

VALLEY JUNCTION

Farmers Market

Handbook

2025



137 5th Street, West Des Moines, IA 50265
(515) 222-3642 | valleyjunction.com

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INTRODUCTION

Historic Valley Junction is home to over 140 distinctive businesses — art galleries, craft shops, antique stores, restaurants, and unique destinations line our streets. A nationally accredited Main Street America community, state certified Cultural & Entertainment District, state certified Iowa Great Place, and 2012 Great American Main Street Award Winner, Historic Valley Junction is also home to over 60 events annually. Our farmers market got its start in the mid-1970s and has been operating in its current format since 1988.

At the Valley Junction Farmers Market, vendors offer fresh produce, arts and crafts, prepared foods, baked goods, specialty foods, flowers, plants and more. One of Iowa's largest farmers markets, this event has become the place to be in central Iowa on Thursday evenings from May—September. In addition, free live music is offered each week during the farmers market in a beverage garden at our Music in the Junction concert series.

Meet your friends and neighbors in Historic Valley Junction for this free event!

MISSION

The Valley Junction Farmers Market connects our community with fresh, local food and artisan products in a vibrant, inclusive atmosphere that celebrates the spirit of Historic Valley Junction being the meeting place of West Des Moines.

GOALS

- To secure the future of healthy, locally produced food.
- To reduce the friction of direct-to-consumer sales of local produce, meat, flowers, arts, and crafts.
- To provide an inclusive environment for Central Iowa community members.
- To attract visitors to our brick & mortar businesses.
- To be a primary source of education about healthy living.

KEY INFORMATION TO KNOW

- Registration for our market is online starting January 9.
- Visit <https://valleyjunction.com/farmers-market/> to start your application. The application this year is through Manage My Market. If you apply after the February 28 deadline, you will automatically be placed on a waitlist. If a stall opens where you will be a good fit, someone will reach out to you.
- Our annual vendors' meeting will be held in-person on Thursday, April 3, at 6:00 pm, at the stage in Railroad Park (425 Railroad Place). It is mandatory for new vendors and encouraged for all vendors. We will discuss the market opening/set up procedure, safety guidelines, highlighted changes from last year, and other important topics. In the case of inclement weather, this meeting will be moved to the first floor of the Valley Junction Activity Center at 217 5th Street.
- Vendor fees are due the day before the first day of the market at the latest, on April 30. This is for both seasonal and occasional vendors.

MARKET DATES & TIMES

The 2025 Valley Junction Farmers Market runs every Thursday, May through September, for a total of 22 weeks. This season will begin on May 1 and will end on September 25.

The Valley Junction Farmers Market is from 4 - 8 pm.

Other important dates:

- January 9: Applications open
- February 28: Applications due (waitlist applications accepted after this deadline)
- April 3: Vendor Meeting
- April 30: Vendor fees due in-full

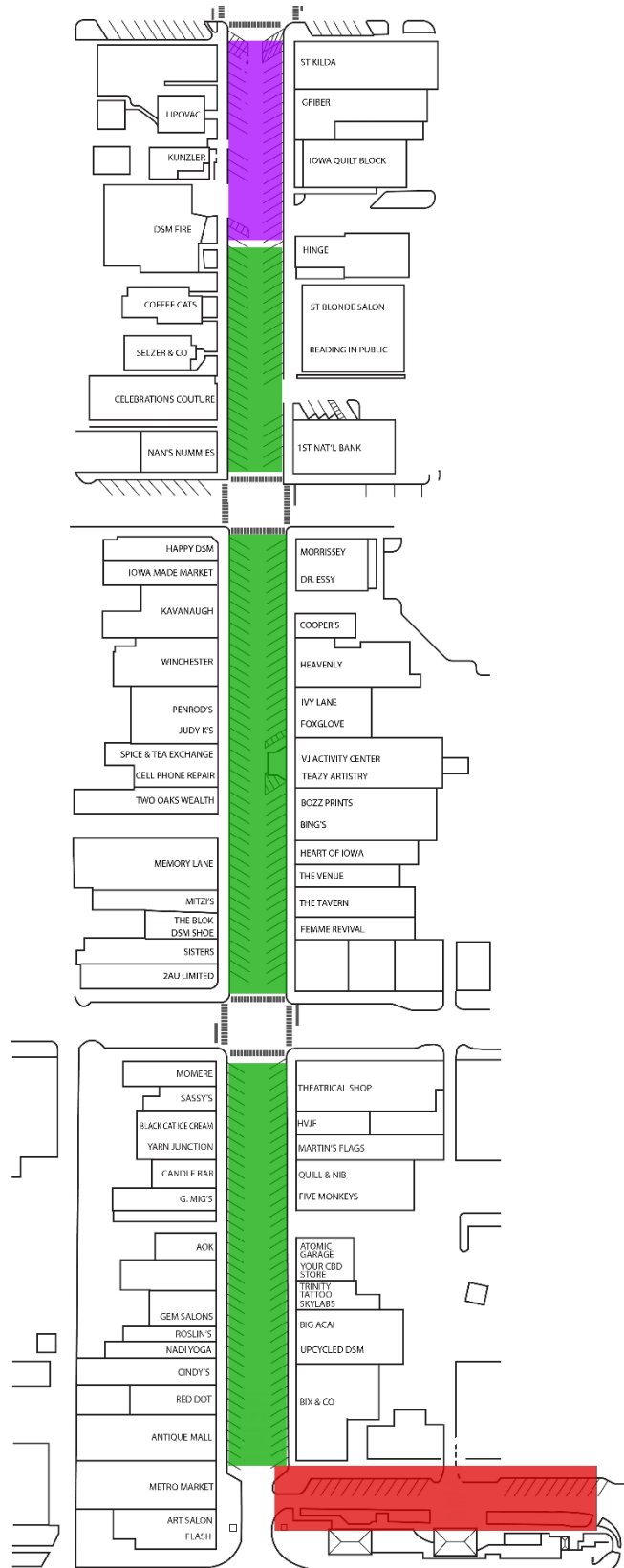
MARKET LOCATION

The Valley Junction Farmers Market is in the 100-300 blocks of 5th Street in West Des Moines. Vendors are placed from the arch on the south end to the middle of the 300 block on the north end. A kid's zone is in the north part of the 300 block and live music on the stage in Railroad Park takes place near the south end.

KID'S ZONE

VENDORS

CONCERT



PRODUCT & MERCHANDISE GUIDELINES

The primary focus of the Valley Junction Farmers Market is Iowa grown produce and other farm items. All other merchandise will be limited at the discretion of HVJF Board/Management. Merchandise available for sale must be produced or grown in your individual home or business. Mass produced or franchised items including Avon, Mary Kay, Pampered Chef and Tupperware, etc. will not be allowed. HVJF reserves the right to refuse acceptance of any vendor or item that is not in keeping with the rules or quality of the Valley Junction Farmers Market.

The Valley Junction Farmers Market includes six categories:

Produce/Plants/Farm Animal Products

Certified organic produce, chemical free produce, and Iowa grown produce. Produce grown outside of Iowa will be allowed only when such items are not in-season locally. Out-of-state produce must be pre-approved when such items are in-season locally. Fresh and dried flowers, seeds and potted plants. Farm raised meat, dairy, and egg products, such as beef, chicken, turkey, cheese, milk, ice cream, eggs, etc.

Baked Goods/Specialty Foods

Breads, pies, cookies, etc. and other homemade baked goods. Specialty homemade food items that are not considered baked goods, including honeys, mustards, salsas, jams and other homemade food items.

Arts & Crafts

Homemade home décor items (candles, soaps, handmade jewelry, and other art items). Because the crafts category is very broad, it is important to maintain a high level of quality for our market.

Prepared Foods

Ready-to-eat items such as sandwiches, cooked items, and snack items. A complete menu must be submitted with the application and any additions must be approved by market management. Space for this category is limited to 20 vendors. Prepared food vendors must purchase at least a 20ft stall.

