

VALLEY JUNCTION

Farmer's Market

Handbook

2026



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 in summer. 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 as the gathering 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 12
- Visit <https://valleyjunction.com/farmers-market/> to start your application. The application is through Manage My Market.
- The application deadline is February 28
- 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 9, 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 in full the day before the first day of the market at the latest, on May 6. This is for both seasonal and occasional vendors.

MARKET DATES & TIMES

The 2026 Valley Junction Farmers Market runs every Thursday, May through September, for a total of 21 weeks. This season will begin on May 7 and will end on September 24.

The Valley Junction Farmers Market is from 4:00 pm – 8:00 pm.

Other important dates:

- January 12: Applications open
- February 28: Applications due (waitlist applications accepted after this deadline)
- April 9: Vendor Meeting
- May 6: Vendor fees due in-full

MARKET LOCATION

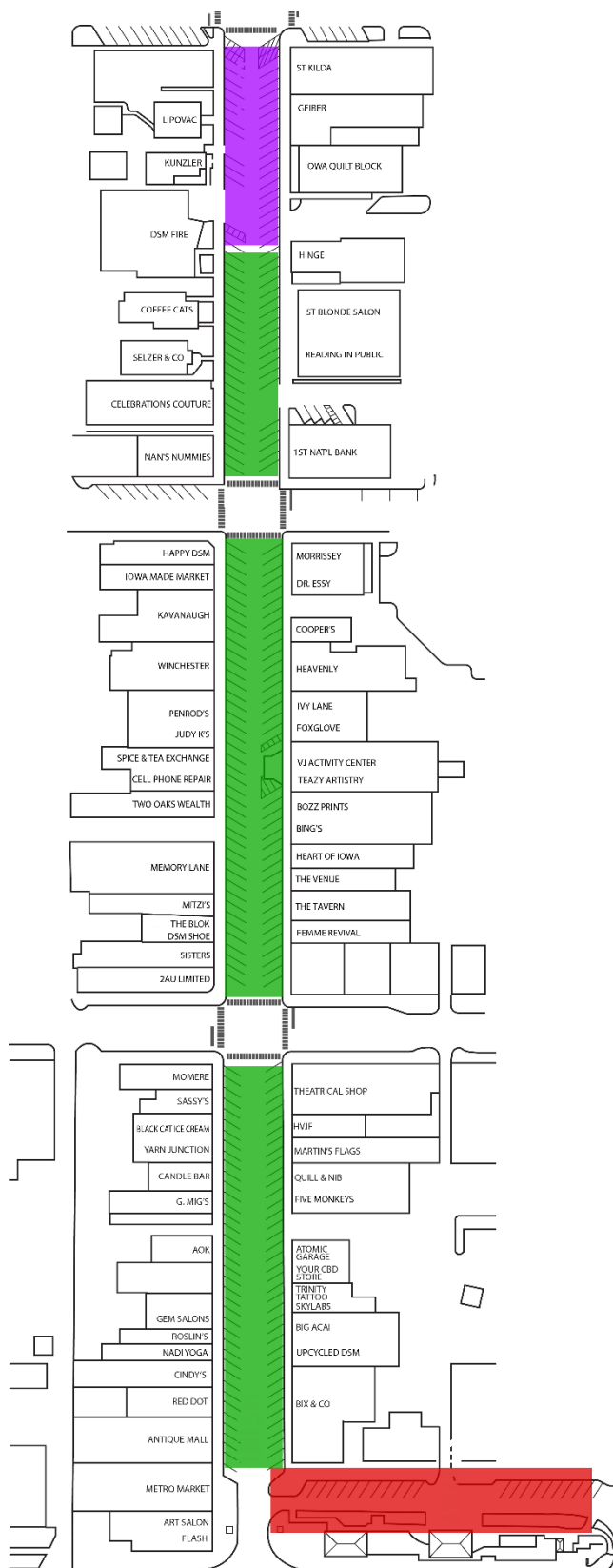
May through the Iowa State Fair

The Valley Junction Farmers Market is located 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. This layout is from the beginning of May through at least the end of the Iowa State Fair – August 20.

KID'S ZONE

VENDORS

CONCERT

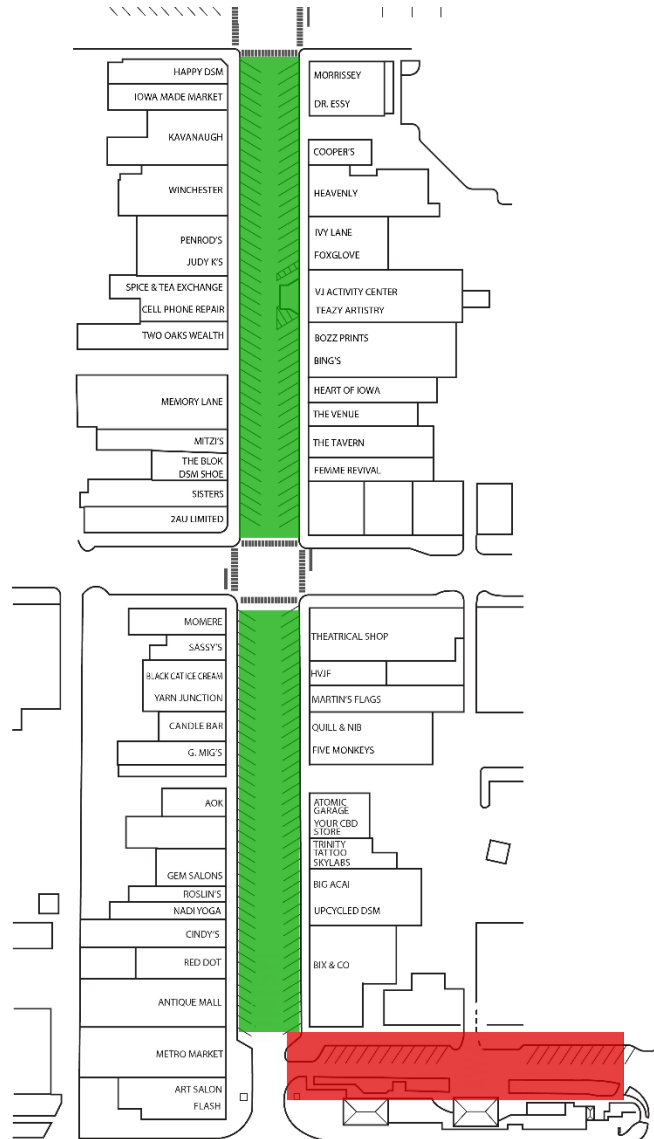


Start of school through September

Due to a drop in attendance when Des Moines and West Des Moines public schools return in the fall, the farmers market will reduce its footprint to the 100 and 200 blocks of 5th Street. This layout is from the beginning of the Des Moines Public School year through the end of September. At the time of the writing of this handbook, the start date has not been announced. Vendors will be informed of the date as soon as it is released.

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.

VENDOR 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 other animal products, such as beef, chicken, turkey, cheese, milk, ice cream, eggs, honey, etc.

Baked Goods/Specialty Foods

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

Arts & Crafts

Homemade home décor and wearable items, including candles, soaps, handmade jewelry, handmade clothing and accessories, and other art items.

