 one time payment**

4-Market Pass (4 markets or more): \$10 per market, **\$40 minimum one time payment**

The 4-Market Pass can be applied to any markets. The markets do NOT need to be consecutive or in the same month.

Weekly Pass (1 at a time): \$20 per market

Special Weekly Pass for Produce & Cottage Food Vendors* (1 at a time): \$10 per market

*In order to qualify, 75% of all products must be food or produce. This pass excludes full menu vendors.

Vendor fees will be collected at or by the beginning of your first market.

You can pay via cash or check. Checks can be made out to: Kalona Area Chamber of Commerce.

VENDOR GUIDELINES & CONTRACT

Vendor Stalls:

- Vendor Stalls are located in downtown Kalona.
- Vendor Stalls located in the streets may use a tent or a canopy that fits within their booth space. Vendor stalls on the sidewalks are not permitted to use tents or a canopy.
- In order to provide adequate space for customers and customer parking, vendors can not park vehicles in or next to their vendor stall. A nearby parking place will be provided for use after unloading.
- Vendor Stalls will be assigned when the application is approved. We'll do our best to keep vendors in the same location at each market. Those who pay for the Season Pass will be prioritized.
- Vendor Stalls may be moved to accommodate for more or less vendors and for special events. New locations will be confirmed with vendors a week prior to the market.
- Vendors are responsible for their own tables, chairs, tents, etc.
- Vendors shall only occupy and sell in the prescribed stalls. If Vendors are on a sidewalk, they must ensure there is 30 inches of walking space in front of their table.
- The Kalona Farmers Market will continue, rain or shine. However, the market will close in the case of severe weather (i.e. thunder/lightning, tornadoes/heavy winds, or hail). Should the market close, vendors will be notified ASAP. No refunds will be provided to any vendor. Rescheduling is possible.
- Vendors' selling area should be clean and free of all debris before the vendor leaves the market.

Vendor Etiquette & Expectations:

- Vendors must be fully set up by the start of each farmers market at 9:00am and stay until the end of the market at 1pm. If vendors sell out, they must check in with the Market Coordinator before leaving.
- Vendors must notify the Market Manager ASAP if they are unable to sell at a market they signed up for. No refunds will be provided to any vendor. Rescheduling is possible if vendors notify the Market Manager at least a week in advance. If vendors provide less than 24 hour notice of cancellation or rescheduling, vendor is subject to losing their booth location for future markets.
- All vendors are expected to be courteous and respectful to customers.
- Vendors are not allowed to smoke in or near the selling area.
- The playing of loud music in vendor stalls will not be permitted.
- Vendors are expected to comply with any requests from the business they're located in front of.

- Vendors shall not sublet their space to anyone without the permission of Kalona Farmers Market.
- If vendors have insurance, they must provide a Certificate of Insurance to the Kalona Farmers Market.
- Each vendor has the responsibility to be familiar with and abide by all State and Federal regulations pertaining to the production, harvest, preparation, preservation, labeling and safety of products brought to the market. Please contact the Iowa Department of Agriculture and Land Stewardship or Environmental Health of Washington County, Iowa with any questions.

I understand and will abide by the guidelines listed above.

(Signature)

(Date)

The Kalona Farmers Market is managed by Kalona Area Chamber of Commerce. Please return your application to the Kalona Area Chamber of Commerce in person or via email.

Kalona Area Chamber of Commerce

MAILING ADDRESS: PO Box 615 Kalona, Iowa 52247

ADDRESS: 514 B Avenue Kalona, Iowa

PHONE: 319-656-2660

OPEN Monday - Saturday, 10am - 3pm

Contact: Tonia Poole or Natali Miller

EMAIL: info@kalonachamber.com