Merchant

Valley Junction businesses who rent stall to sell their store's products. Merchant stalls may not be sublet and are subject to all other market rules. This category is only available to current Valley Junction merchants.

Other

Vendor types that do not fit into the above categories. E.g., fitness companies and gyms, home improvement companies, etc. Mass produced and franchised items are not allowed at the Valley Junction Farmers Market.

Non-profits

Non-profits booth space for informational or outreach purposes only. This category has a limit of three dates per market season. There is no fee for this category.

Non-mainstage Performers

Musicians, dance groups, and other performing artist buskers. Performers will be placed near the normal vendor stall spaces. There is no fee for this category.

MARKET STALL FEES

Vendor locations are reviewed based on several criteria, including product quality and origin (how and where the product is made/produced), category and space availability, market history, previous attendance, and other pertinent criteria. A parking spot directly behind your stall is included.

Small Seasonal Stall (10ft wide x 10ft deep) | \$350 per season

If you will be attending ten dates or more, then choose this option for a 10 ft wide stall. Each vendor will be assigned the same stall for the whole season if they are here for all 22 weeks.

Standard Seasonal Stall (20ft wide x 10ft deep) | \$450 per season

If you will be attending nine dates or more, then choose this option for a 20ft wide stall. Each vendor will be assigned the same stall for the whole season if they are here for all 22 weeks.

Two Adjacent Standard Seasonal Stalls (40ft wide x 10ft deep) | \$925 per season

If you will be attending nine dates or more, then choose this option for a 40ft wide stall. Each vendor will be assigned the stall for the whole season if they are here for all 22 weeks.

Occasional Small Vendor Stall (10ft wide x 10ft deep) | \$35 per week

If you will be attending nine dates or less, then choose this option for a 10ft wide stall. Occasional vendors are not guaranteed to have the same stall each date they are at the market, however, we do try to keep occasional vendors in the same stall when possible.

Occasional Standard Vendor Stall (20ft wide x 10ft deep) | \$55 per week

If you will be attending eight dates or less, then choose this option for a 20ft wide stall. Occasional vendors are not guaranteed to have the same stall each date they are at the market, however, we do try to keep occasional vendors in the same stall when possible.

ADDITIONAL FEES

Application Fee | \$20 (non-refundable)

This fee is non-refundable and is due at the time of applying. This fee applies to applications received prior to the February 28 deadline. All applications received after this deadline are automatically waitlisted and do not require an application fee.

Deposit | \$100 per seasonal stall

A deposit of \$100 per stall, for all sizes, is required with your application prior to the February 28 deadline. Vendors that have not paid this deposit will not be considered. Vendors not accepted

to the market will have this deposit refunded in full. Vendors approved, but who choose not to participate (for any reason) after April 3, 2025 will not have their deposits refunded.

Corner Seasonal Stall Fee | \$50

All stalls, regardless of size, will be required to pay an additional \$50 if on a corner. Corner stalls are limited and not guaranteed. Please note if you would like to be considered for a corner stall when applying.

Seasonal Trash Fee | \$100.00 per season

This fee is for seasonal prepared food vendors only. We employ trash cleanup for every market. This fee is to help keep up with the trash created by attendees eating at the prepared food vendors.

Occasional Trash Fee | \$10 per week

This fee is for occasional prepared food vendors only. We employ trash cleanup for every market. This fee is to help keep up with the trash created by attendees eating at the prepared food vendors.

Reckless Driving Fee | \$50

No vendor is allowed to drive through the market area during the market hours of 4:00pm to 8:00pm. Any vendor caught driving during this time will need to pay this fee prior to returning to the market. No exceptions.

Trash Removal Fee | \$50

The trash cans on the sidewalks are for attendees only. Vendors are not allowed to use trash cans on the sidewalk for trash created at their booth and are required to dispose of all trash off-property. Any vendor caught putting trash in cans on the sidewalks or dumpsters behind the 5th Street businesses will need to pay this fee in full prior to returning to the market. No exceptions.

APPLYING TO THE MARKET

To be considered for a full-time seasonal stall, applications must be received through our website by 11:59pm on Friday, February 28. All applications received after this date will automatically be placed on a waitlist and be accepted on an available space basis.

If you are applying as an Occasional Vendor, you may not get all your requested dates approved. We give priority to seasonal vendors that are scheduled the whole season. If there are not enough vacancies for all an Occasional Vendor's requested dates, only the dates that we have vacancies for will be approved.

It is the sole responsibility of HVJF to fill vacant stalls. Vendors may not sublet space. HVJF retains the right to approve and facilitate all arrangements for sharing a stall.

Preference of location requests should be noted on the application. Stall preference will be considered but is not guaranteed for any vendor.

By applying online, potential vendors acknowledge they have received, understood, and agreed to follow all the policies and procedures set forth by the Historic Valley Junction Foundation (referred to as HVJF) as stated in this handbook. HVJF reserves the right to remove any vendor at any time for failure to comply with the Farmers Market Policies and Procedures. Disregard for any guidelines established in this document will be just cause for action to be taken. HVJF retains the right to prohibit a vendor from participation in the Valley Junction Farmers Market, without refund.

APPLICATION TIMELINE

January 9

Application open. Go to <https://valleyjunction.com/farmers-market/> and apply. Every vendor must apply online. Your application is not considered received until you have also submitted your application fee and deposit payment if applying prior to the February 28 deadline.

March 1

We will begin assigning stalls to accepted vendors. You may not see any change to your application right away, so please be patient. You will receive a notification when your vendor status changes in Manage My Market:

- **Received:** We have received your application and is under review.
- **Pending:** We have received all required paperwork, application fee, and deposit. The application is now waiting for the approval/denial decision.
- **Approved:** The application was selected to be a part of the market and awaiting final payment of your stall fee.
- **Declined:** The application was not selected and does not meet our vendor guidelines to be a part of the market. A refund of your deposit will be issued.
- **Withdrawn:** The vendor requested the application to be withdrawn from the market.
- **Wait Listed:** The application was not selected and does not meet our vendor guidelines to be part of the market, or you applied after the March 1 deadline. A refund of your deposit will be issued, if one was paid.

Note: Any space assignments are subject to change at any time. This includes after the market has opened for the season.

April 3

Last day to withdraw from the market (for any reason) and receive a deposit refund.

April 30

All final stall payments due.

FARMERS MARKET SET UP

Set Up Hours

Set up will begin at 3:00 p.m. each Thursday. Vendors may not set up prior to 3:00 p.m. Unless given the OK to enter early by a staff person. Any vendor entering the event area prior to 3:00 p.m. will be asked to leave and re-enter at the appropriate time. We have limited staff to clear the streets safely of all signage and vehicles. We need our space to clear the street, so you have your space to set up.

Vendors not set up by 4:00 p.m. will have games or furniture set in their stalls. If you will be arriving late or not attending the event, please notify the HVJF office at (515) 222-3642.

Official market hours are 4:00–8:00 p.m. Vehicles are not allowed to drive on 5th Street from 4:00 p.m. - 8:00 p.m.

Set Up Regulations

Vendor booths should be set up facing the sidewalk (not towards the middle of the street). Vendors must provide all set up materials (tent, tables, signage, etc.) Tents must have weights on each leg or anchored down. HVJF will not loan any materials to vendors.

By law, fire lanes in the center of the streets must always be kept open, including during set up. Each vendor is allowed one vehicle per stall and should be parked parallel with the sidewalk behind the booth while still allowing enough space for fire a lane.

Sidewalks are not included in your space and are required to be kept clear during event hours. Vendors are not allowed to set up (or give out free samples) on the sidewalks or against storefronts to provide proper customer walkway access.

Electricity is not available for vendors at the Valley Junction Farmers Market. If you require electricity, you are required to provide your own generator. All generators must be muffled to respect Valley Junction residents, merchants, customers, and other vendors. (Suggested generator - Honda EU3000is or equivalent with a volume of less than 60dB). Without refunding vendor fees, HVJF may request a vendor to leave if the vendor's generator is deemed too loud. Vendors attempting to use electricity outlets located on or near Valley Junction trees or buildings will be immediately removed from the market without refund.

