

# Dubuque Farmers' Market

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Dubuque Main Street  
1069 Main Street, Dubuque, IA 52001  
563-588-4400 [www.dubuquemainstreet.org](http://www.dubuquemainstreet.org)  
Email Market Manager: [office@dubuquemainstreet.org](mailto:office@dubuquemainstreet.org)

## Not-for-Profit Market Guidelines and Registration Form 2017

Thank you for your interest in participating in our not-for-profit program at the Dubuque Farmers Market. This space is offered at no cost to approved not-for-profit organizations. This space will be assigned by the market manager. Please read these Market Guidelines carefully. We recommend a copy of these guidelines be made available to those that will be operating your booth.

Please fill out the registration form (the form must be signed) and return it to Dubuque Main Street for approval and date assignment. The Market Manager will call or e-mail you with your date assignment.

1. Booth *preference* is given to those organizations that offer items that are homegrown or homemade, items that support our local suppliers and producers, and items that are in line with Dubuque's Sustainability Initiatives. All items will require approval from the Market Manager.
2. You must notify the Market Manager if you will not be setting up on your assigned day by noon of the Wednesday before your assigned Saturday. Please call 563-588-4400.
3. Market hours are from 7:00 a.m. to 12:00 p.m. rain or shine. You may set up anytime after 6:00 a.m. Any vehicles must be removed from the closed section of the street by 7:00 a.m. If you are able to stay until the end of market, please have your area cleaned up by 12:30 p.m. as this is when the street is re-opened to traffic. Take any and all trash and/or recycling items with you.
4. Set up within the closed off area of the street, behind the barricades. When assigned to Area A or B, you setup on the west side of the street; the east side of the street must remain open for emergency response vehicles.
5. Your organization needs to provide your own tables, chairs, display, signage, and/or canopy. If it's windy, you'll need weights to hold the canopy legs down as well.
6. If you park in a metered parking stall outside of the barricaded area, please be sure to feed the meter as they do ticket on Saturday mornings.
7. *Please check with the Dubuque Health Department if you will be selling homemade food products, even baked goods, to be sure you are in compliance with all food safety standards.*
8. The products intended for your fund raiser must be listed on the application form. The Market Manager will advise if the products are not in keeping with the spirit of the Farmers Market.
9. There are 26 Saturdays during the 2017 Season. We limit individual non-profit organizations attendance to no one date per year to ensure all non-profits can participate. *Any additional dates requested will fall under an occasional vendor contract.*
10. Please be considerate of your fellow vendors by selling only from your space, not using voice amplification equipment or other noise generators, and adhering to the usual and customary methods of conducting sales.
11. The Market Manager and Farmers' Market Committee will have final approval on all issues. We want everyone's experience to be fun and profitable.

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## 2017 Not-for-Profit Agreement and Registration Form

The undersigned Organization agrees to exercise the utmost care in the use of the assigned space in the Dubuque Farmers' Market. The undersigned further agrees to indemnify and hold harmless the City of Dubuque and Dubuque Main Street, Ltd., and their respective agents, officers, and employees, from and against all claims for injury or damages to persons or property arising out of or caused by the use of such property.

Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Products offered \_\_\_\_\_

Preferred Date(s). Please prioritize: \_\_\_\_\_

I, the undersigned, have received and read the Dubuque Farmers' Market Not-for-Profit Guidelines for 2017 and agree to all terms and conditions therein.

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

\_\_\_\_\_  
Name – Please Print

**Please complete and return to:**

**Mail or drop off:** Dubuque Main Street  
Attention: Market Manager  
1069 Main Street  
Dubuque, IA 52001

**Email:** office@dubuquemainstreet.org

**Fax:** 563.588.0645

