

- Vendors **must** submit proof of insurance with \$1 million liability coverage by including a copy with their application.
- Vendors **must** submit pictures of their booth and product with the application, which will be used in the jury process. Only approved products will be displayed at the festival.
- **Once a space is sold, it must be occupied by the approved items and operated by the approved Vendor. Subleasing of all or any assigned booth space is strictly prohibited. Vendor cannot allow another party to exhibit, promote in any manner, or take orders in their booth.**
- Specific guidelines for booth set up and removal will be sent to Vendors approximately one month prior to the Festival.
- **NEW: If you are unable to set-up by one hour after your scheduled setup time on Friday, please notify the Chamber Office. If not, your space may be forfeited or relocated, and your entry fee will not be refunded.**
- Vendors may bring vehicles onto the grounds to re-stock booths between 6:00 and 8:00 a.m. on Sunday. Vehicles on the grounds after 8:00 a.m. **will be towed**. Please note that while the gates do not officially open until 9:00 a.m. each day, people will have access to the square and the booths as early as 7:00 a.m.
- All food handlers must wear food grade gloves while handling food and food samples.

Be prepared for inclement weather. There are no provisions with rain, snow, or wind. No Refunds. In the event of severe weather and the festival is cancelled both days, the Covered Bridge Festival Committee will discuss to come up with a solution. You are responsible for providing materials to secure your booth(s) and/or product.

- Must have Iowa sales tax permit, collect and pay 7% sales tax. Temporary permits are no longer issued by the state, you must register at <https://tax.iowa.gov>. A list of participating vendors is provided to the Iowa Department of Revenue.
- **Booths must remain open from 9:00 AM to 7:00 PM on Saturday and 9:00 AM to 3:00 PM on Sunday. NO EXCEPTIONS.** Vendors must be open and staffed the entire time both days. If you leave early, you may not be approved the following year.
- Tear down **will begin after 3:00 p.m. on Sunday** and must be completed by 9:00 p.m. Please be aware that streets may be open to the through traffic by 6:00 p.m. on Sunday night. No early teardown allowed. **VEHICLES WILL NOT BE ALLOWED ON SITE UNTIL 4:00 pm.**
- The Vendor Committee reserves the right to remove a booth from the Festival if the booth is constructed in an unsafe manner. Vendors will confine their operations to the booth and **shall not** solicit business outside the booth.
- Vendor booths and the area around them must be kept clean of all refuse, rubbish, and garbage, which will be deposited in the containers provided. **YOU ARE RESPONSIBLE FOR YOUR OWN TRASH.**
- The Vendor Committee will provide each Vendor with one (1) vehicle pass/ID number that corresponds with their booth number. The pass allows entry of a vehicle through barricaded boundaries of the Festival before and after hours of operation only.
- Please display the number of your vehicle on your dashboard throughout the event. **All vehicles must be parked outside the barricades.** The Vendor booth fee includes two (2) ID's per booth, which permits access to the Festival for both days. Additional passes are available by request. **You must unload your vehicle as quickly as possible then move your vehicle outside of the Festival grounds immediately to allow others to set-up or teardown.**
- **Electric space heaters are NOT allowed** per the City of Winterset.
- Each booth **must have** a fire extinguisher.
- Only certified service animals will be permitted on Festival grounds (no companion or emotional support pets).
- No smoking/vaping within Festival grounds.

I, the undersigned, dutifully swear that I have thoroughly read this contract. By signing this application, I acknowledge and accept all terms of this contract.

Signed: _____

Date: _____

By being a vendor, you agree to the Festival and Chamber can use Your likeness, business name, and image to promote the current And future festivals.

Please list any specific requests:

_____ **Check Enclosed**

Credit Card: ____ Visa ____ MC

Credit Card Number:

Expiration Date: _____

3 Number Code from back of Card _____

A credit card convenience fee of 4% will be applied to all transactions

Checks postdated or returned unpaid by the bank are subject to a \$25.00 service fee

Check List: Items to be included with application:

- New Vendors:* Submit at least 2 photographs (1 photograph of your booth & 1 photograph of your product)
- A general listing of the items you plan to sell. Only approved products may be displayed at the festival
- Copy of Certificate of Insurance with \$1 million liability
- A copy of your Iowa Sales Tax Certificate or indicate the Sales Tax Number# here: _____
- Vendor Contract signed and dated (This indicates full compliance to terms outlined above)
- Check or Credit Card Information
- Please keep a photocopy of this contract for your records

Please do not leave anything on the streets or dump waste into the brick and mortar dumpsters, those are not for vendor trash. We have been doing walk throughs at the end of The Market and noting those who are leaving trash or dumping things onto the streets.