Outlets anywhere on the street are for HVJF use and may not be used by market vendors without prior HVJF approval.

VENDOR REQUIREMENTS

Attendance

Because of the importance of keeping a full and active farmers market, all vendors are expected to attend each scheduled date and should not request dates they cannot attend. An absence is considered unexcused if a vendor notifies our office after 12:00pm on the Wednesday before the market or does not show up to the market without notification. Vendors who have three or more unexcused absences may be removed from the market without a refund and/or not accepted for following years. Vendors not able to attend a scheduled market date are required to notify HVJF with as much notice as possible by emailing events@valleyjunction.com or calling Larry Kaster at 515-222-3642. Full-time seasonal vendors are required to notify management of planned absences on the market application. Unforeseen emergencies will be taken into consideration on a case-by-case basis. Cancellation or no-show date fees are not refunded or waived. Attendance is enforced and will be taken into consideration when accepting applications each following season.

Liability Insurance

All Valley Junction Farmers Market vendors are required to have a current Certificate of Liability Insurance for the minimum amount of \$1,000,000 on file with HVJF. This certificate must be submitted by all vendors prior to setting up at your first market. Historic Valley Junction Foundation must be listed as additional insured and certificate holder. Please note that a copy of your insurance policy does not satisfy this requirement. An updated certificate will need to be provided to HVJF for any policies renewed during the market season. Provide your certificate of liability insurance to HVJF by submitting by uploading the document to your application. Insurance requirements will not be waived for any Valley Junction Farmers Market vendors. If there is a question about what you need from your insurance agent, please show them this page and they will know what policy to prepare.

Sales Tax

It is each vendor's responsibility to know if they are required to collect and remit Iowa Sales Tax. HVJF does not accept responsibility for vendors who fail to meet this obligation. Vendors who are required to remit sales tax must have a permanent valid Sales Tax Permit. Temporary sales tax permits are no longer issued. Failure to respond and reply to sales tax inquiries by the Internal Revenue Service will eliminate vendors from future participation in the Valley Junction Farmers Market, as well as other Valley Junction special events. For questions, please call the Iowa Department of Revenue and Finance at (515) 281-3114.

Health Inspection

All Valley Junction Farmers Market vendors are required to comply with the State of Iowa Public Health regulations governing the preparation, handling, and presentation of food. Prepared food vendors are responsible for obtaining all necessary licenses and permits required by the State of Iowa. Vendors are encouraged to contact the Iowa Department of Inspections and Appeals at (515) 281-6538 with any questions or concerns regarding product regulations, licensing, and fees. HVJF is not responsible for health permits/inspections, however, HVJF is required by law to submit to the Iowa Department of Inspections and Appeals the business information of all vendors at each market.

Clean-up and Trash Removal

Vendors must provide their own garbage removal. Any vendor serving food must place a tarp or mat under the space to protect the street from grease spills. Grease spills may not be left on the street as it is dangerous and gets tracked into stores. All vendors are responsible for cleaning their stalls at the end of each market. All garbage must be removed. Garbage may not be placed in any city trash can, private dumpsters, event trash box, or left on the curb. These are for attendees only. Failure to follow these standards is a violation of these policies and procedures and repeat offenders may be removed from the market without refund of dues. Seasonal prepared food vendors will be charged an additional \$100 per space (\$10 per space for occasional prepared food vendors) for trash maintenance due to the extra waste created by Farmers Market customers who purchase prepared food.

Severe Weather Protocol

The Valley Junction Farmers Market is held rain or shine, and vendors are expected to attend regardless of weather. Announcements of cancellation due to severe weather will be made to

vendors via email and public announcement by a staff. Regarding the personal safety of vendors, patrons, and the public, HVJF will determine if or when a closure or cancellation of the market is imminent. With the assistance of local police, the message and pertinent information will be broadcast to onsite vendors.

WIC, FMNP and Food Stamps

Produce vendors may register to accept WIC checks as a way of increasing sales at the Valley Junction Farmers Market. To accept WIC checks, vendors must be certified through the State of Iowa. HVJF is not responsible for losses incurred from accepting WIC checks without certification. All WIC certified vendors must adhere to the State of Iowa rules and regulations. A WIC certified vendor found not adhering to the rules will be immediately reported. Vendors seeking certification in the Farmers Market Nutrition Program (FMNP) for the first time must be certified through classroom instruction scheduled by the Iowa Department of Agriculture and Land Stewardship at (515) 242-6239. Reservations for classes must be made in advance. Food, seeds and food producing plants may be purchased with USDA Food Stamps.

Contact the Federal Dept. of Agriculture at (877) 823-4369 for more information.

Valley Junction Gift Certificates and Tickets

Vendors are not expected to accept Valley Junction district gift certificates. All Valley Junction district gift certificates have the Valley Junction logo on them. These gift certificates are good for brick & mortar merchants only. Occasionally, visitor groups will receive Valley Junction tickets or gift certificates to spend at Farmers Market. When this occurs, all vendors will be informed of all pertinent information prior to the market date. Vendors are expected and agree to accept these special occasion gift certificates and/or tickets. Vendors may turn in gift certificates or tickets for reimbursement during market hours and non-market hours (9:00 a.m. – 5:00 p.m., Monday-Friday). Reimbursement checks will be issued.

Vendor Compliance Checklist

The following is a list of policies that vendors must follow to be in compliance with the Historic Valley Junction Farmers Market. Please understand that this is not an all-inclusive list, and policies and procedures listed on other pages of the application must also be followed. If a vendor is non-compliant, possible repercussions include vendor status being up for review with the Board of Directors, fines, or suspension or expulsion from the market.

- Signage with the name of the business is neat, clear, and visible within the vendor's booth space.
- Glass containers for products consumed on site are not allowed.
- Vendors are not allowed to smoke or drink alcoholic beverages within their booth space or outside of permitted areas. Outdoor alcoholic beverages require a wristband and are limited to Railroad Park during a concert.
- Burning of any kind of substance including incense, smoking chips, candles, etc., is prohibited.
- Only one vehicle is allowed per vendor within the market area. That vehicle must be parallel parked at the back of the stall. Be sure to always keep a fire lane in the center of the street clear by making sure some of the white parking lines are visible from the middle of the street. For vendors with extra vehicles, parking is available in the public lots on 4th and 6th Streets.
- Pets (excluding service animals) are not allowed within the vendor's booth space.
- Driving is not permitted on 5th Street between 4:00 p.m. and 8:00 p.m. on market days. Violations of this rule will result in a \$50 reckless driving fee to be paid in full before returning to the market.
- Vendors are expected to have consistent attendance. Failure to notify HVJF of an absence and repeat absences may result in removal from the market. Attendance is strictly enforced.
- Vendors will not sublet their booth space. It is the sole responsibility of HVJF to fill any vacant spaces.
- Vendors may not place garbage in city trash bins, private dumpsters, event trash boxes, or on the curb. Any vendor found violating this rule will need to pay a \$50 fine in full before returning to the market.
- All vendors must provide HVJF with proof of insurance as stated on page 10.
- All vendors must comply with health code regulations.
- It is each vendor's responsibility to know if they are required to collect and remit Iowa Sales Tax. HVJF does not accept responsibility for vendors who fail to meet this obligation.
- Electricity is not available for organizations. If you require electricity, you must supply a generator with a 60db max volume under load (suggested generator – Honda EU3000is or equivalent). If deemed too loud you will need to shut it off.
- Vendors are expected to have positive, friendly conduct towards customers, fellow vendors, market staff, and volunteers. Through cooperation we can all benefit from working together!

