



Special Promotional Event at Market Guidelines

Thank you for your interest in participating as Special Promotions Event at the Dubuque Farmers Market. This space is offered at no cost to approved events. 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 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. A designated area is provided for the special promotional event free of vendor fees. You may collect tips or donations, but there is no compensation provided by the market.
2. You must notify the Market Manager at 563-588-4400 if you will not be setting up on your assigned day by noon the Wednesday before your assigned Saturday. Any event failing to appear or call runs the risk of not being rescheduled for the rest of the season.
3. Market hours are from 7:00 a.m. to 12:00 p.m. (May – September), 8:00 a.m. to 12:00 p.m. (October), rain or shine. You may set up an hour before market opening. Any vehicles must be removed from the closed section of the street by 6:45 a.m. (May-September) / 7:45 a.m. (October). 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. You need to provide your own tables, chairs, display, signage, and/or canopy. If it's windy, you will likely need weights to hold the canopy legs down.
5. If you park in a metered parking stall outside of the barricaded area, please be sure to pay the appropriate fee, as the City does enforce meters on Saturday mornings.
6. We limit special event promotion attendance to one dates per year to ensure all interested special promotions can participate. However, there is potential for you to be selected in the event that one of our scheduled entertainers cancels or more dates are available.
7. The Market Manager and Farmers' Market Committee will have final approval on all issues.
8. Demeanor at Market:
 - No crude or offensive subject matter is allowed (as deemed by Market Staff)
 - No excessively loud or disruptive instrumentation (such as heavy percussion or loud horns)
 - Activities that interfere with Market Vendors' ability to communicate with customers is prohibited.
 - Cooperation with Farmers' Market staff is required.
 - Walkways, loading areas, and other essential space may not be blocked.
 - Must stay within your designated area and be courteous to other vendors' stalls spaces.

Continued



Special Promotional Event 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 _____

Special Promotional Event Description _____

Time(s) you will start/perform _____

Please Prioritize Your Preferred Date(s).

May 3 _____	June 7 _____	July 5 _____	Aug. 2 _____	Sept. 6 _____	Oct. 4 _____
May 10 _____	June 14 _____	July 12 _____	Aug. 9 _____	Sept. 13 _____	Oct. 11 _____
May 17 _____	June 21 _____	July 19 _____	Aug. 16 _____	Sept. 20 _____	Oct. 18 _____
May 24 _____	June 28 _____	July 26 _____	Aug. 23 _____	Sept. 27 _____	Oct. 25 _____
May 31 _____			Aug. 30 _____		

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

Signature

Date

Name – Please Print _____

Please complete and return to by email: office@dubuquemainstreet.org, mail, or drop off:

Dubuque Main Street
Attention: Market Manager
1069 Main St.
Dubuque, IA 52001