Valley Junction Merchants

Valley Junction businesses that rent a booth space to sell their store's products. Merchant booths may not be sublet and are subject to all other market rules. This category is only available to current Valley Junction merchants.

Prepared Foods/Food Trucks

Ready-to-eat items, including sandwiches, cooked and snack items for on-site consumption. 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.

Business Sponsors

Businesses that promote products or services rather than selling handcrafted or agricultural products, including fitness studios, gyms, home improvement services, and similar companies. Mass-produced or franchised retail items are not permitted at the Valley Junction Farmers Market.

MARKET STALL SIZES

Small Stall

- 10ft wide x 10 ft deep
- Not available for prepared Foods

Standard Stall

- 20ft wide x 10 ft deep
- Available for all vendor types

MARKET STALL FEES

Seasonal Vendors

Seasonal vendors that sign up for at least 80% of the season will be placed in the same stall for the whole market. We will try to keep seasonal vendors that sign up for less than 80% of the season in the same location all season, but this cannot be guaranteed.

Occasional Vendors

Occasional vendors will receive all dates applied for only if space allows. Occasional vendors may not get all dates applied for. Occasional vendors likely will not receive the same location every market date.

100 & 200 block

Small Occasional Stall (10x10)	Standard Occasional Stall (20x10)	Small Seasonal Stall (10x10)	Standard Seasonal Stall (20x10)
Produce/Plants/Farm Animal Products			
\$15/market	\$25/market	\$200/season	\$300/season
Baked Goods/Specialty Foods			
\$35/market	\$55/market	\$350/season	\$450/season
Arts & Crafts			
\$35/market	\$55/market	\$350/season	\$450/season
Valley Junction Merchants			
\$35/market	\$55/market	\$350/season	\$450/season
Prepared Foods/Food Trucks			
N/A	\$75/market	N/A	\$1,000/season
Business Sponsors			
\$200/market	\$350/market	\$2,500/season	\$4,000/season

300 block

Small Occasional Stall (10x10)	Standard Occasional Stall (20x10)	Small Seasonal Stall (10x10)	Standard Seasonal Stall (20x10)
Produce/Plants/Farm Animal Products			
\$15/market	\$25/market	\$125/season	\$200/season
Baked Goods/Specialty Foods			
\$35/market	\$55/market	\$233/season	\$300/season
Arts & Crafts			
\$35/market	\$55/market	\$233/season	\$300/season
Valley Junction Merchants			
\$35/market	\$55/market	\$233/season	\$300/season
Prepared Foods/Food Trucks			
N/A	\$75/market	N/A	\$700/season
Business Sponsors			
\$200/market	\$350/market	\$2,000/season	\$3,000/season

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 before the February 28 deadline. All applications received after this deadline are automatically waitlisted and do not require an application fee.

Seasonal Corner Stall Fee | \$50

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

Reckless Driving Fee | \$50

Any vendor caught driving during market hours of 4:00 pm – 8:00 pm will need to pay this fee before returning to the market.

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-site. Any vendor caught leaving trash behind, putting trash in cans on the sidewalks, or using the dumpsters behind the 5th Street businesses will need to pay this fee in full before returning to the market.

APPLYING TO THE MARKET

To be considered for a full-time seasonal stall, applications must be received through our website by 11:59 pm on Friday, February 28. All applications received after this date will automatically be placed on a waitlist and will 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 for the whole season. If there are not enough vacancies for all an occasional vendor's requested dates, only the dates for which we have vacancies will be approved. Market staff will approve the requested dates that are available and invoice for only those 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.

Location requests should be noted on the application. Stall preference will be considered but is not guaranteed for any vendor. Location requests are tricky in Valley Junction due to limited space for food trucks not blocking open businesses during the market, but, generally, priority for location is as follows:

1. Produce/Plants/Farm Animal Products
2. Merchants
3. All other vendors in good standing

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

APPLICATION TIMELINE

January 12

Application opens. 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 if applying before 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 it is under review.
- **Pending:** We have received all required paperwork and the application fee. The application is now waiting for the approval/denial decision.
- **Approved:** The application was selected to be a part of the market and is 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.
- **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, however, there were not enough vacancies for you to be selected.

May 6

All payments are due in full.

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 unauthorized vehicles.

Vendors not set up by 4:00 p.m. will have 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 p.m. – 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 and equipment (tent, tables, signage, etc.) Tents must have weights on each leg or be anchored down. HVJF does not have the capacity to loan any equipment 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 a fire lane.

Sidewalks are not included in your space and must 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 under load). 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 for any reason without prior HVJF approval.

VENDOR REQUIREMENTS & MARKET POLICIES

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, and in the application. HVJF reserves the right to remove any vendor at any time for failure to comply with the Farmers Market Policies and Procedures. Disregarding 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.

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 12:00 p.m. 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 events. 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. Common absences happen during:

- Des Moines Arts Festival
- CelebrAsian
- Iowa State Fair
- National Balloon Classic
- RAGBRAI
- World Food & Music Festival
- Latino Heritage Festival

If you are going to be absent from the farmers market for these, or any other events, do not sign up for them.

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 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 preparing food that creates a mess 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 cans, private dumpsters, event trash boxes, 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.

Severe Weather Protocol

The Valley Junction Farmers Market is held rain or shine, however, cancellations can happen during severe weather. Announcements of cancellation due to severe weather will be made to vendors by email if cancelling before the start of market, and email/public announcement by a staff member if the market is cancelled after it starts. Regarding the personal safety of vendors, patrons, and the public, HVJF will determine whether 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. 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.

Market Photo & Media Gallery

By attending the Valley Junction Farmers Market, all vendors acknowledge that photography, video recording, and audio recording may occur throughout the market area. Entry into the event constitutes consent for the Historic Valley Junction Foundation (HVJF) and its representatives to capture, use, reproduce, and publish images, audio, and video of vendors and attendees for any promotional, marketing, informational, archival, or news-related purpose. This may include, but is not limited to, social media, websites, advertising, telecasts, printed materials, and future event promotions.

By entering the market premises, vendors grant HVJF a perpetual, royalty-free license to use such media without compensation or additional notification. Vendors further waive any rights to inspect or approve the finished product, media format, or specific use of image, likeness, or voice recordings. Vendors release HVJF, its officers, employees, contractors, volunteers, and affiliates from any liability related to the recording, digitizing, publication, or distribution of such media.

Vendors also waive any claim to payment, royalties, or consideration related to the use of photographs, videos, or recordings in conjunction with streaming, broadcasting, exhibition, advertising, or sponsorship activity, regardless of whether fees are charged for event participation or sponsorship.

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 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. Non-profits apply through the link at <https://valleyjunction.com/farmers-market/>

NON-MAINSTAGE PERFORMERS

The Valley Junction Farmers Market offers non-mainstage performer busking space at various locations throughout the market. There is no limit to the number of date requests that can be made, but in the interest 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. Non-mainstage performers can apply through the link at <https://valleyjunction.com/farmers-market/>

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

HOW TO APPLY TO A MARKET

REQUESTING DATE CHANGES

ADDING/DELETING PRODUCTS

HOW TO UPLOAD A LICENSE

HOW TO UPDATE YOUR CARD

PAYING AN INVOICE ONLINE

SUBMITTING ERRORS

CLEARING YOUR CACHE

PROPER SOCIAL MEDIA LINKS FORMAT

CHANGING YOUR PASSWORD

RESETTING YOUR PASSWORD



Setting up a Vendor Profile / Applying to a market

Your Manage My Market vendor profile is where you enter all your demographic information, as well as your products and product images. Once you have created your profile, it is shared with market managers when you apply to a market, so you only need to worry about keeping the profile current, rather than entering the same info over and over each time you apply.