NON-PROFITS

The Valley Junction Farmers Market offers up to three market dates to registered non-profits at no charge. These 10x10 stalls are offered for informational purposes only, and selling of any goods or services is not permitted. If you are a non-profit that wants to sell at our market, you must fill out the application as a vendor. Non-profit space preference is not guaranteed. Non-profits fill out the same application and follow the same rules as vendors. See the [Vendor Compliance Checklist](#) above.

NON-MAINSTAGE PERFORMERS

The Valley Junction Farmers Market offers non-mainstage performer busking space at various locations throughout the market. Non-mainstage performers fill out the same application as vendors. There is no limit to the number of date requests that can be made, but in the interests of keeping a constant rotation of performers, not all dates may be approved. Applying does not guarantee placement. Our current event budget does not allow us to pay non-mainstage event performers; however, you are welcome to place a tip jar while performing. Performance locations are not guaranteed and may be relocated as needed by HVJF. Amplification is permitted if kept at a reasonable volume. Please be considerate of the Farmers Market vendors & customers while you are performing. If vendors, attendees, or staff voice concerns over the volume or content of your performance, you will be asked to turn down the level, remove the amplification, or stop the performance. If requiring electricity, you are required to provide a muffled generator (Honda 3000is or similar). Non-mainstage performers must follow the same rules as vendors. See the [Vendor Compliance Checklist](#) above.

IMPORTANT CONTACTS & LINKS

Market Staff

Historic Valley Junction Foundation (515) 281-5321
<https://valleyjunction.com/>

Cottage Foods laws

Iowa Departments of Inspections & Appeals (515) 725-5342
<https://dial.iowa.gov/licenses/food-hotels/cottage-foods>

Crops, livestock, food production, food safety standards

Iowa Department of Agriculture & Land Stewardship (515) 281-5321
<https://iowaagriculture.gov/agricultural-diversification-market-development-bureau/farmers-market-nutrition-program>

Food and beverage licensing for farmers markets

Iowa Departments of Inspections & Appeals (515) 725-5342
<https://dial.iowa.gov/licenses/food-hotels/farmers-markets>

SNAP

Federal Department of Agriculture (515) 877-4369
<https://www.fns.usda.gov/snap/retailer>

Sales Tax Permit

Iowa Department of Revenue & Finance (515) 281-3114
<https://tax.iowa.gov/businesses>

APPENDIX – MANAGE MY MARKET

- 1. HOW TO APPLY TO A MARKET**
- 2. REQUESTING DATE CHANGES**
- 3. ADDING AND DELETING PRODUCTS**
- 4. HOW TO UPLOAD A LICENSE**
- 5. HOW TO UPDATE YOUR CARD**
- 6. PAYING AN INVOICE ONLINE**
- 7. RESETTING YOUR PASSWORD**



Manage My Market

Applying to a market

*If you have not already set up your Vendor Profile, please see our “Setting up a Vendor Profile” Tutorial on the Tutorials page.

If your profile is set up and ready to go, to the **My Markets** page on your side bar, then click on ‘Apply to a Market’.

Test Vendor
Test@managemymarket.com

My Markets
Home > My Markets

My Markets
Calendar

Current & Upcoming Markets I've Applied To:

Apply to a Market

Here you can enter your address, or postal code to generate a list of markets near you.

Apply to a Market
Home > Apply to a Market

Below is a list of available markets within miles of

Enter Address

Within 100 miles, there are 10 available markets.

Friendly Market!

Market	Location	
Halloween Hootenanny	1234 test st, 98662	<input type="button" value="Apply Now"/>
New market based on 2022 TEST market	1234 test st, 98662	<input type="button" value="Apply Now"/>
Wednesday Test Market	1234 test st, 98662	<input type="button" value="Apply Now"/>

Select the market you'd like to apply to and click 'Apply Now'.

You will be taken to the application page for that market and can complete the information requested by the market.

Applying to the Friendly Market! - Halloween Hootenanny

Please Read

This is a test Halloween market

Market Dates

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

Legend:

Available Selected Sold Out Unavailable

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Market Staff

Add Staff 

If you have any questions about the process, please contact us at info@managemymarket.com



Vendors: requesting date changes

To request changes to your market dates, go to My Markets. Scroll to the market where you want to request date changes. Click the line that says Dates (Add/Remove). Click the Edit Dates pencil.

Date	# of Stalls Requested	Status	Stall Assigned
3/5/2022	1	Approved	
3/6/2022	1	Approved	
3/12/2022	1	Approved	

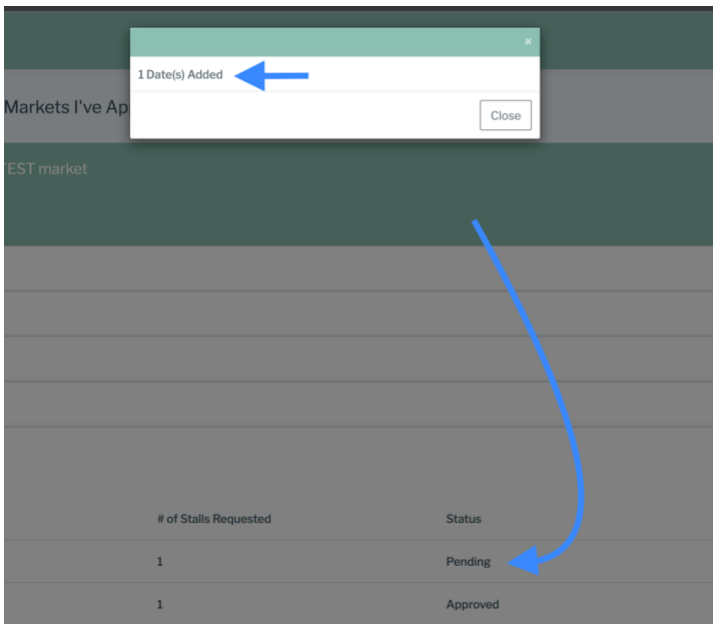
This will take you to a screen with a calendar of all the dates for the selected market, as well as a list of the dates you currently have.

To add new dates- simply click on the dates you want in the calendar, and a new line will be added to the list below with the status New Request. Once you have selected all the dates you want, simply click the Submit button to notify your market manager that you have requested new dates.

Market Date	Status	Number of Stalls Requested	Stall(s) Assigned
<input type="checkbox"/> 2/6/2022	New Request	1	
<input type="checkbox"/> 3/5/2022	Approved	1	

To request a withdrawal from an existing date(s), you can either click the green highlighted date on the calendar, or change the status for that date in the list from Approved to Request Withdraw. Then submit when ready.

After you have submitted your date requests- you will get a notification stating the number of requests made, and your list will indicate what changes you have requested.



If the market you are requesting date changes for does not require approval for changes, then anything you have done will be automatically updated.



Manage My Market

Adding/Deleting Products

Adding a Product:

You can add products to your profile at any time.

1. Go to your **Products** page and click on Add Product in the upper right corner.

The screenshot shows the 'Products' page for a 'Demo Veggie Vendor'. The page has a sidebar with navigation options: My Markets, Calendar, Profile, Products (highlighted), Licenses, Account, and Contact. The main content area lists two products: 'Celery 1 Variety' and 'Tomatoes 1 Variety'. Each product entry includes 'Months Available' (APR, MAY, JUN, JUL for Celery; JUN, JUL, AUG, SEP for Tomatoes) and a 'Notes' field. In the top right corner, there is an 'Add Product' button with a dropdown arrow, indicated by a red arrow.

2. Select from the down menu the broader category that your product fits into. There are 15 broad categories, and it is very important to select the appropriate category for your product because licensing requirements depend on this larger category.

The screenshot shows the 'Add A Product' modal window. The modal has a title bar 'Add A Product' with a close button. Below the title bar, it says 'Step 1: Choose Product Category'. A dropdown menu is open, showing a list of 15 categories. The first category, 'Agri. By-Products', is selected and highlighted in blue. The other categories are: Arts & Crafts, Bakery Items, Berries, Dairy, Flowers, Fruit, Grains/Cereals/Seeds, Miscellaneous, Nursery Stock, Nuts, Processed Food & Beverage, Protein Foods, Ready to Eat Food & Beverages (Concession), and Vegetables & Herbs.

