

2017 Harvest Market Vendor Registration

Please complete this form to guarantee your space at the Harvest Market on **Monday, November 20, 2017**. This event will take place from 3:00 - 7:00 PM at the Cass County Community Building. Set-up will start at 12 PM.

Farm/Business Name _____

Owner(s) _____

Phone Number _____

Email _____

Website _____

Please list any markets you participated in this year. This information is helpful as we promote and feature vendors.

What do you plan to sell at the Harvest Market? (i.e.: squash, pumpkins, sweet potatoes, bread, pies, handmade items, etc. Please read guidelines on reverse. Please be as specific as possible so we can use for promotion and to balance our mix of vendors.)

Will you be providing any samples for tasting at your booth? (This will help us to promote your location by mapping samples available. It's also a great way to promote creative uses of your product!!) *Please circle one.*

Yes, I will be sampling _____ No Does not apply

How many booth spaces would you like to reserve? Spaces are approx. 10'x10', One (1) 8 foot table will be provided per space, reservations are first come, first serve. You are responsible to maintain your booth throughout the duration of the event. Please plan your pricing and inventory accordingly. (See reverse for booth pricing)

Please circle one. One Space Two Spaces More (enter number) _____

Special Requests (*Electrical Access, corner booth, etc.- will accommodate as able, on a first come basis!*):

Please return signed form with registration check. Sign & date to indicate that you have read and agree to follow the event guidelines on the back.

Name/Vendor Name:

Date:

Make check payable to: Produce in the Park with "Harvest Market" in the memo.

Please mail with form to: Atlantic Area Chamber of Commerce
102 Chestnut St. Atlantic, IA 50022

OR: Register and Pay Online at www.atlanticiowa.com

Harvest Market

Event Detail & Guidelines

Date: **Monday, November 20th, 2017**

Location: **Cass County Community Center
805 West 10th Street; Atlantic, IA 50022**

Time: **3:00 PM – 7:00 PM**

Set-up begins at **12 PM**

Please be set up and ready to sell **BEFORE 3 PM**

Booth Space: Approximately 10'x10'; One 8' rectangle table provided per space

Pricing:

\$15/space- Early Bird Registration (Before October 19th, 2017)

- Included in all event promotion- print and online

\$20 space- Standard Registration (Oct. 20th – Nov. 15th, 2017)

- Included in event promotion after Oct. 21
- Will be included in online, and day of event promotion once registered and payment is received.
- No guarantee of booth space if registration not received and paid by November 15th!

Guidelines:

- Grow, produce and/or make all foods and handcrafted items you sell (no reselling of items).
- Complete proper registration and submit vendor fee by registration deadline.
- Be set-up and ready to sell **BEFORE 3:00 PM** in your designated location. **Doors will open promptly at 3 PM!!**
- Maintain your space for the entire duration of the event. Please plan your pricing and inventory accordingly.
- Follow Iowa Food Safety Guidelines & proper labeling requirements. Please contact Susan Retz or LaVon Eblen with questions/concerns.
- With the sole exception of jams and jellies, “no 'home-style' canned goods can be sold at a farmer's market.” -Temporary Food Service Establishments and Farmer's Markets Operator's Guidelines, pg. 19.
- For questions about vendor eligibility or guidelines, please contact: LaVon Eblen at lavonfay@gmail.com or 712-254-2254.
- For questions about registration, contact the Atlantic Area Chamber of Commerce, 102 Chestnut St. Atlantic, IA 50022, call (712) 243-3017 or Register and Pay Online at www.atlanticiowa.com

