



# New Hampton Farmers Market 2023 Vendor Information & Rules

Every other Thursday : 4 – 6 PM  
2<sup>nd</sup> Saturday of the Month : 8 – 11 AM

Beginning May 25<sup>th</sup> until October 14<sup>th</sup> (*weather permitting*)

## **Thursday Markets**

### **@ Downtown:**

May 25<sup>th</sup>  
June 8<sup>th</sup> & 22<sup>nd</sup>  
July 6<sup>th</sup> & 20<sup>th</sup>  
August 3<sup>rd</sup>, 17<sup>th</sup> & 31<sup>st</sup>  
September 14<sup>th</sup> & 28<sup>th</sup>  
October 12<sup>th</sup>

## **Saturday Markets**

### **@ Mikkelson Park:**

June 10<sup>th</sup> (TBD due to Heartland Days)  
July 8<sup>th</sup>  
August 12<sup>th</sup>  
September 9<sup>th</sup>  
October 14<sup>th</sup>

The New Hampton Farmers Market is a growing market with opportunities for a variety of producers and makers. This packet of information is intended as a comprehensive guide of information for vendors at the New Hampton Farmers Market. For additional information and questions please contact [nhcnewhampton@gmail.com](mailto:nhcnewhampton@gmail.com) or 641-394-2021.

# Rules & Regulations for the 2023 Season

## HOURS OF OPERATION

1. The 2023 market dates will be every other Thursday from 4 PM to 6 PM located on South Chestnut side-street near Riley's Inc. The 2<sup>nd</sup> Saturday of each month from 8 AM to 11 AM is located at Mikkelson Park.
2. Items may not be sold until the market is opened by the Market Manager; *however vendors may purchase from other vendors up to 20 minutes before 4 PM on Thursdays and 8:00 AM on Saturdays.*
3. No one shall begin setup for the market before 2:30 PM on Thursdays and 6:30 AM on Saturdays.
4. Vendors are encouraged to be courteous of neighboring vendors and arrive at least 30 minutes before the start of the market for the safety of market attendees.
5. In case of an emergency or farmers market cancellation vendors will be contacted before the market by the Market Manager. Information will also be posted on our Social Media Pages.

## VENDOR PERMITS

6. There will be a Market Manager on duty from 2:30 pm - 6:15 pm on Thursday and from 6:30 am - 11:15 am on Saturdays where vendor permits may be purchased. To purchase a permit, each vendor must provide a copy of product liability insurance to the market manager or sign a liability waiver that holds the city harmless of liability. Annual members pay a yearly fee of \$70. One time vendors who want to sell at the market must pay \$7 for a single day pass.
7. Seasonal Fee Structure
  - Full Season (Thursdays + Saturdays – 16 Total): \$70
  - Full Season (Only Thursdays – 11 Total): \$60
  - Full Season (Only Saturdays - 5 Total): \$30
  - Daily Pass: \$7 per stall
8. Payment for the full season is required on or before May 25, 2023. A daily rate is available for those not able to commit to the full season. However, it may be more economical to pay in advance. Please review schedule and financial obligation accordingly.

## SALE OF GOODS

9. Each Vendor is responsible for obtaining all necessary permits and licenses, as well as paying all application sale taxes and fees, as required by state, federal and local laws.
10. The following Food Products may be sold at a farmers market to consumers without being licensed as a farmers market establishment:
  1. Whole, uncut fresh fruits and vegetables
  2. Cottage foods, as defined by and labeled according to Iowa Code. Cottage foods include foods that are prepared in a private residence and do not need to be kept hot or cold for safe consumption. Cottage foods may include home-

processed and home-canned food IF they comply with all of the regulations for those foods (*New Cottage Food regulations updated in 2022 – More information below*)