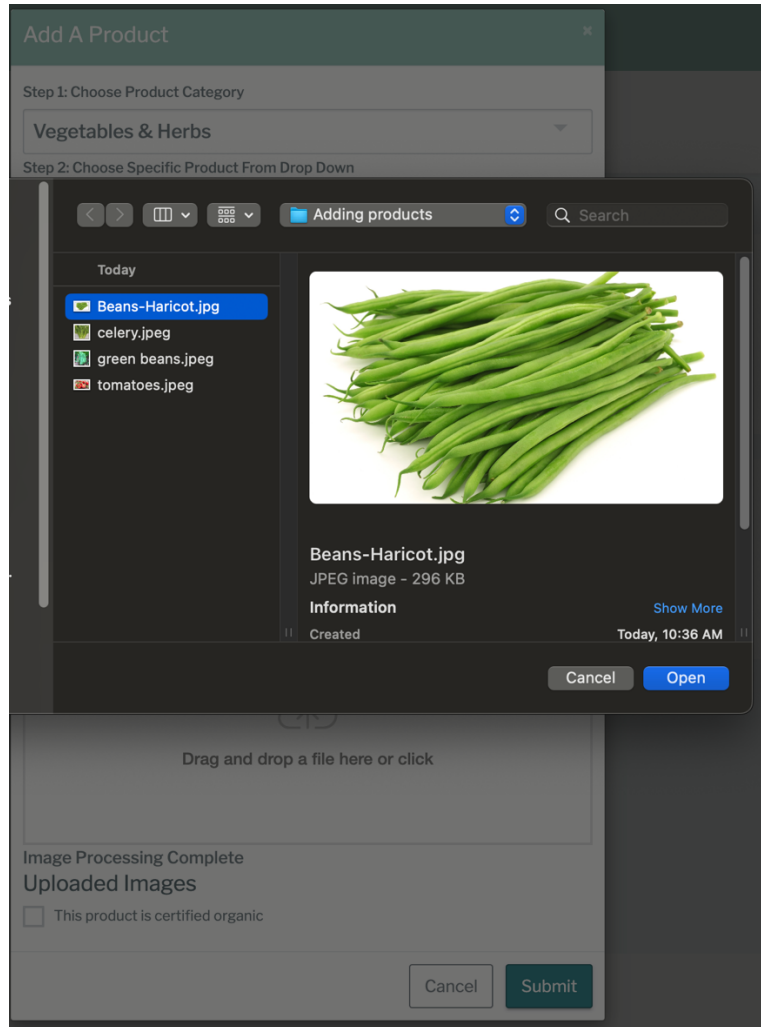
3. Select the specific product from the second drop down menu. The product will highlight in blue and you **must click on it in order to enter it into the system.**

The screenshot shows a form titled "Add A Product" with a close button in the top right corner. It is divided into two steps. Step 1, "Choose Product Category", has a dropdown menu with "Vegetables & Herbs" selected. Step 2, "Choose Specific Product From Drop Down", shows a list of product categories. "Artichoke" is at the top, followed by "Gourds", "Green Beans", "Green Beans - French (Haricots Verts)", "Greens", "Herbs - Cut", "Herbs - Medicinal", "Herbs-Dried", "Herbs-Organic", and "Horseradish". The "Green Beans - French (Haricots Verts)" option is highlighted in blue.

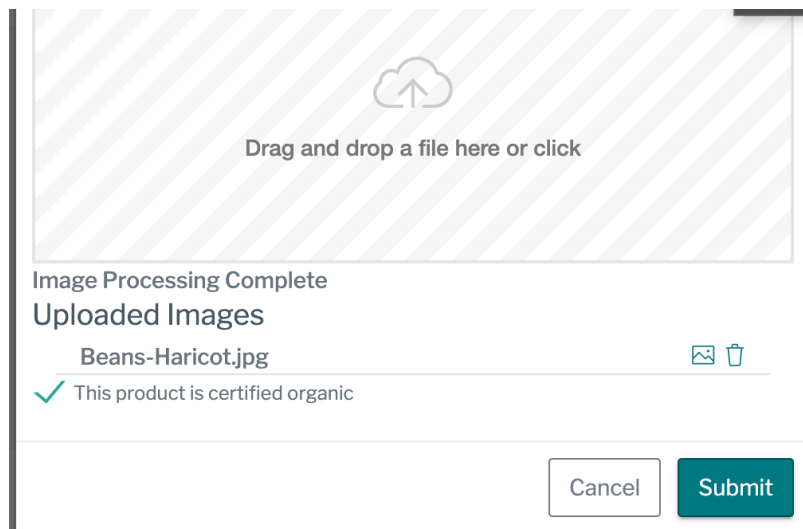
4. Enter the number of varieties available, what months they are available and any additional information about this product, including its organic status.

The screenshot shows the continuation of the "Add A Product" form. Step 3, "How many varieties of this product do you sell?", has a text input field containing the number "1". Step 4, "Please check the months that this product is available.", includes a "(All)" checkbox and a grid of month checkboxes: January, February, March, April, May (checked), June (checked), July (checked), August (checked), September (checked), October (checked), November, and December. Step 5, "Any additional information about this product?", has a text area containing "These are French style." Below this is a file upload area with a cloud icon and the text "Drag and drop a file here or click". At the bottom, there is a section for "Uploaded Images" with a checked checkbox "This product is certified organic". The form ends with "Cancel" and "Submit" buttons.

You can also add product photos here by putting your cursor in the photo area and left clicking to bring up an image from your desktop.



The image will not initially appear, but rather be listed at the bottom below the photo box and then viewable by clicking on the photo icon to the right of the product name.



Be sure to click on submit and then repeat the process if you wish to add more products. **You cannot add a single product more than once.** If you want to add different varieties of one product and they are not listed separately, then you must add the varieties in the text field within that product. For example, you may select 'bread' and list bagels as a variety in that category OR you may select bagels as its own category (preferred method), but you cannot select the 'bread' category twice.

You may enter as many photos of each product as you like.

*Please note that some markets reserve the right to approve or not approve products.

To see the status of your products in a market, click 'Products' on the market module on your **My Markets** page. If you are in multiple markets, please make sure to you are viewing the intended market module.

If your overall application status is still Pending, all products will show Pending as well.

Friendly DEMO Market - 2023 Test Market ✓ Email

Approved

Market Information +

Documents +

Application +

Products -

Product	Status
Celery	Approved
Tomatoes	Not Approved
Green Beans - French (Haricots Verts)	Approved