All documents due by May 1st, 2025 to:

Madison County Covered Bridge Festival
c/o Madison County Chamber of Commerce
73 Jefferson Street, Winterset, IA 50273

FARMERS MARKETS REQUIREMENTS FROM INSPECTIONS & APPEALS FOOD & CONSUMER SAFETY BUREAU

In order for licensing requirements contained in this document to be applicable a market must meet the statutory definition of a Farmers Market set forth in 137F.

“Farmers Market” means a marketplace which operates seasonally principally as a common market for fresh fruits and vegetables on a retail basis for off-the-premises consumption.

The following products may be sold at a farmers market to consumer customers without being licensed as a food establishment at the market location:

1. Fresh fruits and vegetables which are whole and uncut
2. Bakery products which are not potentially hazardous. These products include only the following items: breads, cakes, doughnuts, pastries, buns, rolls, cookies, biscuits, and pies (except meat pies). The following products are examples of bakery products that are potentially hazardous and cannot be sold at farmers market without a license: soft pies, custard filled products and cream filled products.
3. Fresh Shell Eggs that are kept at 45 F or below (ambient temperature)
4. Honey (products containing honey would have to be individually evaluated)
5. Non-potentially hazardous food products; that is products that do not require refrigeration, since they are shelf-stable. These products can be prepared in the home, to be sold for consumption off-the-premise. Some examples of products that can be prepared in the home for direct sale to consumer customers include: jams, jellies, candies and dried noodles. (Only jams and jellies that meet the Standard of Identity for jams and jellies specified in 21 CFR Part 150 are exempt from licensing)

The following products may not be sold at a Farmers Market without appropriate licensing from local, state or federal authorities:

1. Potentially hazardous food products (foods that require temperature control), which include meat, poultry, dairy products.
2. With the sole exception of jams and jellies meeting the Standard of Identity for jams and jellies specified in 21 CFR Part 150, no “home style” canned goods can be sold at farmers markets, since food in a hermetically sealed container shall be obtained from a licensed food processing plant. (Section 3-201.12 of the Food Code which has been adopted by Section 137F.2 of the Code of Iowa)
3. Wild Morel mushrooms

What type of licenses are honored to sell potentially hazardous foods at a Farmers Market?

1. Farmer’s Market Potentially Hazardous Food License.
 - a. A separate license is required for each county in which a vendor sells food.
 - b. The license is only valid at farmers markets.
 - c. If the vendor operates two or more stands simultaneously, a separate license is required for each unit.
2. Mobile Food License
3. Temporary Food License
4. Canned goods, except jams and jellies, must be from a licensed food processing plant. (Only jams and jellies that meet the Standard of Identity for jams and jellies specified in 21 CFR Part 150 are exempt from licensing)

What type of wild mushrooms can be sold at a Farmers Market and what are the requirements for selling wild mushrooms?

Wild Morel mushrooms can only be sold at a Farmers Market if ALL of the following criteria are met:

1. Each Morel mushroom must be inspected and found to be safe by a “certified Morel mushroom identification expert”;
2. The seller of the Morel mushrooms must keep a record for 90 days from the date the mushrooms were purchased following information;

- a. The name, address, and telephone number of the certified Morel mushroom expert;
 - b. A copy of the Morel mushroom identification expert's certificate of successful completion of the course, containing the date of completion; and
 - c. The quantity of the Morel mushrooms purchased and the date(s) purchased;
- 3 The seller must obtain a Farmers Market Potentially Hazardous Food License or a Mobile Food License;
 - 4 A Consumer Advisory shall inform consumers by brochures, deli case or menu advisories, label statements, table tents, placards, or other effective written means that wild mushrooms should be thoroughly cooked and may cause allergic reactions or other effects.
 - 5 Iowa State University offers the Morel Mushroom Certification course each spring.

Labeling Requirements

All food must be labeled with the common name of the food and the name and address of the person who prepared the food.

Allergen information needs to be declared on the label or by the use of a placard. The following food products are considered major allergens: Peanuts, Soybeans (not refined soybean oil), Milk, Eggs, Fish, Crustacean (crab, lobster or shrimp), Tree Nuts (almonds, pecans or walnuts) & Wheat.

Food that is prepared in licensed food establishments or food processing plants must be labeled at a minimum with the following information:

1. Product name
2. A list of ingredients in order of predominance (by weight). If the product has a standard of identity in the Code of Federal Regulations, it must conform to that standard.
3. Name and address of the manufacturer, packer or distributor. Unless the name given is the actual manufacturer, it must be accompanied by a phrase which states the product is: "manufactured for" or "distributed by."
4. Net weight or volume.
5. Allergen information.
6. Nutrition labeling information is required unless exempt. Exemptions may be found on the FDA website. www.fda.gov

Other regulations

The requirements outlined in this document relate only to Iowa licensing and inspections. Individual products may also be subject to FDA regulations. To determine if FDA regulations are applicable contact David Arvelo, FDA's Small Business Representative, at david.arvelo@fda.hhs.gov or visit the FDA website.