If you have not yet created a login, start your registration by going to managemymarket.com and clicking on **Register**.

Manage My Market

Premier Farmers Market Management

Username

.....

Log In

Forgot your password?

→ Register

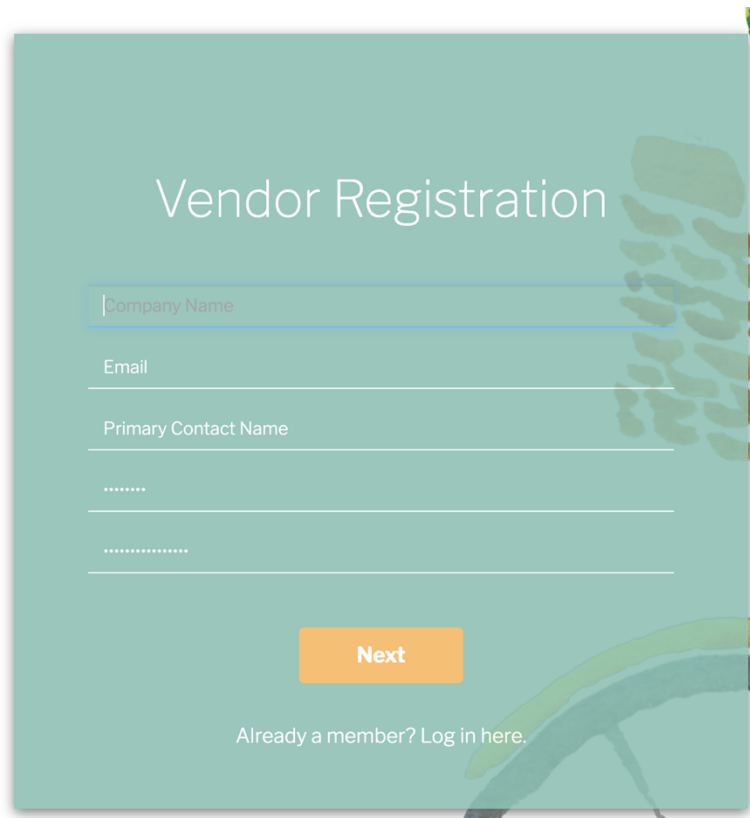
Select **Vendor**

Register

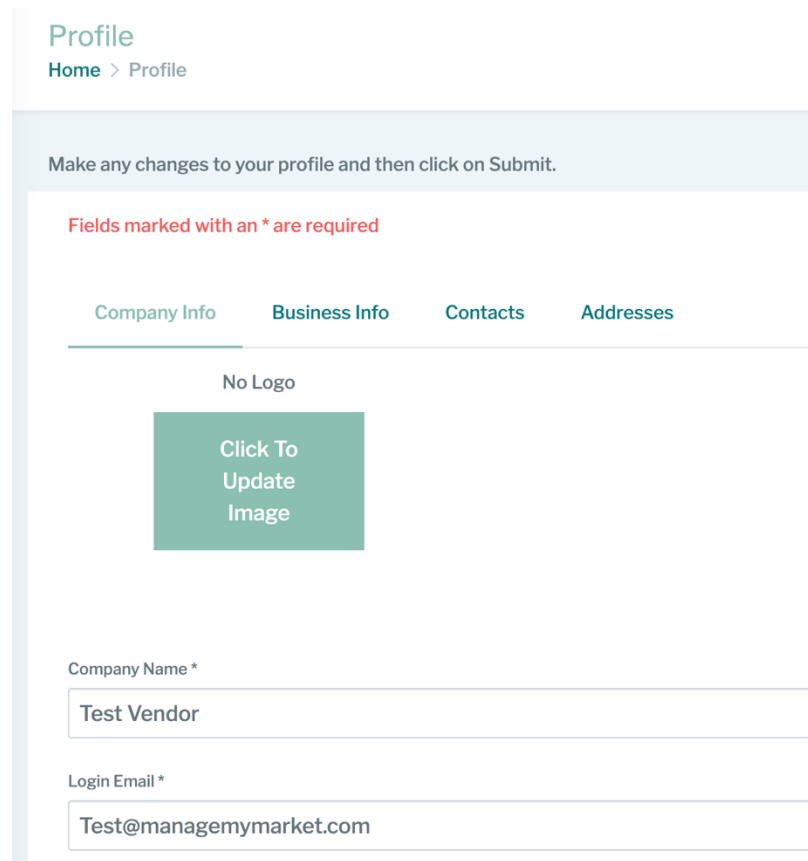
Are you a **vendor** or a **market manager**?

Vendor **Manager**

Fill out the Vendor Registration module and click 'Next' to proceed.

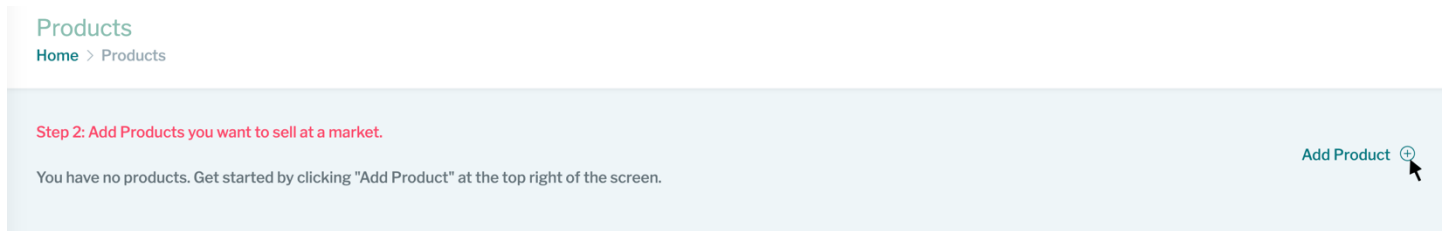
A screenshot of a 'Vendor Registration' form. The form has a teal background with a faint pattern of green leaves. It contains five input fields: 'Company Name', 'Email', 'Primary Contact Name', a password field with six dots, and a confirmation password field with eight dots. Below the fields is an orange 'Next' button. At the bottom, there is a link that says 'Already a member? Log in here.'

First, you'll complete the Profile area – Company Info, Business Info, Contacts, and Addresses.

A screenshot of a 'Profile' page. The page has a light blue header with the title 'Profile' and a breadcrumb 'Home > Profile'. Below the header is a light blue box with the text 'Make any changes to your profile and then click on Submit.' A red note says 'Fields marked with an * are required'. There are four tabs: 'Company Info', 'Business Info', 'Contacts', and 'Addresses'. The 'Company Info' tab is active. Under this tab, there is a 'No Logo' text and a green button that says 'Click To Update Image'. Below this, there are two form fields: 'Company Name *' with the value 'Test Vendor' and 'Login Email *' with the value 'Test@managemymarket.com'.

