



# Madison County Covered Bridge Festival

## 2021 Farmer's Market Contract

Show Hours are 9:00 a.m. to 5:00 p.m.

Saturday & Sunday October 9<sup>th</sup> & 10<sup>th</sup>, 2021

Website: [madisoncounty.com/covered-bridge-festival](http://madisoncounty.com/covered-bridge-festival)

Email: [MCCBFvendorchair@gmail.com](mailto:MCCBFvendorchair@gmail.com)

Phone: 515-462-1185 | Fax: 515-462-1393

### Office Use Only

Date Received \_\_\_\_\_

Check # \_\_\_\_\_

Juried \_\_\_\_\_

Booth Location \_\_\_\_\_

Accepted \_\_\_\_\_

Declined \_\_\_\_\_

Postcard Sent \_\_\_\_\_

This agreement is made and entered into by and between the Madison County Chamber of Commerce and

\_\_\_\_\_  
Firm/Organization Authorized Agent/ Booth Holder

\_\_\_\_\_  
Daytime Phone Email Address

\_\_\_\_\_  
Address City State Zip Code

### Required - Type of Booth you are Bringing:

(Please list your actual booth size to help with placement)

\_\_\_\_\_ White Pop up Tent

\_\_\_\_\_ Size in Feet

\_\_\_\_\_ Building/ Structure

\_\_\_\_\_ Size in Feet

Total length of trailer including hitch: \_\_\_\_\_

***The Covered Bridge Festival Committee expects vendor booths to be decorated in the spirit of the fall season and of the Pioneer era!***

Note: Vendors will be given a minimum of 2ft per side of additional space for inventory and 2 ft at the rear of the space for storage. A maximum of an additional 5 ft on the frontage of your space may be used for display items.

### Cost of Farmer's Market Vendor Booth (pop-up tent, trailers & buildings)

\_\_\_\_\_ \$50 (for each 10'x10' space)

\_\_\_\_\_ **\$25 late fee** (if submitted after 7/1/21)

### \_\_\_\_\_ Total Cost

- Please fill out a separate contract for each booth
- The booths will be juried separately
- We will notify you of the committee's decision no later than July 15, 2021.

### **Farmer's Market examples: Jams, Jellies, Baked Goods, Fruits, Vegetables, Pumpkins and Gourds**

If your product fits under the category of crafts, please see the Arts & Craft application.

Each Vendor shall comply with the following rules and regulations in addition to complying with any and all statutes and ordinances of the State of Iowa, County of Madison and City of Winterset pertinent to the Vendor's participation in the Festival, including, but not limited to, statutes and ordinances affecting gambling, health and sanitation, building, electrical construction, maintenance, and fire safety. Each vendor is responsible for all their own permits and exemptions including sales tax forms. Sales tax in Madison County is 7%. Please attach either a photocopy of your Iowa Sales Tax Permit or list your Iowa Sales Tax Permit Number# the following pages. A list of participating vendors is provided to the Iowa Department of Revenue. The Chamber and the Vendor Committee shall have the right to interpret the following rules and regulations, to amend or add such rules and regulations as it might deem appropriate and to enforce compliance with such rules and regulations. The Vendor Committee reserves the right to refuse rent of space to anyone and to regulate the types of items offered for sale. Any violation of these rules and regulations or of referenced statutes and ordinances shall result in immediate forfeiture of all rights and participation in the Festival, including any moneys deposited to secure participation in the Festival.

Vendor agrees that it will protect, defend, hold harmless and indemnify the Madison County Chamber of Commerce, Covered Bridge Festival Vendor Committee, City of Winterset, Madison County Supervisors, their directors, officers, agents, employees, and volunteers from and against any and all expenses, claims, actions, liabilities, attorney fees, damages and losses of any kind whatsoever, actual or alleged, resulting from or concerned with the participation as a Vendor in the Festival. The Chamber, Vendor Committee, City of Winterset and Madison County Supervisors shall not be liable for any loss or damage to any merchandise or personal property in or about Vendor's booth(s) regardless of the cause of such loss or damage.

