

Dubuque Farmers' Market

Dubuque Main Street
1069 Main Street, Dubuque, IA 52001
563-588-4400 dubuquefarmersmarket.org & downtowndubuque.org
Market Manager Email: office@dubuquemainstreet.org

Not-for-Profit Market Guidelines and Registration Form

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 space is provided for Not-for-Profit entities free of market booth fees for those intending to promote and educate the community about the mission of the Not-for-Profit. **This booth is not provided to entities looking to sell nor request donation for a product. Solicitation not involving the sale of product or service is to be conducted within the Not-for-Profit space.** Those looking to sell must register as an occasional vendor.
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 any time after 6:00 a.m. Any vehicles must be removed from the closed section of the street by 7:00 a.m. 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, designated as area A on the map (in front of City Hall). Setup on the west side of the street (side closer to the Parking Lot); the east side (side closer to City Hall) 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.
9. There are 26 Saturdays during the 2018 Season. We limit individual non-profit organizations attendance one date per year to ensure all interested not-for-profits can participate.
10. The Market Manager and Farmers' Market Committee will have final approval on all issues. We want everyone's experience to be fun and educational.

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2018 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 _____

Preferred Date(s). Please prioritize: _____

I, the undersigned, have received and read the Dubuque Farmers' Market Not-for-Profit Guidelines for 2018 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