Once you've completed your Profile, you'll be prompted to add Products. You must add at least one product in order to apply to a market.

Start by clicking Add Product +



The Product module will start with Product Category – pick one from the drop-down menu.

The image displays two side-by-side screenshots of the 'Add A Product' form. The left screenshot shows the form with the following details: Step 1: 'Agri. By-Products' is selected in the category dropdown; Step 2: 'Balms' is selected in the product dropdown; Step 3: '1' is entered for the number of varieties; Step 4: All months from January to December are checked for availability; Step 5: An empty text box for additional information. The right screenshot shows the same form but with a dropdown menu open for Step 1, listing various categories such as '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'. Both screenshots include a file upload area with a cloud icon and the text 'Drag and drop a file here or click', an 'Uploaded Images' section with a checkbox for 'This product is certified organic', and 'Cancel' and 'Submit' buttons at the bottom.

Next, you'll select the Specific Product from a list generated based on the product category. If your product is not in the list, please contact us at info@managemymarket.com to get your product added.

You will also indicate the number of varieties, and months of availability for that product.

Add A Product

Step 1: Choose Product Category

Vegetables & Herbs

Step 2: Choose Specific Product From Drop Down

Artichoke

Artichoke

Arugula

Asian Greens

Asian Vegetables

Asparagus

Avocados

Basil

Bay (Culinary)

Beans - Cannellini

Beans - Dried Bush

Drag and drop a file here or click

Uploaded Images

☐ This product is certified organic

Cancel Submit

Add A Product

Step 1: Choose Product Category

Vegetables & Herbs

Step 2: Choose Specific Product From Drop Down

Asparagus

Step 3: How many varieties of this product do you sell?

4

Step 4: Please check the months that this product is available. ☐ (All)

☐ January ☐ February ☐ March

☒ April ☒ May ☐ June

☐ July ☒ August ☐ September

☐ October ☐ November ☐ December

Step 5: Any additional information about this product?

Drag and drop a file here or click

Uploaded Images

☐ This product is certified organic


Cancel Submit

If you have additional details about your product, add that info in step 5.

Product photos can also be added below, please limit those to image formats such as PNG, JPEG/ jpg.

Here is also where you will check if your product is Certified Organic.

Click 'Submit' when you are done – product listings will look like this and can be edited or deleted at any time using the icons in the upper right corner.



Asparagus 4 Varieties

Months Available

APR, MAY, AUG

Notes

Fresh Asparagus from our local farm

Add Product

✎ ✕

Once you have added your product(s), you will be able to find and apply to markets in your area.

Start by going to **My Markets** on your side bar, then click on 'Apply to a Market'.

Test Vendor

Test@managemymarket.com

My Markets

Home > My Markets

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.

Apply to a Market

[Home](#) > [Apply to a 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.

My Markets Calendar Profile Products Licenses Account	Products +			
	Dates (Add/Remove) - 			
	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 manger that you have requested new dates.

January 2022

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February 2022

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March 2022

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April 2022

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May 2022

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June 2022

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30

July 2022

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M

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August 2022

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September 2022

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October 2022

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November 2022

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December 2022

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Market Date

Bulk actions. These apply to the selected dates.

☐ Select All

☐ 2/6/2022

☐ 3/5/2022

Status

New Request

Approved

Number of Stalls Requested

1

1

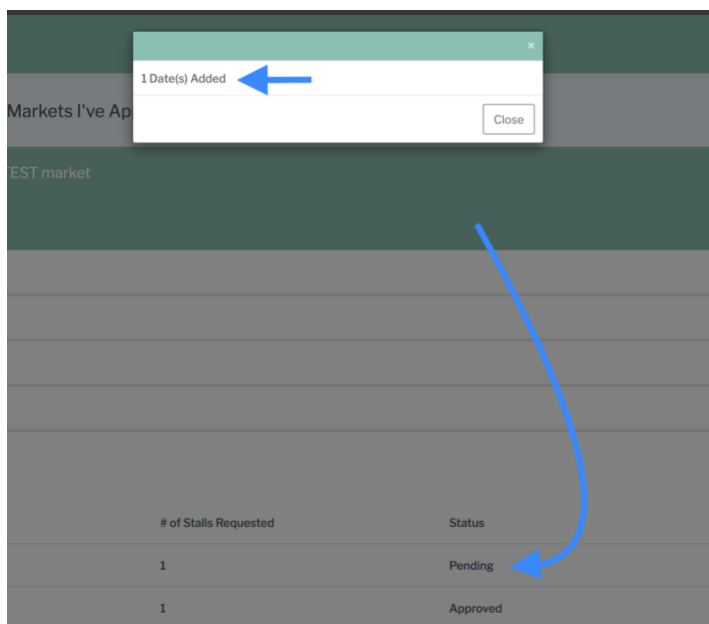
Stall(s) Assigned

Close

Submit

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

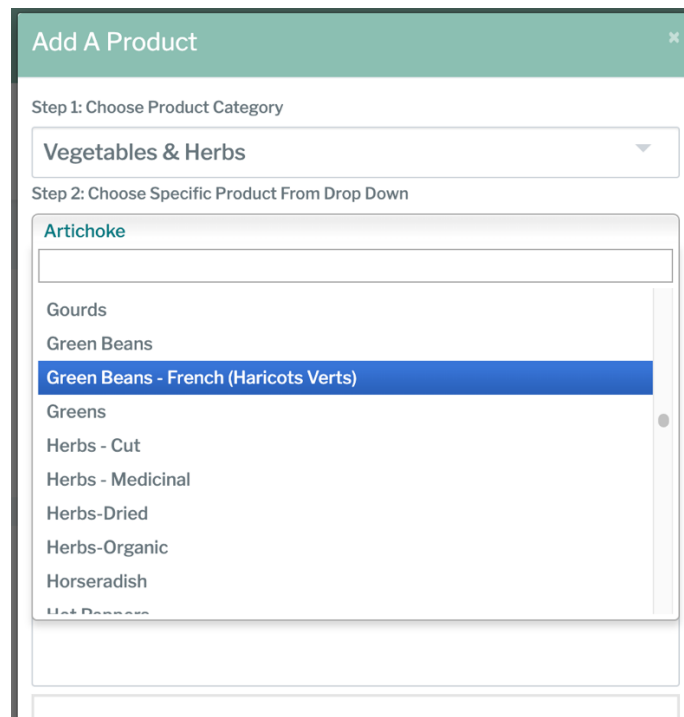
Adding a Product:

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.

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.

