



As a part of our ongoing efforts to build neighbor relationships, provide access to food, and support business development within our community, the River Bend Neighborhood Association hosts the Heart of Des Moines Farmers Market once a month in River Bend. For the 2023 season, the market will be held every **second Saturday** from June 10th through October 14th, 4:00 p.m. to 7:00 p.m., at the corner of 6th and Washington Avenues.

We are seeking vendors of all sorts – produce and other nutrient dense foods, arts, crafts, food trucks, services - and of all cultures and ethnicities, to showcase their products and develop their businesses.

Business Name (if applicable) \_\_\_\_\_

Contact Person \_\_\_\_\_

Sales Tax Permit Number (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Business website and/or socials (for marketing)  
\_\_\_\_\_

[ ] I would like to purchase the entire season (\$40/season)

[ ] I can only do a few dates (\$10/market) (*please list dates below*)

Preferred Market Dates \_\_\_\_\_

**Please describe, in detail, the products/services you wish to sell/provide at the Heart of Des Moines Farmers Market.**

## Heart of Des Moines Farmers Market Details

- The Heart of Des Moines Farmers Market will be held every **second Saturday** from June 10th through October 14th. Each Market will begin at 4:00 p.m. and remain open until 7:00 p.m.
- The location of the Heart of Des Moines Farmers Market is at **6<sup>th</sup> Ave. and Washington Ave.** on the grass lot next to Home, Inc. (1618 6<sup>th</sup> Ave.).
- On Market day, all vendors must be **set up by 3:40 p.m.** and **cannot close before 7:00 p.m.** You will have access to your space at 3:00 p.m.
- The Heart of Des Moines Farmers Market will be held **rain or shine**. In the event of violent weather during the Market (extreme wind, lightning, hail, or sirens), the Director or designated representative may determine that the Market should close early, at which time all vendors must quit selling immediately. If a weather cancellation is determined before the Market begins, the cancellation will be posted on the Heart of Des Moines Farmers Market Facebook and Instagram pages and an email will be sent to notify vendors. Vendors who do not show up for the Market because of the weather before the Market is canceled will be charged a cancellation fee.
- Currently, there are **no make-up days** planned for the Market.
- The **full season vendor fee is \$40**. If not buying the entire season, the **per Market fee is \$10**. A signed vendor agreement and payment are required to participate in the Heart of Des Moines Farmers Market. Market fees should be paid before your first Market. Market organizers reserve the right to deny participation at their discretion, if needed.
- If you are chosen to be a vendor, you will be notified by email and invoiced before your first Market.
- If you must cancel your participation, please notify us of cancellation no later than 12:00/Noon the Monday before the Market date. **Vendors will be charged a \$20 cancellation fee** if not notified by the time requested.
- **Food Vendors Please Note:** Make sure you meet all basic requirements for temporary food stands and push-carts. For more information, please visit [https://www.dsm.city/departments/parks\\_and\\_recreation-division/permits\\_and\\_reservations/food\\_vendor\\_applications.php](https://www.dsm.city/departments/parks_and_recreation-division/permits_and_reservations/food_vendor_applications.php). See also the notice on the last page of this document under Health Inspections & Food Licenses.
- Produce resellers will not be permitted to sell at the Heart of Des Moines Farmers Market. Family members or paid representatives of a produce vendor may sell produce.
- A majority of vendors' sale stock must be food or product they have created themselves. Resale and flea market stands are not allowed.
- Vendors should prominently display their name and/or business name and a listing of products they are selling. Signs and an attractive booth will improve your appeal!

- Vendors must have a copy of all required license(s) available in their booth. *(see last page)*
- The Heart of Des Moines Farmers Market has secured its own liability insurance for the operation of the Market, but this insurance does not extend to individual vendor products/operation. Vendors are not currently required to purchase general/product liability insurance, but are strongly encouraged to consider acquiring this coverage. This agreement shall serve as a hold harmless agreement.
- The Heart of Des Moines Farmers Market reserves the right to photograph, film, and/or record any areas of the Market including vendors and/or their representatives and booths. Vendors who do not wish to be individually photographed/filmed should file a written request before the Market date.
- Vendors are expected to have positive, friendly conduct towards Market attendees, customers, fellow vendors, Market staff and volunteers. Heart of Des Moines Farmers Market reserves the right to remove disrespectful, disruptive or dangerous participants from the premises while the Event is taking place.
- Submission of an application/agreement does not guarantee a booth at the Market. The Heart of Des Moines Farmers Market is small and many factors go into the choice of vendors.