3. Foods that are prepared, packaged, and labeled in a licensed establishment that need to be kept hot or cold for safe consumption. Examples include: Packaged meat, poultry, and dairy products, or packaged soft pies, cheesecakes, or cream-filled pastries
  4. Fresh, wholesome shell eggs
  5. Honey (Please note: Products containing honey need to be individually evaluated).
10. The following products **may not** be sold at a farmers market without appropriate licensing from local, state or federal authorities:
1. Unpackaged foods that are temperature-controlled for safety, which include:
    - a. Meat
    - b. Poultry
    - c. Dairy products
    - d. Cooked or prepared foods
    - e. Soft pies
    - f. Custard-filled products
    - g. Cream-filled products
  2. Wild-harvested mushrooms as described in [481 Iowa Administrative Code, Section 31.1\(4\), Wild-harvested mushrooms](#).
11. There have been recent updates in legislation in regards to baked goods according to the IA Cottage Food Laws. “**Cottage foods**” are foods that are prepared in a residence that is 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 food labels **MUST** contain the following information and be affixed to the product:
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
  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.
12. All vendors must have all prices posted for the goods they are selling. These prices should be posted so that all interested are able to easily view them.

13. The New Hampton Farmers Market encourages it's vendors to charge a fair and reasonable price for their products. As a market practice we also discourage drastic underselling of goods.

#### MISC. RULES & REGULATIONS

14. All vendors are responsible for cleaning up their area before leaving. Remember, this is City property and we wish to leave it as we found it.
15. Any vendor in violation of market, County, or State rules may be expelled from the market. If expelled, the vendor may be barred from participation at the market in the future.
16. By signing and submitting a farmers market application, vendors are permitting the New Hampton Farmers Market and other local organizations (New Hampton Tribune, City Hall, Chamber of Commerce, etc.) approval to use photographs or video taken at the market of Vendors, their employees, helpers, family members, booth, and/or items/goods, to be used for publicity and promotional purposes.
17. I/We agree to assume all risk associated with participating in Farmers Market, including but not limited to, falls, the effects of the weather and any other loss, cost, or damage. Having read this release and in consideration of the acceptance of my entry fee, I agree to waive, release and hold harmless, The City of New Hampton, New Horizons Chamber, New Hampton Parks & Recreation, and New Hampton Farmers Market and any other sponsors, workers and volunteers from all claims, liabilities, demands, damage, loss, cost, and expense of any kind arising out of my participation in this event.

#### RESOURCES

**Chickasaw County Health** - [https://chickasawcounty.iowa.gov/public\\_health/](https://chickasawcounty.iowa.gov/public_health/)

**Iowa Department of Inspections & Appeals** - <https://dia.iowa.gov/food/farmers-markets>

**Iowa Department of Inspections & Appeals: Home Prepared Food Items Guide/Licensing** - <https://dia.iowa.gov/sites/default/files/document/DIA-FCS-Home-Prepared-Food-Items-Guide.pdf>

**Northeast Iowa RC & D License Guide** - <https://www.northeastiowarcd.org/wp-content/uploads/2020/03/3-Updated-Do-I-Need-a-License.pdf>



## 2023 Farmers Market Application Vendor Request for Permission to Sell

Vendor/Business Name: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Sales Tax#: \_\_\_\_\_ Business Liability Insurance? Y\_\_N\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Social Media/Website: \_\_\_\_\_

Please provide a brief description of your business to include on our social media and website. Your contact information provided above may also be included.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Items Planned to Sell During the 2023 Season** (please be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Choose Payment Type:** (check one)

- Full Season (Thursdays + Saturdays – 16 Total): \$70
- Full Season (Only Thursdays – 11 Total): \$60
- Full Season (Only Saturdays - 5 Total): \$30
- Daily Pass Paid at Each Market Attended: \$7

**Payment:** (circle one) CASH CHECK

### Vendor Agreement

All applications are subject to approval. Submission of this application and payment of vendor fee does not guarantee acceptance. You will be notified by email or phone when and if your application is accepted or declined. Your fee will be returned to you if it is denied.

I have read and agree to comply with all rules and guidelines (see 2023 Vendor Rules & Regulations Packet)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Checks can be mailed to or dropped off at:

**New Horizons Chamber**  
104 E Main Street  
New Hampton, IA 50659

**Questions?**  
[nhcnewhampton@gmail.com](mailto:nhcnewhampton@gmail.com)  
(641) 394-2021