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.**



Add A Product

Step 1: Choose Product Category

Vegetables & Herbs

Step 2: Choose Specific Product From Drop Down

Artichoke

Gourds

Green Beans

Green Beans - French (Haricots Verts)

Greens

Herbs - Cut

Herbs - Medicinal

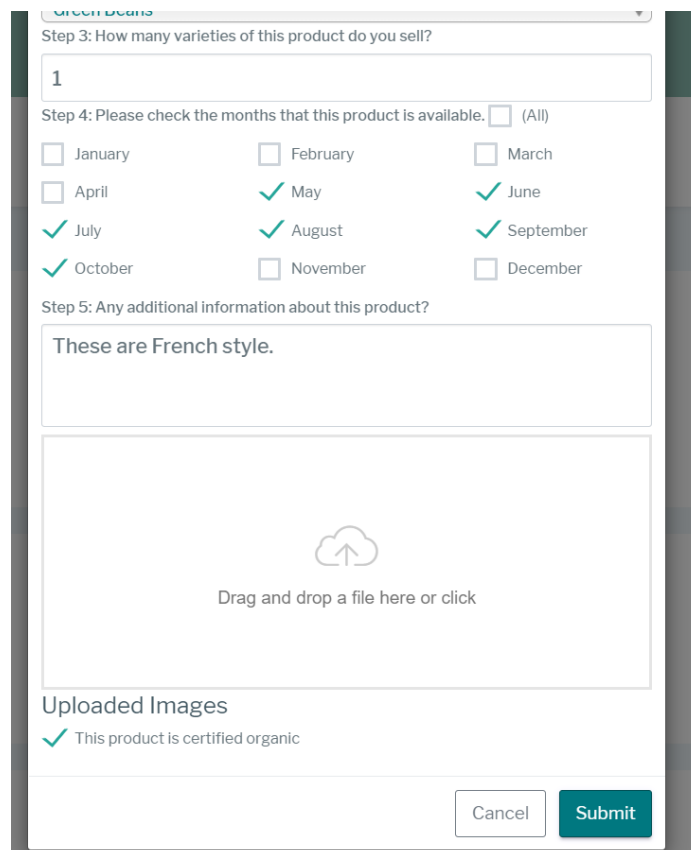
Herbs-Dried

Herbs-Organic

Horseradish

Hot Peppers

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



Green Beans

Step 3: How many varieties of this product do you sell?

1

Step 4: Please check the months that this product is available. ☐ (All)

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March
<input type="checkbox"/> April	<input checked="" type="checkbox"/> May	<input checked="" type="checkbox"/> June
<input checked="" type="checkbox"/> July	<input checked="" type="checkbox"/> August	<input checked="" type="checkbox"/> September
<input checked="" type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Step 5: Any additional information about this product?

These are French style.

