

MOORHEAD
FARMERS
MARKET

Go Fresh. Go Local.

Tuesdays, June 4-Sept. 24
3:30-6:30 pm
Hjemkomst Center Parking Lot
202 1st Ave N, Moorhead, MN 56560

Shop for fresh produce, pet supplies, flowers, honey, hand-crafted items, salsas, spices, baked goods and more!

The Moorhead Farmer's Market accepts SNAP benefits and also offers the Power of Produce Club for kids and seniors.

NOW ACCEPTING VENDORS!
For more information, contact
Moorhead Parks and Recreation at
218.299.5078 or visit moorheadparks.com.





1300 15th Ave N, Moorhead, MN 56560
218.299.5340 | parkandrec@cityofmoorhead.com

Local farmers, crafters and vendors:

Moorhead Parks and Recreation is proud to announce the **11th Annual Moorhead Farmers Market!** Our market will be held Tuesdays, June 4-September 24, 3:30 to 6:30 pm. The market will be held at the **Hjemkomst Center Parking Lot, 202 1st Ave N, Moorhead, MN 56560.** As a City-owned property, we believe the park and trails will serve as a great location to offer several simultaneous events, green space for activities, the Viking Ship Park stage for entertainment, canoe/kayak rentals, and even free museum entry on Tuesday evenings. Your help is needed to continue to grow the market!

I'm pleased to invite you to be a vendor at this year's Farmers Market. There are 16 weeks and plenty of spaces to fill! The vendor fee is based on booth space, and may be reserved by season or by week.

Enclosed with this letter, please find the vendor registration form and our rules and guidelines. Please submit a copy of your food license (if applicable) and liability insurance forms with your application. You will also need to submit the attached ST19 form.

Any help in spreading the word about the market is very much appreciated! With any questions, please reach me at 218.299.5078 or marybeth.suplee@moorheadmn.gov.

Vendor Information

- Please check in with the Farmers Market Manager when you arrive. Vendors can begin setup at 2:30 pm; spots are reserved. No sales are allowed before 3:30 pm.
- Vendors are responsible for supervision of their own booth at all times.
- Vendors must have general liability insurance and are responsible for obtaining any necessary licenses and permits.
- Moorhead Parks and Recreation is not responsible for lost or stolen items.
- Vendors must bring their own cash box and change.
- SNAP, Market Bucks and PoP tokens must be accepted for applicable items.



1300 15th Ave N, Moorhead, MN 56560
218.299.5340 | parkandrec@cityofmoorhead.com

2024 Rules and Guidelines

- The City of Moorhead owns and operates the Moorhead Farmers Market (Market) that features farmers, growers, crafters and producers who sell their own products directly to the public, allowing consumers to have a direct relationship with the producer (Vendor) of the items they purchase. This Market encourages consumers to “get fresh and go local”.
- Market details:
 - Dates: Tuesdays, June 4-September 24
 - Hours: 3:30-6:30 pm
 - On June 11, 25, July 23 and August 6, vendors have the option to stay until 8 pm. Vendors are responsible for corresponding with the Market Coordinator on whether they plan to stay or not.
 - Location: Hjemkomst Center Parking Lot, 202 1 Ave N, Moorhead, MN 56560
 - Set up begins at 2:30 pm. No sales are allowed before 3:30 pm.
 - **Vendors must stay for the duration of the event.**
- The Market Coordinator may implement policy on all operations of the Market in advance of and on Market days as necessary.
- The Market participates in SNAP, Market Bucks and the Power of Produce Club. Vendors must accept these forms of payment for products. Tokens for each are given in \$1.00 increments. No change is to be given. Please consider having items available that will allow participants to purchase at a fair price. More details can be found below. The Market may also add other supplemental programs as it sees fit.
- The vendor fee is based upon the space you occupy. A single space is 12’x12’ and costs \$85.00 for the full season. A double space is 12’x24’ and costs \$170.00 for the full season. There is also an option to pay by week; that fee is \$25.00 for a single space and \$50.00 for a double space. Vendor display and storage areas shall not extend beyond the space allowed.
- The Market does not provide refunds for market dates when a vendor misses or is absent from the market. We also do not issue refunds due to weather cancellations or delays, which are a natural part of doing business at outdoor events. Refunds will not be given if a vendor decides to quit the market. Any such refund requests will be handled on a case-by-case basis.
- Appropriate items to be sold at the Market include, but are not limited to, fresh produce, berries, herbs, jams, jellies, breads, syrup, honey, canned goods, meat, eggs, baked goods, flowers and other agricultural and food-related products. Hand-crafted items may also be sold at the Market. Food-related direct sales companies will be allowed. Booths may not be organized around political or religious themes.



1300 15th Ave N, Moorhead, MN 56560
218.299.5340 | parkandrec@cityofmoorhead.com

- Each vendor must carry General Liability/Product Insurance as follows. A Certificate of Insurance must accompany the vendor application.
 - \$1,000,000 (1 million dollars) each occurrence, **AND**
 - \$1,000,000 (1 million dollars) aggregate of general liability insurance, **AND**
 - The City of Moorhead **MUST BE LISTED** as an additional insured on your policy for the duration of the Market and shown on the Certificate of Insurance as such.