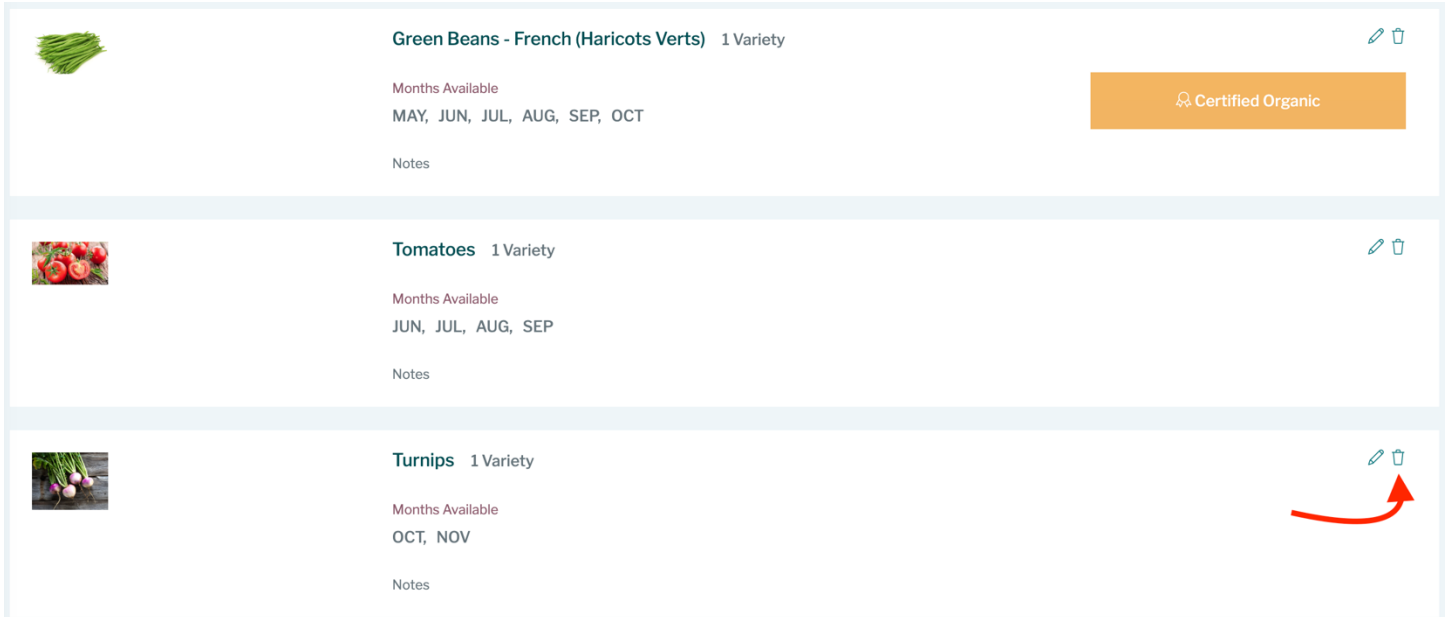
Dates (Add/Remove) +

Staff +

Deleting a product:

Sometimes it is necessary to delete a product. Start by going to the **Products** page of your account and locating the product to be deleted.

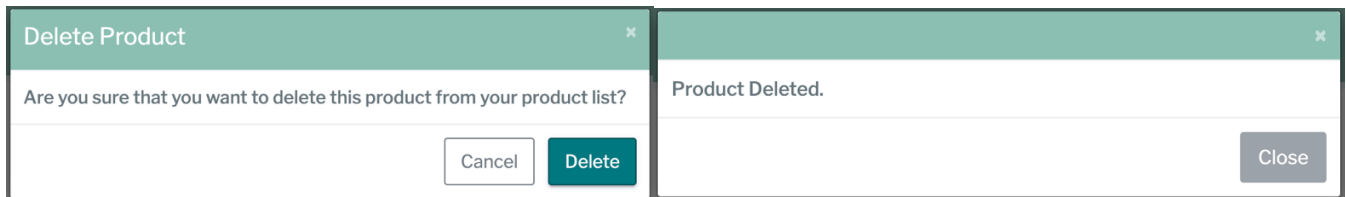
Click the trashcan icon to mark the product for deletion.



The screenshot shows a list of three products in a light blue container. Each product card includes a small image, the product name and variety, months available, and a 'Notes' field. The 'Green Beans - French (Haricots Verts)' card has a 'Certified Organic' badge. The 'Turnips' card has a red arrow pointing to the trashcan icon in the top right corner.


Product Name	Variety	Months Available	Notes	Actions
Green Beans - French (Haricots Verts)	1 Variety	MAY, JUN, JUL, AUG, SEP, OCT		Edit, Delete, Certified Organic
Tomatoes	1 Variety	JUN, JUL, AUG, SEP		Edit, Delete
Turnips	1 Variety	OCT, NOV		Edit, Delete

You'll get a pop-up verifying you want to delete the product, and a confirmation if you click Delete.



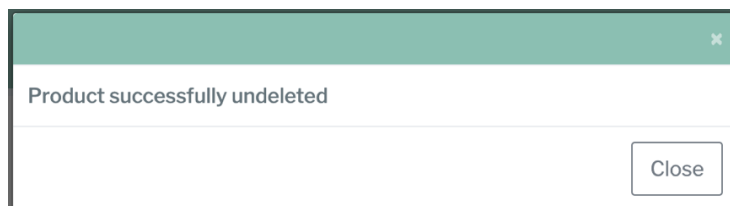
The image shows two adjacent pop-up windows. The left window has a green header 'Delete Product' and a question: 'Are you sure that you want to delete this product from your product list?'. It contains 'Cancel' and 'Delete' buttons. The right window has a green header and the text 'Product Deleted.' with a 'Close' button.

Your product will be marked for deletion and will be removed overnight.
If you are in a market, the manager will be notified of the product deletion as well.



The screenshot shows the 'Turnips' product card now with '(Deleted)' in parentheses next to the name. A red arrow points from a circled interdictory icon (a circle with a diagonal slash) in the top right corner of the card to the '(Deleted)' text.

If you change your mind about deleting the product, it can be undone by clicking the interdictory (circle backslash) icon in the upper right corner.

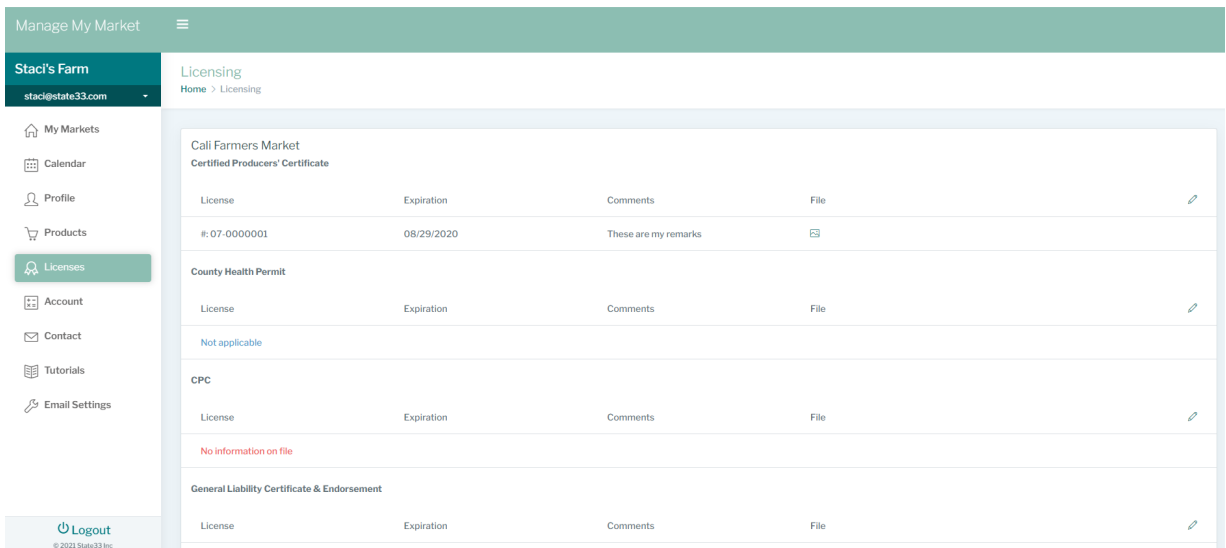


The image shows a pop-up window with a green header and the text 'Product successfully undeleted'. It has a 'Close' button in the bottom right corner.

Licenses are specific documents that your Market Organization may require, these are specific to the Market Organization you are applying to and therefore you may be asked for various documents from different Managers.