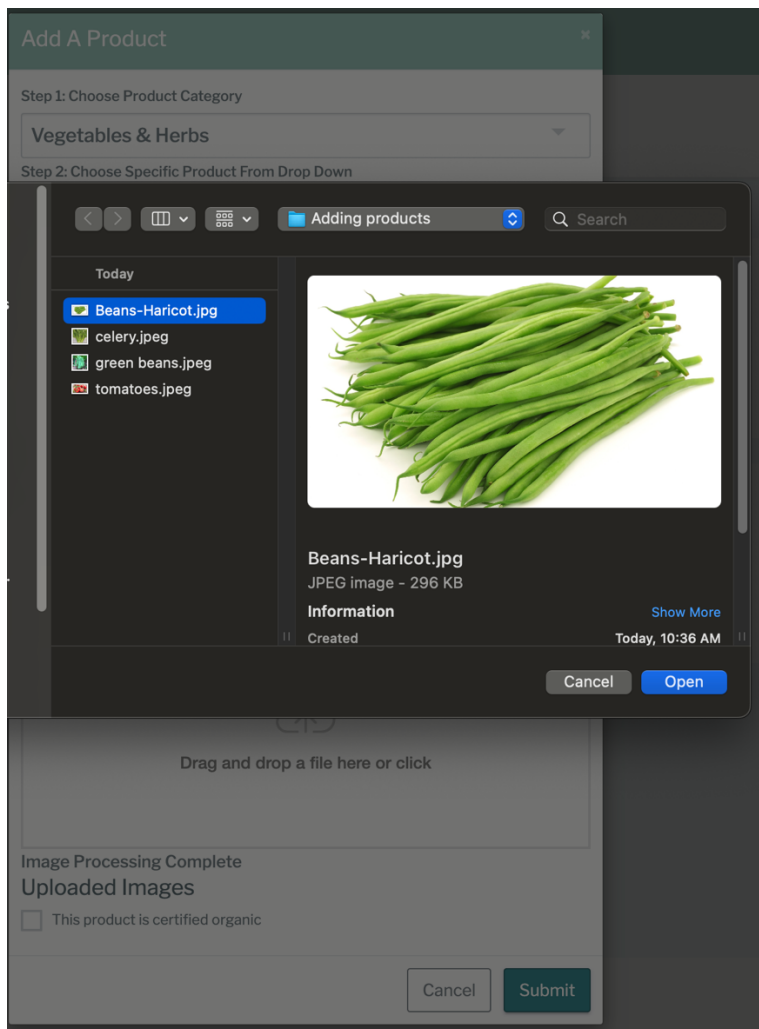
Drag and drop a file here or click

Uploaded Images

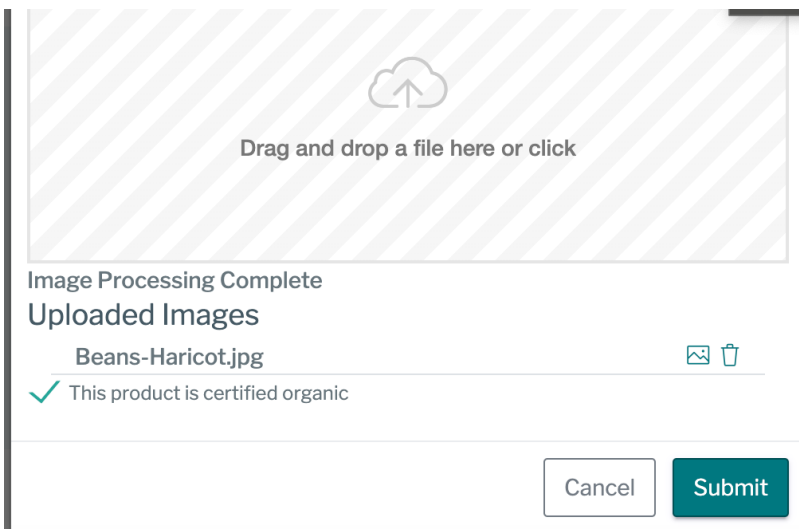
☒ This product is certified organic

Cancel Submit

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

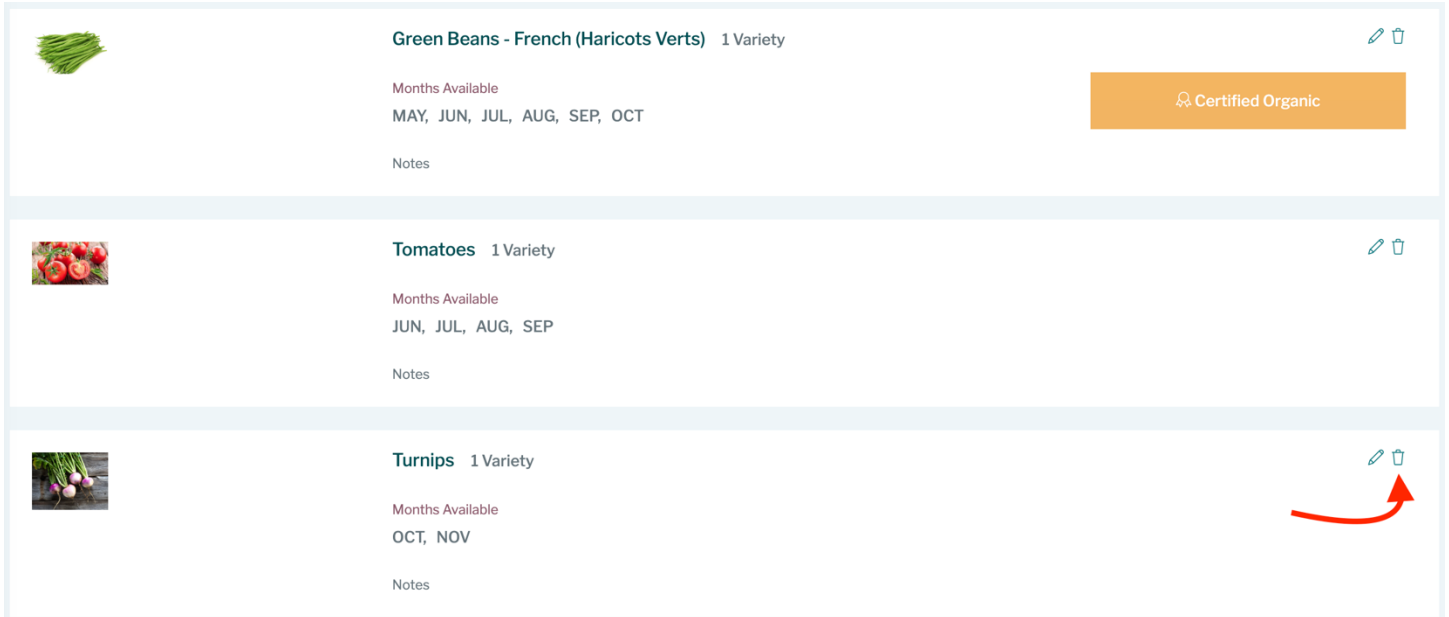
Dates (Add/Remove) +

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.

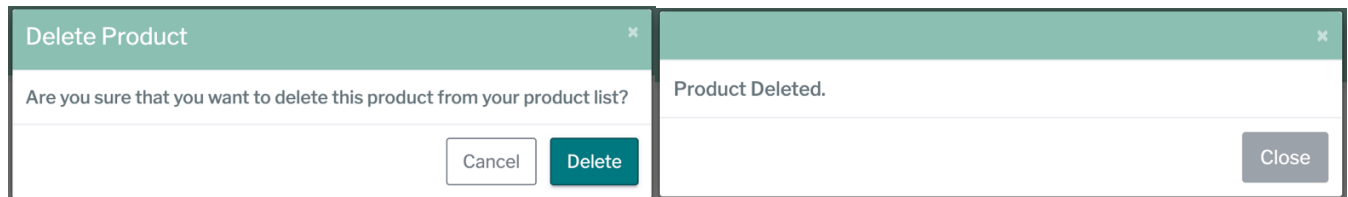
Click the trashcan icon to mark the product for deletion.



The screenshot shows a list of three products in a light blue container. Each product card includes a small image, the product name, '1 Variety', 'Months Available', and 'Notes'. The 'Green Beans - French (Haricots Verts)' card also features a 'Certified Organic' badge. A red arrow points to the trashcan icon in the top right corner of the 'Turnips' card.


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

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, titled 'Delete Product', contains the question 'Are you sure that you want to delete this product from your product list?' and two buttons: 'Cancel' and 'Delete'. The right window, titled 'Product Deleted.', contains the text 'Product Deleted.' and a 'Close' button.

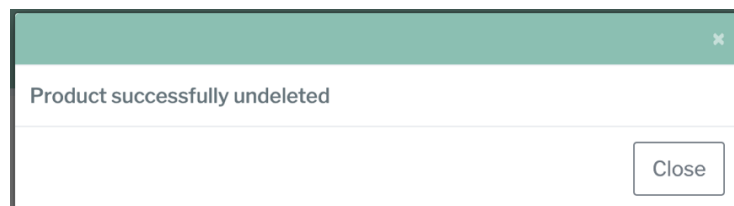
Your product will be marked for deletion and will be removed overnight.
If you are in a market, the manager will be notified of the product deletion as well.



The screenshot shows the 'Turnips' product card now marked as deleted. The title is 'Turnips (Deleted)' and the status is '1 Variety'. A red circle with a slash icon is in the top right corner, with a red arrow pointing to it from the right.

Product Name	Variety	Months Available	Notes
Turnips (Deleted)	1 Variety	OCT, NOV	

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.

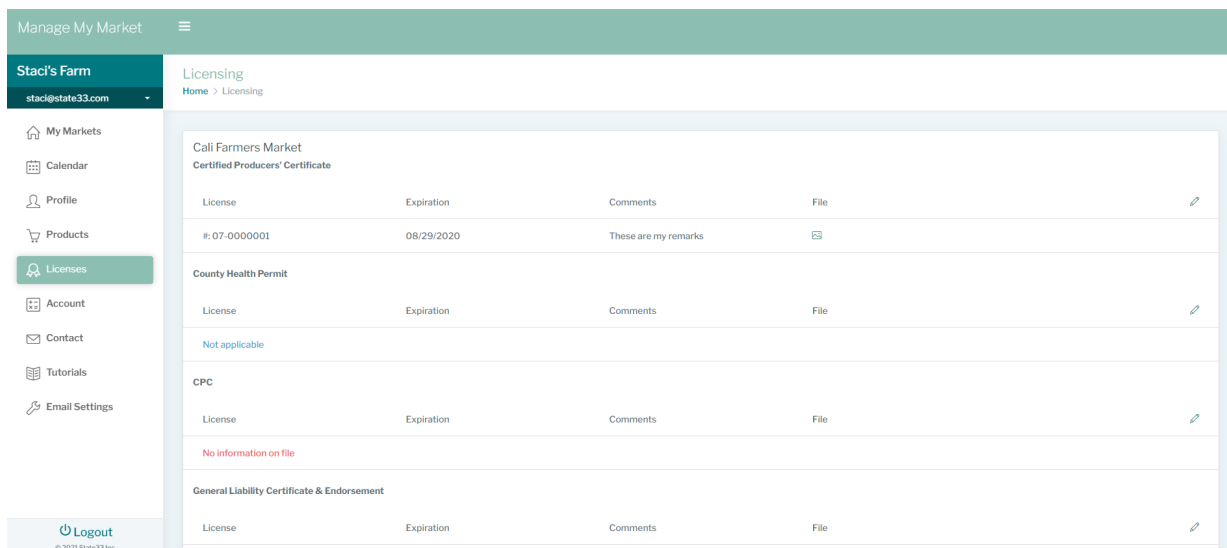


The image shows a pop-up window titled 'Product successfully undeleted' with a 'Close' button.

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.