- 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 approx. one month prior to the Festival.
- **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.
- Be prepared for inclement weather. There are no provisions if it should rain/snow.
- 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 both days from 9:00 AM to 5:00 PM. NO EXCEPTIONS. Vendors must be open and staffed the entire time both days.**
- Tear down **will begin after 5:00 p.m. on Sunday and must be completed by 7:30 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.
- 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.
- All food handlers must wear food grade gloves while handling food **and follow all state, local and CDC COVID guidelines**
- Vendor's booths and the area around them must be kept clean of all refuse, rubbish, and garbage, which will be deposited in the containers provided.
- 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.
- **Electric space heaters are NOT allowed** per the City of Winterset.
- Each booth **must have** a fire extinguisher.
- Only service animals will be permitted on Festival grounds. There are to be no pets inside the barricades.
- This is a no smoking event and there will be signs posted at the Festival.
- Food Vendors must submit proof of insurance with \$1 million liability coverage with their application.

**The Covered Bridge Festival will follow all local and state guidelines for COVID-19 regulations. Note: Changes may be made in regard to set up location(s) you have had in previous years you have attended our festival.**

**The Madison County Covered Bridge Festival Committee adheres to the most recent version of the "Farmer's Market Requirements" from the Department of Inspections & Appeals with the Food & Consumer Safety Bureau. Please initial the "I accept" box acknowledging that you have read the required information mentioned in this paragraph and comply. \_\_\_\_\_ I accept**

*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:** \_\_\_\_\_

**Check List: Items to be included with application:**

- Submit at least 2 photographs (1 photograph of your booth & 1 photograph of your product)
- A menu of the items you plan to sell. **Only approved products may be sold at the festival.**
- A 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

***All documents due by July 1<sup>st</sup>, 2021 to:***  
**Madison County Covered Bridge Festival**  
**73 Jefferson St. Winterset, IA 50273**

**Please list any specific requests:**

<p>PAYMENT INFORMATION</p> <p>____ Check Enclosed</p> <p>Credit Card: ___ VISA ___ MC ___ OTHER</p> <p>CREDIT CARD NUMBER: _____</p> <p>EXPIRATION DATE: _____</p> <p>3 DIGIT CODE ON BACK OF CARD: _____</p> <p>ZIP CODE: _____</p> <p style="color: red;">Checks postdated or returned unpaid by the bank are subject to a \$25.00 service fee</p>
--

**Farmer's Market Requirements from the Department of Inspections and Appeals  
Food & Consumer Safety Bureau continued on next page.**

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 time or temperature controlled for safety. Examples include: breads, cakes, doughnuts, pastries, buns, rolls, cookies, biscuits, and pies (except meat pies). The following products are examples of bakery products that are time and temperature controlled for safety and may not be sold at farmers market without a license: soft pies, custard filled products and cream filled products.
3. Fresh Wholesome Shell Eggs
4. Honey (products containing honey would have to be individually evaluated)
5. Non-Time/Temperature controlled for safety food products (non-potentially hazardous foods); 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. Time/Temperature Controlled for Safety Foods (potentially hazardous food products), which include meat, poultry, dairy products, and cooked foods. This includes all ingredients (including eggs) used in the preparation of these foods, with the exception of honey and whole uncut fruits and vegetables.
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 available to obtain to sell time or temperature controlled (potentially hazardous) foods at Farmers Market?**

1. Farmer’s Market Food Establishment License.
  1. A separate license is required for each county in which a vendor sells food.
  2. The license is only valid at farmers markets.
  3. If the vendor has operates two or more stands simultaneously, a separate license is required for each unit.
2. Mobile Food Unit License
3. Temporary Food Establishment License
4. Time and Temperature controlled foods not prepared at the Farmers Market must be produced in a licensed facility. A Farmers Market Food Establishment License is also required to sell these foods at the Market.
5. 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?**

Mushrooms harvested in the wild may not be sold at a Farmers Market. Exception: only wild Morel mushrooms can 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;
  1. The name, address, and telephone number of the certified Morel mushroom expert;
  2. A copy of the Morel mushroom identification expert’s certificate of successful completion of the course, containing the date of completion; and
  3. The quantity of the Morel mushrooms purchased and the date(s) purchased;
3. The seller must obtain a Farmers Market Food Establishment License or a Mobile Food Unit 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:

- Product name
- 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.
- 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.”
- Net weight or volume.
- Allergen information.
- Nutrition labeling information is required unless exempt. Exemptions may be found on the website. [www.fda.gov](http://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 visit the FDA website or contact them at [1-888-463-6332](tel:1-888-463-6332).