- Vendor insurance is available through the Minnesota Farmers Market Association as well as from other sources.

- The Market site can get to be very windy. It is recommended that tents be weighted and that each leg is secured. Vendors are responsible for any injury, loss, or damage of any kind that may result from improperly or insufficiently securing tents, awnings, displays, products or other items.

- The City of Moorhead will not be liable for any injury, illness, theft, loss, or damage of any kind to either the buyer or seller, or their property, arising out of or pertaining to preparation for, participation in, or use or consumption of products bought, sold, or provided at the Market. By participating in the Market, the vendor further agrees to indemnify and hold the City of Moorhead harmless against any claims for such injury, illness, theft, loss or damage.

- Any required sales tax collections and remittances are the sole responsibility of the vendors. Completion of the attached ST19 is required and must accompany the application.

- All vendors are responsible for obtaining all necessary permits or licenses for their booths that are required by the City of Moorhead, Clay County Public Health, the Minnesota Department of Health, and the Minnesota Department of Agriculture. Resources to verify which permits or licenses that will be needed are listed below:
 - Food Licensing Wizard: <https://www2.mda.state.mn.us/webapp/foodlicensingwizard/>
 - Clay County Public Health: <https://claycountymn.gov/308/Environmental-Health>
 - Minnesota Farmers Market Association: <https://www.mfma.org/Selling-Minnesota-Guides>
 - Questions can also be directed to Minnesota Department of Agriculture:
 - 800-967-2474 or webinfo@mda.state.mn.us

- Vendors are required to follow the operation guidelines of Minnesota Statutes 28A.15; subd. 2.

- Home-prepared and home-canned products can be sold only if meeting all requirements of Minnesota state law.

- Sampling and food demonstrations are permitted, but must follow all state laws. Please contact Clay County Public Health for more information.



1300 15th Ave N, Moorhead, MN 56560
218.299.5340 | parkandrec@cityofmoorhead.com

- All items must be transported, prepared, labeled, displayed, stored and sold in accordance with local, state, and federal regulations, and are subject to inspection. Items sold by weight units of measurement require a Minnesota Certified Scale.
- Vendors not from Minnesota may sell at the Market, but must follow all Minnesota laws, licensing and food codes.
- No pets are allowed in the vendor booth with the exception of service animals, with proper documentation.
- No canopies, tables, shade, extension cords, scales or supplies of any kind are provided by the Market.
- **The Market is an outdoor, weather-permitting event. If there is heavy rain or severe weather, the Market will close.** Notice will be given to vendors before noon on the day of the Market. Signage will be posted at the Hjemkomst Center indicating the closure, and social media and news posts will be made.
- All vendors must check in with the Market manager when they arrive; spots will be reserved for each vendor.
- The Market is a tobacco-free event. No smoking is allowed within Market boundaries.
- Vendors and their representatives are expected to conduct themselves in a safe and courteous manner. The Market is a family-friendly event. Consumption of a controlled substances is prohibited at the Market.
- Vendors must display in their booth their business or individual name. All sellable items in the booth must have clearly marked prices. Items may be individually tagged or prices may be listed on large signs within the booth space.
- Pricing of items is solely the responsibility of the vendor. However, vendors must agree to price their items at a competitive level, comparable with other 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.
- Vendors are responsible to clean up the area they occupy and must maintain a clean and orderly area on all sides of their display.
- 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.

Please keep a copy of this form for your records.

MOORHEAD
FARMERS
MARKET

Go Fresh. Go Local.

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.

Tuesdays, 3-6 p.m.
June 4 - September 24
Hjemkomst Center Parking Lot
202 1st Ave N

Please return application to:
Moorhead Parks and Recreation attn:
Moorhead Farmers Market 1300 15th
Ave N
Moorhead, MN 56560
or email to:
marybeth.suplee@cityofmoorhead.com

Name: _____

Please complete the attached ST19 Form

Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Vendors – Items Sold: _____

Special Requests: _____

Please Select:

Single Space (12'X12') - Season Long | **\$85**

Single Space (12'X12') - Single Day | **\$25**

Double Space (12'X24') - Season Long | **\$170**

Double Space (12'X24') - Single Day | **\$50**

Payment Method:

Check (Payable to Moorhead Parks and Recreation)

Credit Card (please call 218.299.5078)

Cash

I agree to follow the rules and guidelines of the Moorhead Farmers Market.

Signature: _____

Date: _____

Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or Type	Name of Business Selling or Exhibiting at Event		Minnesota Tax ID Number	
	Seller's Complete Address		City	State ZIP Code
	Name of Person or Group Organizing Event			
	Name and Location of Event			
	Date(s) of Event			

Merchandise Sold	Describe the type of merchandise you plan to sell.

Sales Tax Exemption Information	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf. This is
	<input type="checkbox"/> a nonprofit organization that meets the exemption requirements described below:
_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]).	
_____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]).	
_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.	

Sign Here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of Seller	Print Name Here
	Date	Daytime Phone

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for Sellers and Event Operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

Sales Tax Registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at www.revenue.state.mn.us.

Information and Assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at www.revenue.state.mn.us.

For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.