

Moorhead Farmers Market



Get Fresh. Go Local.

Moorhead Farmers Market Vendor Application Form

The Moorhead Farmers Market has been created for the benefit of the community, the vendor, and consumer. The market aims to provide healthy foods to the community, provide an outlet for farmers to sell their product, and to encourage local business development. The market is managed by Moorhead Parks and Recreation.

Business Name: _____

Contact Name (Please Print): _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

What will be sold? _____

I allow the City of Moorhead to release my phone number and other contact information to customers.

Rules and Guidelines:

- Booth fee is \$40 for the entire season (13 sale dates). This fee must be paid in full before setting up your booth. The fee will not be prorated and will be charged throughout the entire season.
- The Moorhead Farmers Market will be held in the Moorhead Center Mall parking lot located at Center Avenue and 4th Street North (near the electronic reader board).
- Opening day will be July 12 and ending September 27.
- Hours of operation will be 3 – 7 pm during the months of July and August and 3 - 6 pm during September.
- Moorhead Farmers Market will be a rain or shine event. If there is heavy rain or severe weather, the market will move inside Moorhead Center Mall.
- Moorhead Farmers Market is a tobacco free event. No smoking is allowed within market boundaries.
- Set up begins at 2:00 pm.
- No sales are allowed before 3 pm!
- Vendors must check in with market coordinator and confirm their booth location.
- Vendors are asked to stay for the duration of the event.
- Vendors and their representatives are expected to conduct themselves in a safe and courteous manner. The Moorhead Farmers Market is a family friendly event. Consumption of alcoholic beverages or controlled substances is prohibited at Moorhead Farmers Market.

- Booth space is 12' X 12'. Vendor display and storage areas shall not extend beyond the space allowed.
- All vendors should post signage in their booth displaying their name and address.
- All sellable items should have clearly marked prices. Items may be individually tagged or prices may be listed on large signs within the booth space.
- Pricing of items sold is solely the responsibility of the individual vendor. However, vendors must agree to price their items at a competitive level, comparable with other retail outlets or area market vendors. In addition, vendors are not allowed to cut prices or give away items for free or at below-cost pricing with the intent to undercut other vendors.
- No canopies, tables, shade, extension cords, scales, or supplies of any kind are provided.
- Vendors are responsible to clean up the area they occupy and must maintain a clean and orderly area on all sides of their display.
- No pets allowed in vendor booths with the exception of service animals with proper documentation.
- Vendors are responsible for insuring their booth and personal property.
- The City of Moorhead and Moorhead Center Mall will not be held responsible for theft or damage to your property.
- Moorhead Parks and Recreation Special Events Coordinator and Moorhead Center Mall General Manager have the responsibility to implement policy on all operations on the day of the event as the need arises.
- Vendors are required to follow the operational guidelines of Minnesota Statutes 28A.15 (sub-division 2, 9, 10).
- All vendors are responsible for obtaining all necessary permits or licenses for their booth.
- Questions regarding food/produce can also be directed to the Minnesota Department of Agriculture at 800-967-2474 or webinfo@mda.state.mn.us.
- Appropriate items to be sold at the Moorhead Farmers Market include, but are not limited to, fresh produce, berries, herbs, jams, jellies, breads, syrup, lefse, canned goods, baked goods, flowers and other agricultural and food related products. Handcrafted items may be sold at the market. No direct sales companies will be allowed.
- Failure to abide by these rules and guidelines may result in a vendor being asked to leave the market. No refunds will be given for booth fees.

I have read the above rules and guidelines and agree to the terms and conditions outlined in them. Vendors are responsible for the quality and safety of what they sell. Vendors shall defend, indemnify, and hold the City of Moorhead and Moorhead Center Mall harmless from any claims, injuries, damages, losses or suits including attorney fees, rising out of, or in connection with, the performance of the agreement.

Vendor Signature: _____ Date: _____

****Please keep a copy of this form for your records****