Please submit form and contract via email to: [heartofdsmmarket@riverbendneighborhood.org](mailto:heartofdsmmarket@riverbendneighborhood.org)

**If you have ANY questions, need to submit your application in person or want to talk through your plans, please contact Kathy Hellstern via the email address above or at 515-770-6539.**

***Thank you for your interest in being a vendor at the Heart of Des Moines Farmers Market and for supporting River Bend!***

## Heart of Des Moines Farmers Market Vendor Contract

The parties to this contract are River Bend Association for Heart of Des Moines Farmers Market (hereafter "Host") and \_\_\_\_\_ (hereafter "Vendor").

Whereas, Host is hosting and Event known as the Heart of Des Moines Farmers Market to occur at 6TH AND WASHINGTON AVE on June 10, July 8, August 12, September 9, October 14, 2023, beginning at 4:00 p.m., and has the right to license concessions to vend at and during the Event and

Whereas, Vendor desires to vend \_\_\_\_\_ at and during said Event, and Whereas, Vendor has paid Host the sum AS OUTLINED ABOVE for license to vend at and during said Event,

Now, therefore, the parties agree as follows:

1. Vendor shall have access to the location agreed upon by the parties no less than 1 hours before the Event's commencement for the purpose of setting up Vendor's vending station, goods, and other things necessary and reasonable to vending at the location.
2. Vendor shall not vend any goods or services other than those described herein at and during the Event without the Host's written consent.
3. Vendor's staff may announce the availability of the good to be vended only while they are within the confines of the vendor's location.
4. Vendor's staff shall be clothed and groomed in a clean, neat fashion and shall conduct themselves in an orderly fashion.
5. No loud music, noise, or sound amplification devices shall be used by vendor's staff at the location.
6. Vendors shall have access to the location for up to 1 hour after the Event's conclusion at 7PM to dismantle and remove all things brought to the location by Vendor. Vendor shall leave the location clean of trash and substantially in the condition it was before Vendor occupied it.
7. Vendor hereby agrees to indemnify and hold harmless the Host against any damages or claims that may arise in connection with Vendor's presence at the Event and Vendor's activities of any kind.
8. Vendors will comply with all other Heart of Des Moines Farmers Market policies as described herein.

In witness to their agreement to the terms of this contract, the parties affix their signature below:

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Host, Signature & Date

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Vendor, Signature & Date

## **ADDENDUM: Sales Tax and Health Requirements**

### **SALES TAX**

It is each vendor's responsibility to know if they are required to collect and submit Iowa Sales Tax. Heart of Des Moines Farmers Market does not accept responsibility for vendors who fail to meet this obligation. Vendors who are required to remit sales tax must have a permanent valid Sales Tax Permit. Temporary sales tax permits are no longer issued. Failure to respond and reply to sales tax inquiries by the Internal Revenue Service will eliminate Vendors from future participation in Heart of Des Moines Farmers Market and any other of our events. For more information visit <https://tax.iowa.gov/iowa-sales-and-use-tax-guide> or call the Iowa Department of Revenue and Finance at (515) 281-3114.

### **HEALTH INSPECTION & FOOD LICENSES**

All vendors are required to comply with the State of Iowa Public Health regulations governing the preparation, handling and presentation of food. Prepared food vendors are responsible for obtaining all necessary licenses and permits required by the State of Iowa. The State of Iowa imposes a permit fee which is separate from the Heart of Des Moines Farmers Market fee and is paid directly to the State. This fee is required of all prepared food vendors at every event/market throughout the State. Please be aware that the policy for obtaining a food license in advance, and if an inspector is on site (which does happen regularly), you will be required to shut down your operation, completely fill out the application, and you cannot reopen until inspected and approved by the inspector. If you are required to shut down your operation for the remainder of the Market you will not be refunded for your Heart of DSM Market fee. Vendors are encouraged to contact the Iowa Department of Inspections and Appeals at the information provided below with any questions or concerns regarding regulations, licensing and fees. Heart of Des Moines Farmers Market is not responsible for anything relating to food permits and inspections.

Inspection and Appeals (across the street from the Capital Building)  
Lucas State Office Building  
3rd Floor  
Des Moines, IA

515-281-6538