

Dogs at the Downs

Indoor Dog Park

Dogs at the Downs 2020 Vendor Handbook

THIS HANDBOOK HAS BEEN PRODUCED BY STAFF AT HAWKEYE DOWNS.

HAWKEYE DOWNS STAFF RESERVE THE RIGHT TO CHANGE OR ADJUST ANY POLICY IN THIS HANDBOOK AS NECESSARY AT ANY TIME. VENDORS WILL RECEIVE A NEW COPY OF GUIDELINES UPON ANY REVISIONS (EXCLUDING TYPOS/GRAMMATICAL ERROR UPDATES).

VIOLATIONS OF THE POLICES CONTAINED IN THIS HANDBOOK COULD RESULT IN THE OFFENDING VENDOR'S REMOVAL FROM ANY DOGS AT THE DOWNS EVENT, PLUS FORFEITURE OF ANY RENTAL STALL FEES PREVIOUSLY PAID BY VENDOR.

Market Contact Information

Market Staff:

Jenn Draper

Executive Director and Events Planner

Address:

4400 6th St. SW

Cedar Rapids, IA 52404

Office Phone:

(319) 365-8656

Email:

jenn.draper@hawkeyedowns.org

Website:

www.hawkeyedowns.org/dog-at-downs

Market Hours and Days of Operations

Dogs at the Downs will begin October 14th and be only held on Wednesdays. There will be a total of 10 markets.

2020 Dates:

- October 14th
- November 4th
- November 18th
- December 2nd
- December 16th
- January 6th
- January 20th
- February 3rd
- February 24th
- March 10th

2020 Hours of Operation:

- Market will be held from 5:00 p.m. to 8:00 p.m.
- Vendors must arrive no earlier than 3:30 p.m. and no later than 4:30 p.m. on the day of the market.
- Vendors must vacate premises by 9 p.m. on the night of the market.

Market Location

Dogs at the Downs will take place in the North and South Expo Halls at Hawkeye Downs (4400 6th Street SW, Cedar Rapids, IA).

Off Leash Area: The South Hall will be reserved for an off leash area for dogs.

Market Area (On Leash Area) The market portion of this event will be held in the Hawkeye Downs North Expo Hall. Dogs will only be permitted on leashes in this area.

Market Lease Fees/Fines

- \$20 per 10X10 space (vendors may rent multiple spaces at a time)
 - **Discount:** A discount of \$5/space will be given to vendors who pre-register and pre-pay for all 10 markets.
- Payment for stall due no later than 3 p.m. on the Monday before a market.
- No refunds will be issued if vendors are unable to attend their assigned market. Attempts may be made to reschedule vendors in the instance that a vendor must miss a

pre-registered date, but only if openings are available. A rescheduled date is not guaranteed.

- Cancellations must be received by 3 p.m. on the Monday before a market or vendors are assessed a \$20 late notice cancellation fee

License Requirements

Vendors at Dogs at the Downs will be required to obtain and provide proof of certain licenses, insurance documents, permits, etc. prior to vending. Copies of licenses must be provided to Hawkeye Downs staff, prior to vending at the Dogs at the Downs event.

PERMITS/CERTIFICATES

Vendors must obtain necessary permits/certificates to sell the following items:

- Honey
- Poultry
- Eggs
- Meat
- Wine/Brewed Beverages
- Wild Morel mushrooms
- Salsa, shelf-stable

It is the sole responsibility of each vendor to be familiar with and abide by all state and federal regulations pertaining to the production, harvest, preparation, preservation, labeling and safety of products brought to the Dogs at the Downs market.

POSSIBLE FOOD LICENSES NECESSARY

Additional licenses may be required depending on the type of business owned:

- Farmers Market potentially hazardous food license
- Mobile food license
- Temporary food service license
- Health department permit

Vendors with questions about food license requirements or certificates/permits should contact the Linn County Public at 501 13th St. NW, Cedar Rapids, IA 52405 or by phone at 319-892-6000.

SALES TAX PERMITS

It is an individual vendor's responsibility to ensure that, if necessary, proper sales tax is applied and appropriate permits are obtained. Vendors may obtain an annual sales tax permit online at www.state.ia.us/tax or by calling 319-362-3631.

LOGO/TRADEMARK LICENSES

Vendors must obtain appropriate licenses to sell logo or trademarked items. Examples of this include college/university logos, Disney products, etc.

Vendor Conduct

PRODUCT SALES

Vendors at Dogs at the Downs shall not approach a buyer for the purpose of making a sale while said buyer is in conversation with another vendor.

Sampling of products is encouraged.

Vendors must remain within their allotted stall space when selling or sampling.

DRUG & ALCOHOL POLICY

Should a Vendor/Grower or any of its employees, agents or representatives enter any of the events under the influence of alcohol or drugs, they will forfeit the stall for a minimum of one day, and a maximum of the remainder of Dogs at the Downs events.

ORDINANCE & REGULATION COMPLIANCE

All vendors are required to comply with all city ordinances, regulations and rules together with state and federal laws relating to Dogs at the Downs events and the vendor's business conducted in the events. Failure to abide by ordinance, laws and regulations may be basis for suspension or expulsion. This includes but is not limited to: assault or abuse directed toward other vendors, customers, Hawkeye Downs management, employees or the general public.

CODE OF CONDUCT

Hawkeye Downs may, at its discretion, cancel a lease without a refund or close any stall for any fraudulent, dishonest and deceptive practices, inappropriate conduct, activities or otherwise disturbing the peace by the vendor, or its employees, agents or representatives on the premises. Display or sale of obscene, illegal or unsafe merchandise is prohibited, the determination of which is at the sole discretion of Hawkeye Downs staff.

TRASH

Vendors are required to remove all trash from their vendor stalls at the end of the evening (dumpster provided).

SUBLEASING VENDOR BOOTHS

Vendors may not sublease booth areas.

ITEM DETAILS

Open to all vendors with the exception of prepared food designed to be eaten on-site. Priority will be given to pet related items or dog themed items.

Items must be created/produced/transformed/grown by the person selling them.
Food items for both pets and humans should list ingredients and any possible allergens.

SMOKING

No smoking is allowed in the Expo Halls.

PRODUCT DAMAGE OR LOSS AT THE MARKET

Hawkeye Downs shall have no responsibility for damage or loss of use that the Lessee may incur because of acts of God, or any other cause not under Hawkeye Downs's control.

COVID-19 Procedures

PERSONAL PROTECTIVE EQUIPMENT

Hawkeye Downs employees will be wearing facemasks during all the Dogs at the Downs events. Vendors are also required to wear masks as well. We encourage vendors to wear gloves when necessary.

SIGNAGE

There will be COVID-19 signage to help remind vendors and the public to social distance, wear a mask, stay home if feeling sick, and wash hands frequently.

BOOTHS

The booths will be spaced out at least 6 feet apart from each other.

HAND SANITIZER

Hand sanitizer will be placed throughout the event.

If you or anyone informs you they are feeling sick during the event, please tell a Hawkeye Downs employee.