

North Iowa Farmers Market

Community Group Policy: Information, Rules, and Application

The mission of the North Iowa Farmers Market is to create an environment that promotes the sale of locally produced food and artisanal goods. The NIFM reserves space every week for community groups that have a message to spread or an endeavor to promote. Community groups include local non-profit organizations, civic groups, local schools, and government agencies.

If your community group is interested in promoting its message or event at our market, please review the rules below and complete the attached application.

The following are the rules for reserving a community booth:

- 1) Any fundraising or sales must be approved in advance by the NIFM Board. Service clubs will be able to give out promotional fliers for their events; service clubs will also be allowed to sell raffle tickets and entry tickets. Only those items that are officially branded logo products will be approved for sale. Soliciting donations is not permitted, unless previously approved by the NIFM Board. Only under special, pre-arranged circumstance are any items to be sold. This includes asking for donations, membership fees, subscription fees, etc.
- 2) Flyers and free items may be handed out, but food, drinks, or services must be approved by the NIFM Board.
- 3) Behavior at market: Representatives from the community groups are encouraged to shop the market; however, when representing their organization, members of the groups must stay with their tables or displays. At no time may group representatives walk through the market handing out information.
- 4) Groups must accept the space assigned by the Market Manager and prominently display the organization's name.
- 5) Tent (10'x 10') and table (6') are provided by the NIFM. Groups must provide tablecloth (required) and signage.
- 6) Groups are responsible for tent/table set-up and tear-down.
- 7) Groups must arrive at the market between 3:15 and 3:45 on market day assigned and stay until the market closes at 6:00 p.m.
- 8) Organizations that do not provide at least 48 hours' notice of cancelation (call St. John's church office at 641-424-1300) will be placed at the bottom of the list of organizations seeking a booth at the market. Please let us know of cancellations in time for us to assure another community group has a chance to take advantage of this opportunity.
- 9) The market retains the right to regulate the time, place, and manner of activities relating to displays, signs, posters, placards, and other expressions of the interests represented.
- 10) All trash must be removed at departure.

The NIFM Board has authorized the Market Manager to enforce the above rules. Violation could mean expulsion from the market. The market operates rain or shine. The Market Manager or NIFM Board may waive Rules 6 and 7 due to weather or other extenuating circumstances.

**Application for NIFM Community Booth
Sponsored by St. John's Episcopal Church**

Organization Name _____

Primary Contact Name _____

Address _____

Phone _____ Email _____

Organization Website _____

Nonprofit tax ID# _____

Description of Organization _____

Purpose of Booth _____

Date request – 1st _____ 2nd _____ 3rd _____

Contact info for those manning the booth

Name _____ Phone _____

Name _____ Phone _____

Info on sale of any item _____

I have reviewed and agree to abide by the Community Group Policy

Signature _____ Date _____

Please submit this form to:

Ann Papouchis

St. John's Episcopal Church

124 1st St. NE

Mason City, IA 50401

Questions – call St. John's office at 641 424-1300; Email – bikerann50@gmail.com

Community Booth dates will be confirmed with Primary Contact upon review. Please allow one week for application process.

Last edit 5/23/19