



WAITING LIST/DAILY VENDOR GUIDELINES

The Iowa City Farmers Market (ICFM) welcomes and appreciates inquiries from qualified prospective new vendors. I know it can be frustrating to register for the market and get your hopes up just to receive a message saying that you've been placed on our waiting list.

At the Iowa City Farmers Market, once a vendor becomes a season vendor, they remain so year after year until they decide to leave the market for any reason. Of course, this means that all the market stalls are full. However, please do not be discouraged. Many waiting list vendors will get into the market on a regular basis if they follow the below instructions.

When you registered on Manage My Market, you were asked to select dates that you are available. While this is necessary to move forward in the registration process, do not fret too much about the dates that you choose. Due to the number of waiting list vendors, I am not able to monitor those dates for openings for each individual waiting list vendor.

THE PROCESS

When a season vendor registers for the market, they will omit any dates that they know they will be absent. In this case, I can schedule waiting list vendors ahead on the market schedule. Once those are full, and the market season has begun, I will then begin the weekly waiting list process. I will start a new list each week.

To have your name added to the weekly waiting list, follow these instructions:

If you are a vendor who wants to attend a Saturday market, you may contact me any time after the current Saturday market ends. For example, say you want to attend the Saturday, May 9th Farmers Market. You may contact me after noon on Saturday, May 2 to be added to the weekly waiting list for the following Saturday. The same goes for the Wednesday markets. When one ends, you may contact me for the next Wednesday. Email is the preferred method at tammy-neumann@iowa-city.org but I understand that not everyone has access to email. In that case you may leave me a message at 319/356-5210. I make note of the date and time that messages are left (both email and phone) and will place you on the waiting list in that order. **Vendors will be admitted based on the availability of space, the diversity that their products add to the market, and their position on the waiting list.**

I'm often asked "can't you just remember that I always want in if there's an opening?" Again, due to the number of vendors on the waiting list, I am not able to do that. It is very important that you follow the procedure above.

Thank you and please feel free to contact me with any questions. I can be reached at tammy-neumann@iowa-city.org or 319/356-5210.

Tammy Neumann, Farmers Market Coordinator