

2023 Valley Junction Farmers Market

Non-Profit Organization Application

The Valley Junction Farmers Market offers (2) spaces per market to registered non-profit organizations at no charge. Booth space is offered for informational purposes only; selling of any products and/or merchandise is not permitted from these locations. If you are interested in selling at our Farmers Market, you can fill out the vendor application on our website. Please bring the proper equipment to set up your booth (tent, weights, table, etc.). HVJF does not have equipment to lend to organizations. The Farmers Market is held on Thursdays from 4:00—8:00 pm from May 4 through September 28. Set up begins at 3:00 pm. Date requests will be considered on a first-come, first-served basis. Locations are not guaranteed, and the location of booths may be relocated. Once scheduled, HVJF staff will confirm dates/locations for your non-profit organization. Thank you for your interest in our event.

Non-profit organizations must agree to the following statements:

- ✓ I understand that I may be expected to agree in writing to additional coronavirus safety guidelines prior to participating in the 2023 Valley Junction Farmers Market.
- ✓ I understand that space preference is not guaranteed for any organization.
- ✓ I understand that organizations may not give away their booth space and must contact HVJF with ample time to fill the space if unable to attend.
- ✓ I understand that I am responsible for my own set-up items such as chairs, table, canopies, and tents.
- ✓ I understand that electricity is not available for organizations at the Farmers Market. If you require electricity for your merchandise, you are required to provide your own generator. All generators must be muffled (to under 60dB under load) to respect Valley Junction residents, merchants, and attendees. (Suggested generator - Honda EU3000is or equivalent). HVJF may request an organization to leave if a generator is deemed too loud.
- ✓ I understand that organizations are not allowed to smoke or drink alcoholic beverages within their booth space or outside of permitted areas. Alcoholic beverages require a wristband and are limited to the beverage garden in Railroad Park during a concert.
- ✓ I understand that pets (excluding service animals) are not allowed within the organization's booth space.
- ✓ I understand that organizations may not place garbage in city trash bins, private dumpsters, event trash boxes or on the curb.
- ✓ I understand that set up begins each Thursday at 3:00 pm, and organizations are NOT allowed to set up prior to 3:00 pm. I understand that I will be forced out of the event area if arriving prior to 3:00pm. Driving is not permitted on 5th Street between 4:00 pm and 8:00 pm on market days.

- ✓ I understand that only one vehicle is allowed per organization within the organization's booth space. That vehicle must be parallel parked at the back of the space (towards center of the street). Be sure to always keep fire lanes in the center of the street clear. For organizations with extra vehicles, parking is available in the public lots on 4th and 6th Streets.
- ✓ I understand that organizations are not allowed to set-up (or give free samples) on the sidewalks or against storefronts to provide proper attendee walkway access.
- ✓ I understand that the burning of anything not related to prepared food is prohibited.

Contact Name: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (mobile): _____ (other): _____

Email: _____

IRS Non-Profit Number: _____

Briefly describe your organization and what information you will be distributing:

Has your organization been here in previous years? _____

When? _____

Date(s) Requests (3 max): _____

Signature: _____ Date: _____

Please return to: Historic Valley Junction Foundation
137 5th Street West Des Moines, 50265
or email to events@valleyjunction.com

Questions? Contact Larry Kaster at events@valleyjunction.com / 515-222-3642