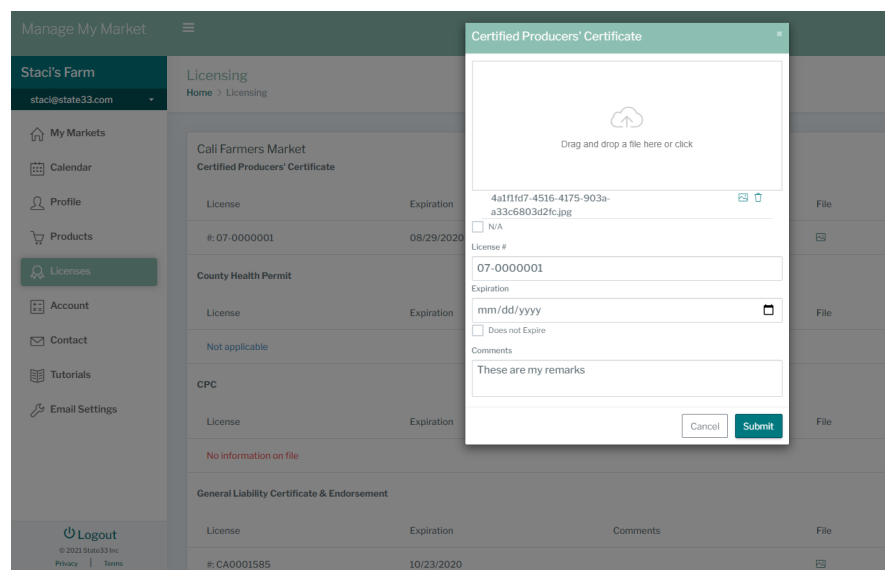
To upload a license to your ManageMyMarket account do the following:

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



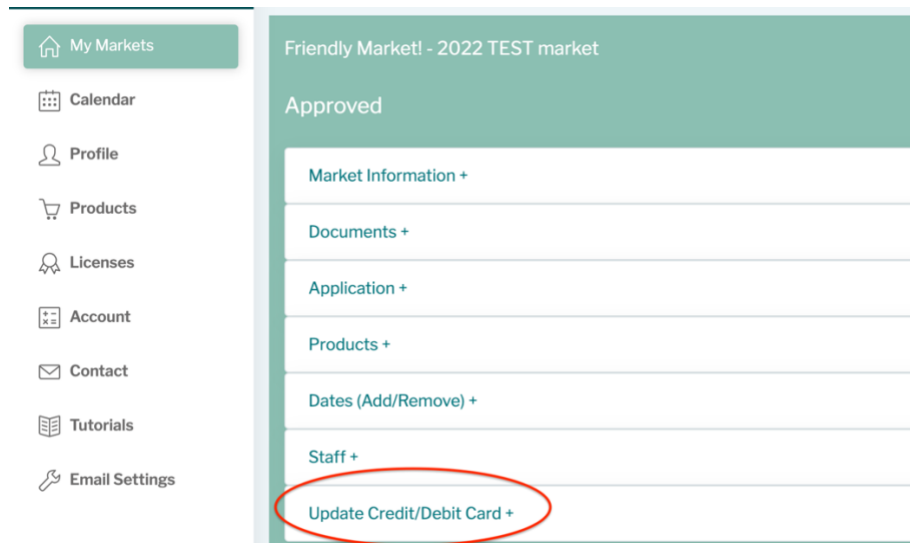
Be sure to include the license (or permit) number and expiration date. The expiration date will help you and your Market Manager track this license and keep it current with automatic notifications.



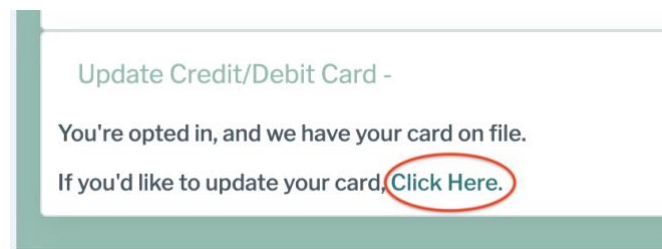
Updating a card on file

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

25

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

25

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



If you are unable to login to managemymarket.com's newest version, or unable to get your application to submit, you may need to update your browser.

If you are on a PC, please update to the most recent browser available to your computer.

Here are links to update

[How to update chrome](#)

[How to update firefox](#)

If you are a mac owner, please update to at a minimum mojave 12. 1.2



Clearing your cache

Manage My Market receives regular software updates that can occasionally conflict with cached data. In order to get the most up to date version of MMM, it is good practice to clear your cache.

Clearing your cache is different from browser history or cookies, so it is important to use the correct instructions for doing so based on your web browser.

Safari:

<https://support.apple.com/guide/safari/clear-your-browsing-history-sfri47acf5d6/mac>

Firefox:

<https://support.mozilla.org/en-US/kb/how-clear-firefox-cache>

Chrome:

<https://support.google.com/accounts/answer/32050?hl=en&co=GENIE.Platform%3DDesktop>

Microsoft Edge:

<https://support.microsoft.com/en-us/search?query=edge%20clear%20cookies%20and%20cache>

If after clearing your cache you are still experiencing issues, please contact info@managemymarket.com



Maximize the benefits of your listing on your market's website by ensuring your website and social media links are working properly.

Proper format:



vendor@gmail.com



vendorname.com (note: no http/ or www)



@vendorname



facebook.com/vendorname



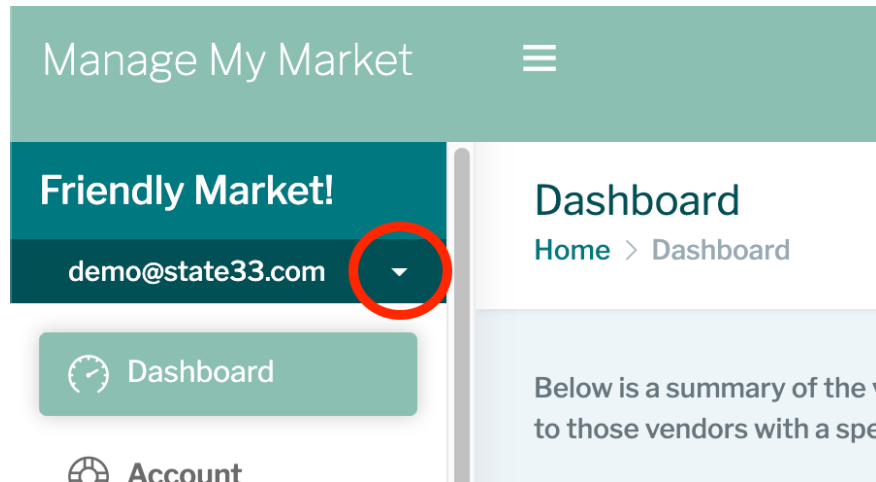
vendorname



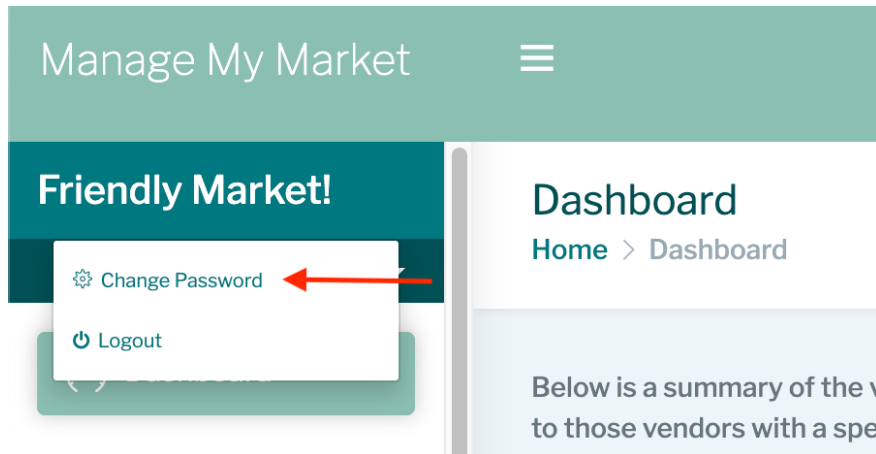
Manage My Market

Changing your Password

To change your password in Manage My Market, start by clicking the small downward triangle next to your email address at the top of the sidebar to expand the options menu.