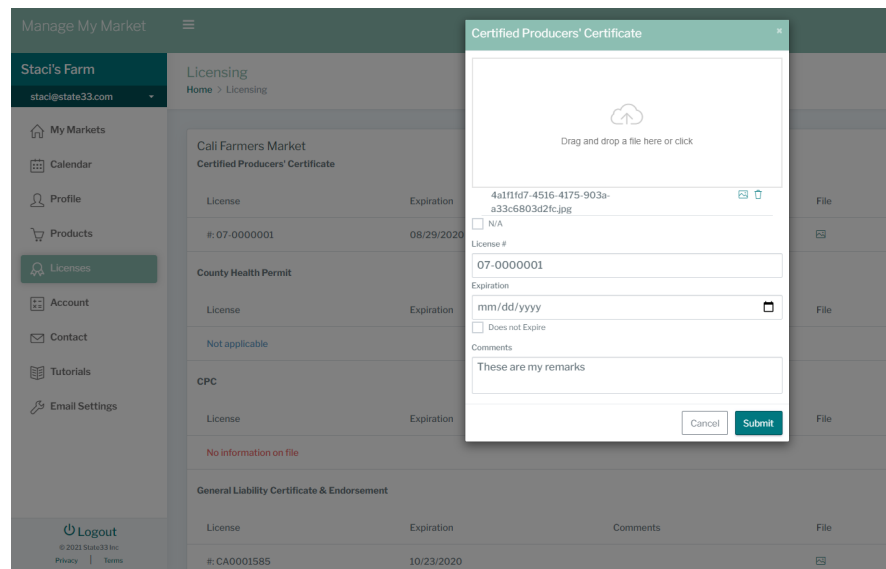
To upload a license to your ManageMyMarket account do the following:

Log in, navigate to Licenses from the left menu.



Scroll to the market who is requesting the license

On the right hand side you will see a pencil icon, click it to upload your license



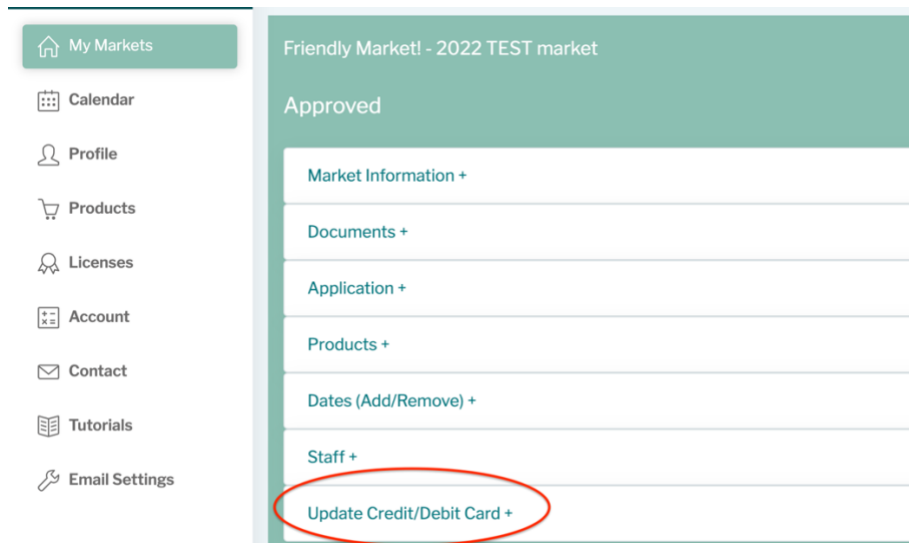
Be sure to include the license (or permit) number and expiration date. The expiration date will help you and your Market Manager track this license and keep it current with automatic notifications.



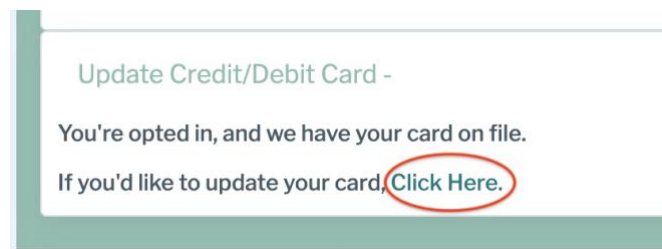
Updating a card on file

Log in to your account at www.managemymarket.com

Under **My Markets** locate the market for which you are updating your card information. This is important as each market handles the card on file independently. Updating the card for one market does not update it for the others. Click where it says “Update Credit/Debit Card”



The line will expand if you have previously opted in. Click the green ‘Click Here’ text to open the card module.



0000 0000 0000 0000	CVV
MM/YY	Zip

Close Save Changes

Enter your updated card info here. Take care to enter all your information correctly, as even an incorrect zip code can result in card failure. Click ‘Save Changes’ to save your updated card info for this market.



Manage My Market

Vendors Paying an Invoice Online

To pay an invoice online, you will first need to log into your Manage My Market account.

Navigate to the Account page and scroll down to the area labeled 'Invoices.' (If the Ledger area has a lot of entries, you may need to scroll a bit.)

Locate the invoice to be paid and click 'View/Pay.'

- My Markets
- Calendar
- Profile
- Products
- Licenses
- Account
- Contact

Invoices

Important: Pay one invoice at a time.
Overpayments do NOT automatically roll over to other outstanding invoices.

Friendly Market!

Invoice Date	Invoice#	Amount Due	Status	Action
Jun 13, 2023	Invoice 391504	\$25.00	Sent	View / Pay

That will open the invoice page.



Date Created: Jun 13, 2023
INVOICE No. 391504

Friendly Market!
123 Test st
Portland, OR 97214
(503) 123-4567

Bill To:
Demo test vendor
1234 Test st
Portland, OR 98662

CHARGES

Market	Entry Type	Amount
2023 Test Market	Application Fee - Produce	\$25.00
Total		\$25.00

PAYMENTS

Amount Due: \$25.00
Total Payments: \$0.00

At the bottom of the page will be a payment area. The payment area will look different depending on which payment processor the market uses, see examples below.

Square:

CHARGES

Market	Entry Type	Amount
2023 Test Market (Registration Closed)	Application Fee - Produce	\$25.00
Total		\$25.00

PAYMENTS

Amount Due: \$25.00
Total Payments: \$0.00

Amount to Pay



Card number

MM/YY

CVV

Submit Payment

PayPal:

CHARGES

Market	Entry Type	Amount
2023 Test Market (Registration Closed)	Application Fee - Produce	\$25.00
Total		\$25.00

PAYMENTS

Amount Due: \$25.00
Total Payments: \$0.00

Amount to Pay

PayPal

Pay Later

Debit or Credit Card

Powered by PayPal

Stripe:

CHARGES

Market	Entry Type	Amount
2023 Test Market (Registration Closed)	Application Fee - Produce	\$25.00
Total		\$25.00

PAYMENTS

Amount Due: \$25.00
Total Payments: \$0.00

Amount to Pay

Pay this amount

*If you do not see a payment area, please contact your market manager.

Click to pay / enter you card info and make the payment. You should receive a message of success once it has processed.

Paid invoices will show as Paid in the Invoices area.

Invoices

Important: Pay one invoice at a time.
Overpayments do NOT automatically roll over to other outstanding invoices.

Friendly Market!

Invoice Date	Invoice#	Amount Due	Status	Action
Jun 13, 2023	Invoice 391504	\$0.00	Paid	View



Manage My Market

Resetting your Password

If you have a login for Manage My Market, but you forgot your password, you can get a password reset sent to you.

From the Log In screen, click the 'Forgot your password' option.

