



**Ballard Community & Farmer's Market Registration Form**  
Sponsored by HERO (Huxley Enhancement and Recreational Organization)

**Ballard Farmers' and Community Market Information and Rules**

**The Ballard Farmers' and Community Market mission is: "To provide an opportunity for the residents of the Ballard Community to come together to congregate, have access to fresh and homemade foods and handmade items sold by local vendors in a welcoming environment."**

1. Sale times will be 4:30 p.m. – 7:00 p.m. Vendors may set up 1 hour prior to sale times. However, sales transactions cannot take place before the start time.
2. All products sold at the Ballard Farmers' and Community Market must be grown or made by the vendor or a member of his/her immediate family (including parents, siblings, spouses, and children). It should be produced in Story County or in one of the adjoining counties. Questionable items will be subject to field verification. No brokering of products will be permitted.
3. The following food groups can be sold at the Market without the individual vendor being required to be licensed as a "Food Establishment":
  - A. Raw fruits and vegetables:
  - B. Honey
  - C. Non-hazardous baked goods
  - D. Whole fresh eggs

All fruits and vegetables must be washed and individual servings must be packaged. Please refer to the Code of Iowa for specific information about requirements. It is the sole responsibility of the vendor to comply with the laws of the State of Iowa when participating in the Farmers Market.

4. Products sold by weight must be sold on scales certified by the Iowa Department of Agriculture. Vendors are responsible for the necessary sales tax on their goods when applicable. Edible products/produce should be labeled with the following information;  
NAME OF PRODUCT  
NAME AND ADDRESS OF VENDOR  
QUANTITY/INGREDIENT (encouraged)

5. All food items must be displayed or stored off the ground. This includes products in boxes or baskets, which may be needed later to replenish inventory currently for sale. Vendors utilizing stall space are responsible for cleaning their area before leaving the market for the day. This should also be done periodically throughout the market to avoid congestion and maintain an appearance suitable to the market. The Market Coordinator shall assess a fine of \$5.00 each time a vendor fails to clean his/her stall. These fines are deposited in the Market's account. This shall be paid before the vendor is allowed to sell again.

6. The Ballard Farmers' and Community Market Association will designate one key person for the purpose of facilitating the Market on sales days. This key person, the Market Coordinator, is in charge of the day-to-day decisions. Vendors are expected to honor the Market Coordinator's decisions. Vendors will treat the Market Coordinator with respect. The Market Coordinator reports to the HERO Green Team.

7. Grievances should be directed to the Market Coordinator or HERO Green Team in writing, which in turn will be responsible for resolving the dispute. All grievances must state the nature of the violation, date of the violation, and be signed. If the Green Team receives a written, signed complaint it will investigate and do an on-site inspection. If it is determined the products did not come from the vendor's farm or acreage, a written warning will be given to the vendor for the first offense. If a second written complaint is received and it is determined the vendor did not produce his products the vendor will not be allowed to vend for the remainder of the year.

8. Ballard Plaza graciously allows the Ballard Farmers' and Community Market to vend without charge. In an effort to encourage participation in this community event, no stall fees will be required for the 2010 Farmer's Market Season.

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**9.** Reserving stall spaces – Factors affecting stall assignment will include seniority (primary) and previous year vendors (secondary). This option applies only to full season vendors. The Market Coordinator will assign uncommitted stall spaces on a daily basis so as to maintain a cohesive market environment. If you wish to attend a market in which you have not reserved a stall, you will need to contact the Market Coordinator prior to setting up for the day in question. NOTE: In the event that a reserved stall is not occupied by the person who reserved it 15 minutes after opening sales time on a given day, the Market Coordinator may place another vendor in that stall for that day. The purpose of this is to give the market a more complete appearance. This DOES NOT mean that the vendor who reserved it initially loses that spot on further dates, which have been reserved, only that day of tardiness or absence. Please notify the Market Coordinator in advance if you do not plan to market on a given day. Spaces may not be sublet without the approval of the Market Coordinator. The market coordinator will assign spaces and has the right to refuse stall space to any vendor at any time for any reason.

**10.** All fee payments for youth (age 17 and under) will also be waived for the 2010 season. However, all rules approved by the Ballard Farmers' and Community Market must still be abided by. This waiver is extended to encourage youth to participate in all aspects of producing a marketable product and is not intended as a facility to resell products which were substantially produced by someone else. This provision is subject to space availability and size limitations may be imposed.

**12.** All vendors participating in the Ballard Farmers' and Community Market shall have on record an application provided to the market by the individual. All rules of the Ballard Farmers' and Community Market are to be observed. Written exceptions, if any, are to be on file with the original application.

**13.** The HERO Green Team reserves the right to limit vendor participation. Vendors are expected to promote and support the market. All prospective first-time vendors must submit their applications to the Market Coordinator one week prior to the proposed first vending date.

**14.** Exceptions to the above rules may be made by a majority vote of the HERO Green Team when the exception is applied for in writing. The Green Team reserves the right to accept or deny any request. Such exceptions will be made known to members of the Ballard Farmers' and Community Market.

**15.** Signing of the application constitutes agreement by the vendor to abide by all rules set forth by the Ballard Farmers' and Community Market.

**If applicable please provide proof of liability insurance with your registration form.**

I have read and agree to abide by all the rules and regulations set forth by the Ballard Community & Farmer's Market.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Mail to: HERO  
PO Box 341  
Huxley, IA 50124  
or email to: huxleyhero@gmail.com