Select **Change Password**



You will be taken to the password change page where you will need to enter your current password, followed by the new password you would like to change to.

Confirm the new password by entering it again on the next line.

Change My Password

Password must be between 6 and 20 characters long with no spaces.

Current Password

New Password

Confirm New Password

Change My Password

When you are ready to submit the change, click the “Change My Password” button.

Once your password has successfully been changed, it will be noted in red.

Change My Password

Password must be between 6 and 20 characters long with no spaces.

Your password has been successfully changed.

Current Password

New Password

Confirm New Password

Change My Password

If you need any assistance, please contact info@managemymarket.com



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

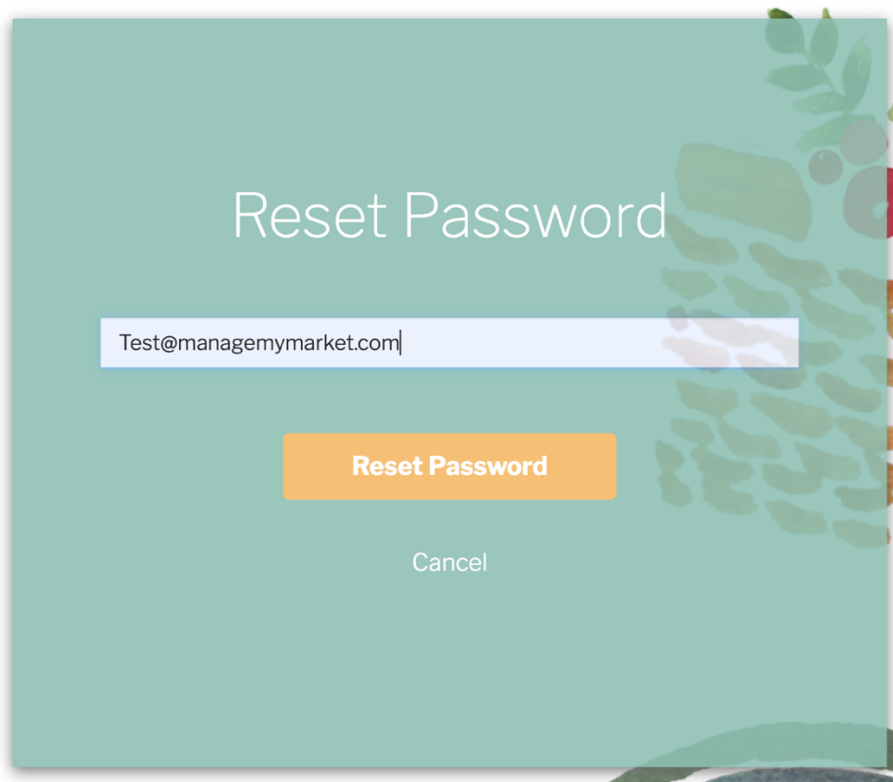
.....

Log In

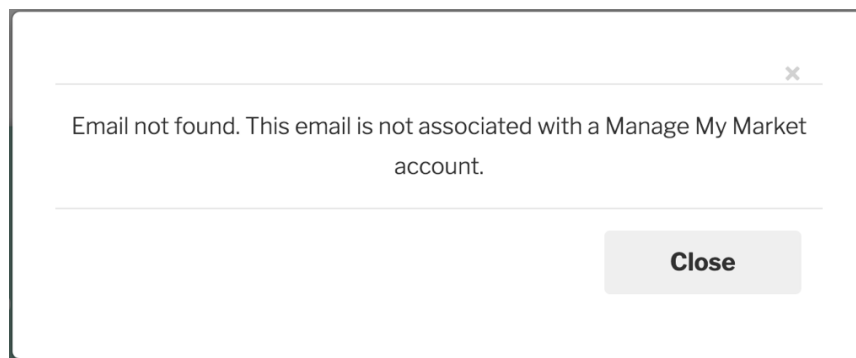
Forgot your password? ←

Register

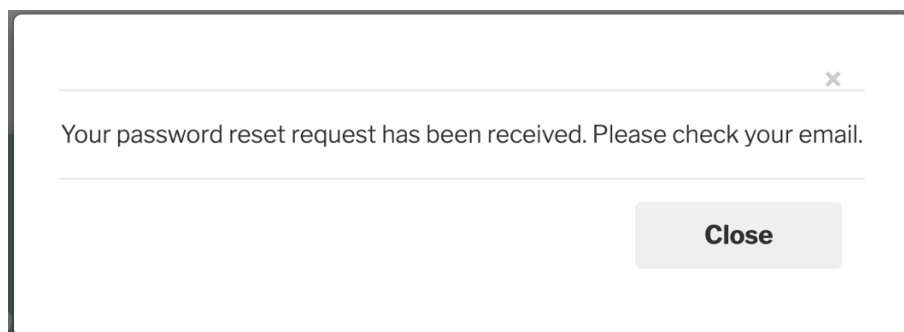
You will be taken to a Reset Password page where you will provide the email address for your account to have a reset sent to you.



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.



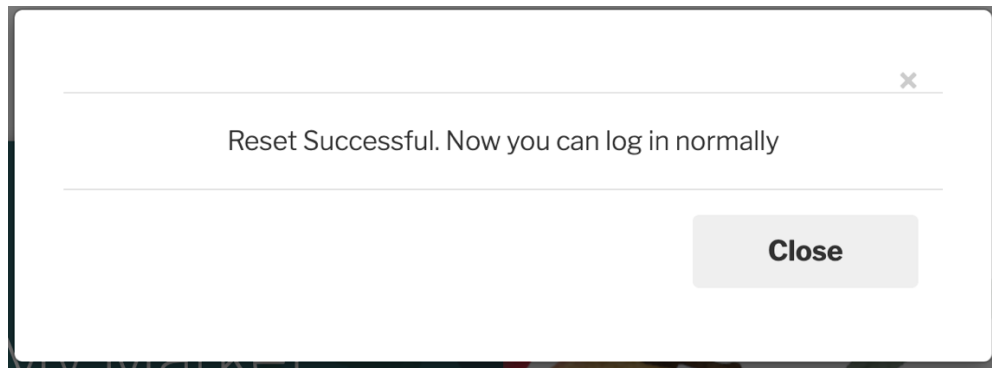
Please make sure to check your Spam folder if you do not receive an email- noreply email addresses can sometimes get caught there.

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



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

A modal form for resetting a password. The background is a teal color with a faint illustration of a pineapple and leaves on the right side. The title 'Reset Your Password' is centered at the top in white. Below it is the email address 'Test@managemymarket.com'. There are two input fields for passwords, each with a dotted line indicating the password length. At the bottom, there are two buttons: an orange 'Reset Password' button and a white 'Cancel' button.



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