Manage My Market
Premier Farmers Market Management

Username

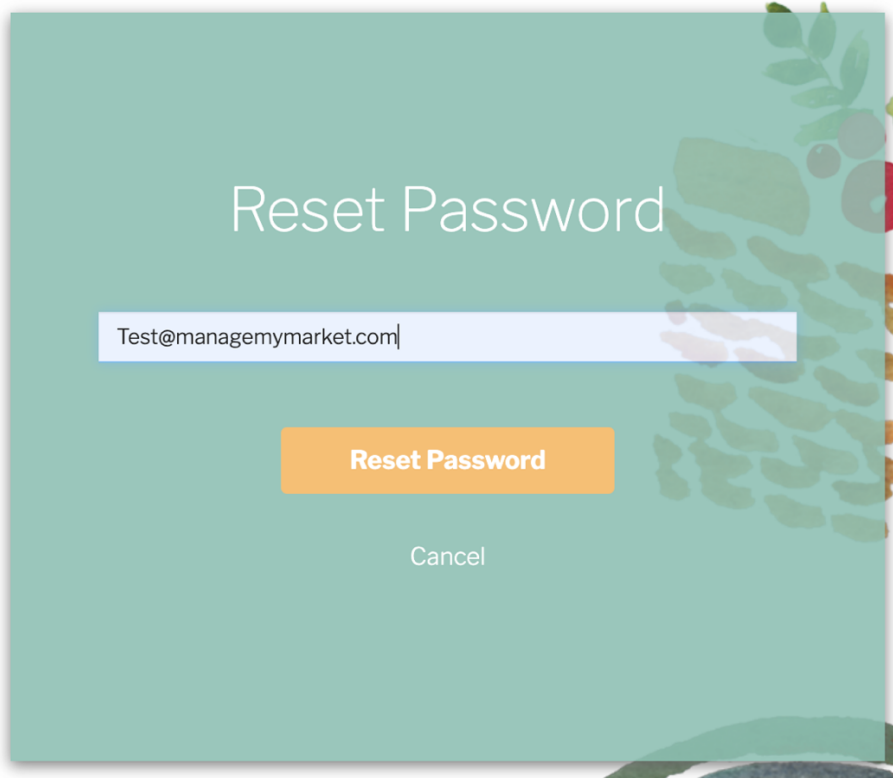
.....

Log In

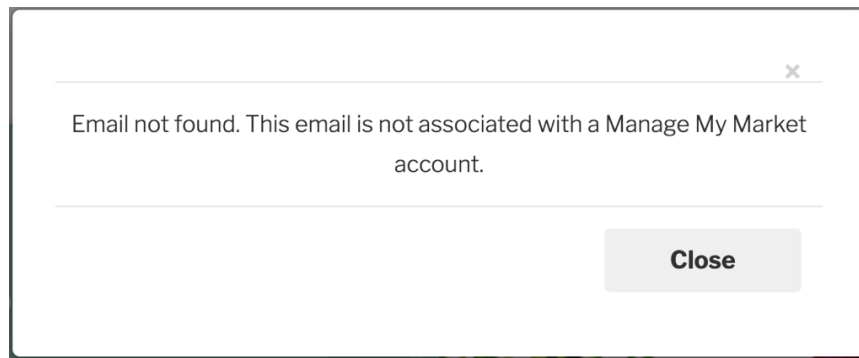
Forgot your password? ←

Register

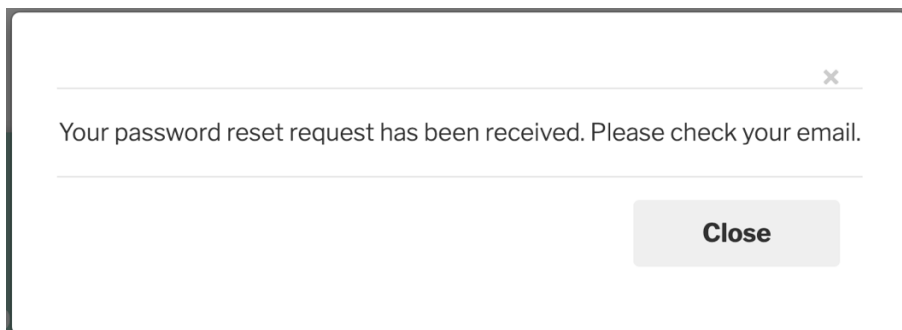
You will be taken to a Reset Password page where you will provide the email address for your account to have a reset sent to you.



If the email address you enter is not associated with a Manage My Market account, you will get the following error message.




If your email is correct, you will get notification that an email has been sent to you.



Please make sure to check your Spam folder if you do not receive an email- noreply email addresses can sometimes get caught there.

The email will have a link to click to reset your password- click this link.

 noreply@managemymarket.com 2:07 PM (2 minutes ago) ☆ ↶ ⋮
to me ▾

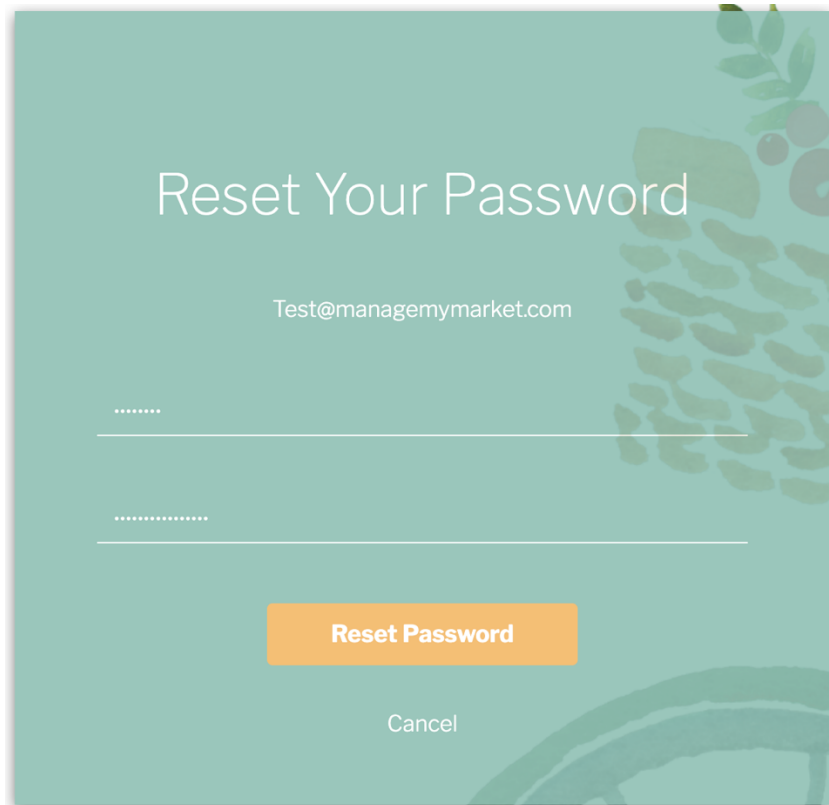
We received a password recovery request.

Please click [here to reset your password](#)

Manage My Market, a State33 product
1831 SE 7th Ave
Portland Or, 97214
(503)878-8466

↶ Reply ↷ Forward

You will be taken to the password reset module where you can enter your new password.



Reset Your Password

Test@managemymarket.com

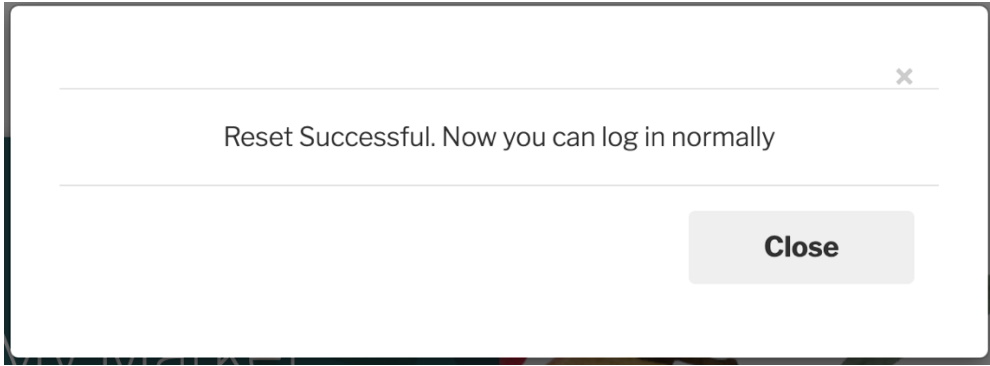
.....

.....

Reset Password

Cancel

The image shows a password reset form with a teal background and a decorative pattern of leaves and berries on the right side. The form contains the title 'Reset Your Password', the email address 'Test@managemymarket.com', two input fields with dotted lines indicating where to enter text, an orange 'Reset Password' button, and a 'Cancel' link.



If you do not receive the password reset email, or have any issues with resetting your password, please contact info@managemymarket.com.