

North Iowa Farmers Market 2017 Application Instructions

This year we will be using Manage My Market for an online vendor application. This system comes at a cost of \$15 per accepted vendor, which will be paid by North Iowa Farmers Market this year as a trial. If the system goes well, this fee will be covered by an application fee, which is common at many other markets.

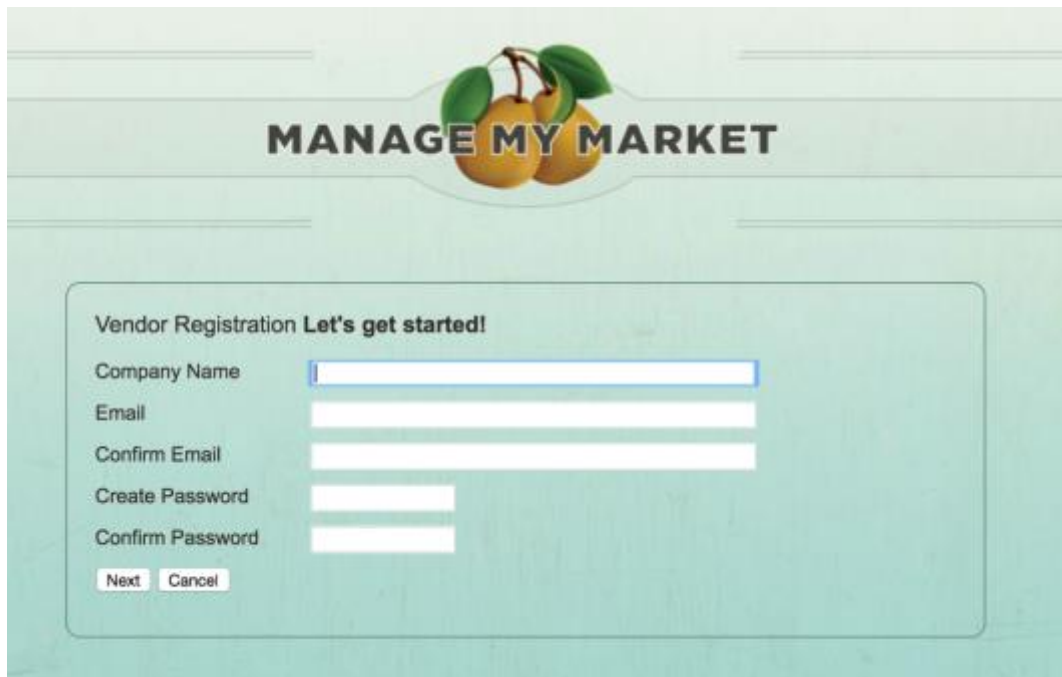
Manage My Market is a service that allows vendors to build their profile, and then apply to any market in the area that is in their system, easing the process for both vendors and market. You may easily access Manage My Market from our website (www.northiowafarmersmarket.com). If you don't have an account already, your first step will be to register & create an account.

Below are step-by-step instructions. If you have trouble, please call Manage My Market's support line at 503-878-8466 or a member of our market via email at niowafarmersmarket@gmail.com. They can walk you through the process step-by-step and even complete your application over the phone if you need.

Manage My Market Application Instructions:

Step 1 – set up a Manage My Market Vendor Account

- First you will set up a vendor account – you access this by visiting our website (www.northiowafarmersmarket.com) and clicking view application.
- Fill out the contact information in full to set up your account (if you already have an account, login).



The screenshot shows the 'MANAGE MY MARKET' logo at the top, featuring three oranges. Below the logo is a registration form titled 'Vendor Registration Let's get started!'. The form contains the following fields and buttons:

- Company Name:
- Email:
- Confirm Email:
- Create Password:
- Confirm Password:
- Next Cancel

Step 2 – Vendor Profile

- Complete all fields as detailed as possible.
- When finished select button at bottom right to continue.
- A box will appear stating that Step 1 is complete, click “OK.”
- *Note: completing this profile allows you to then apply to other markets with ease.*

MANAGE MY MARKET **Test Vendor**
logged in as niowafarmersmarket@gmail.com
[change email](#) | [change password](#) | [logout](#)

my markets | calendar | **profile** | products | licenses | account | contact

My Profile

Make any changes to your profile and then click on Submit.

— **Your Company** —

Company Name*
Test Vendor

Business Structure*
Collaborative

Business Owners* please list all owners
Marie Testing

Brief Company Description* this is for the public, so that they can know more about you!
Want to test out the market

Company Photo/Logo JPG, PNG or GIF only, less than 2MB in size

Step 3 – My Products

- The product database is very large, and includes anything that can be sold at market.
- When selecting a product be specific as possible. If product not found, select the most generic and under the “additional information about this product” box type in specific details.
 - Craft/Artisan Vendors – please upload product photos, so the Board may make a fair decision on accepting your product into the market.
- When finished select the “Done Adding Products” button on the bottom right, then click “OK.”
- *Note: Products may be updated at any time in the season. We encourage vendors to keep their product availability updates and accurate.*

Step 4 – Apply to a Market

- North Iowa Farmers Market is in Mason City – Zip code 50401
- Select “Apply Now” and you will enter the North Iowa Farmers Market application
- You will then be brought to the North Iowa Farmers Market application.

- Complete each of the questions on the application.
- Be sure to read the updated 2017 Rules and Regulations under the “Market Legal Agreement.” Before submitting the application you will have to click the box, indicating you have read and agree, and sign electronically.
- When completed click “Submit” at the bottom right.

Applying to the North Iowa Farmers Market - North Iowa Farmers Market 2017

Please Read

Welcome to the North Iowa Farmers Market! This application is intended to provide information about yourself so that we may help you get started as a vendor and ensure that you and your products are a good match and sell very well in our market.

This is a **producer only market** meaning the sale of wholesale products (produce grown by others or products purchased for resale, etc.) are not allowed.

The Board of Directors is intent upon pursuing growth and expansion of our market. The vendor product profile is intended to communicate to all interested parties the vendor products currently being sought to expand the offerings for sale at the market. The profile may also be used to limit products for sale at the market when too many of one type of product are available. (Example: The market may be able to support 5 vendors with sweet corn but not 15 vendors.) See current vendor profile or more information.

Market Dates

Select the dates you would like to attend. ([select all](#))

May 2017							June 2017							July 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8

Another important tab (if applicable):

My Licenses – Tab

- If planning to sell prepared foods, potentially hazardous foods, or any other product that requires licensure, a copy of your license(s) or permit(s) may be uploaded under the “licenses” tab at the top bar (looks like a person sitting at a desk). This tab also is where you can upload your FMNP (Farmers Market Nutrition Program) or Wireless EBT participant information as well.