

Moorhead Farmers Market



Get Fresh. Go Local.

Tuesdays: June 2-September 29

3:30 pm-6:30 pm

Moorhead Ace Parking Lot

20 6th St S, Moorhead, MN 56560

Come shop for fresh produce, pet supplies, flowers, honey, hand crafted items, salsas, spices, baked goods, food demos, and more!

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

NOW ACCEPTING VENDORS!

For more information, contact Moorhead Parks and Recreation
218.299.5340 or moorheadparks.com



**First Presbyterian Church
of Moorhead**

Essentia Health



Parks and Recreation

2400 4th Ave S | Moorhead, MN 56560 | 218.299.5340
moorheadparks.com | parkandrec@cityofmoorhead.com

Moorhead Farmers Market



Get Fresh. Go Local.

April 3, 2020

Local Farmers, Crafters, and Vendors:

Moorhead Parks and Recreation is proud to announce the **7th Annual Moorhead Farmers Market!** Our market will be held on Tuesdays, from June 2 to September 29 from 3:30 to 6:30 pm. We will once again hold the market in the parking lot of Moorhead Ace Hardware:
20 6th St S, Moorhead, MN 56560

I would like to take this opportunity to invite you to be a vendor at this year's Farmers Market. There are 18 weeks to fill and we would like to have you join us! The vendor fee is \$75 for the season or \$20 per week. Please submit a copy of your food license and liability insurance forms with your application.

Enclosed with this letter, please find the vendor registration form and our rules and guidelines. You will also need to submit the attached ST19 form.

Any help in spreading the word about the market is very much appreciated, so please share this invitation to other vendors you might know.

If there are any questions, please give us a call at 218.299.5296.

Vendor Information

- Please check in with the Farmers Market Coordinator when you arrive. Vendors can begin set up at 2:30 pm; spots are on a first come first serve basis
- No sales are allowed before 3:30 pm
- Vendors are responsible for supervision of their own booth at all times.
- Moorhead Parks and Recreation is not responsible for lost or stolen items
- Vendors must bring their own cash box and change
- SNAP and Power of Produce tokens must be accepted for applicable items

Trevor Magnuson
Recreation Coordinator
Moorhead Parks and Recreation

Moorhead Farmers Market



Get 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.

Name: _____ ***Please complete the attached ST19 Form***

Business Name: _____

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

Phone: _____ E-mail: _____

Vendors – Items Sold: _____

Special Requests: _____

Please Select: Single Space (12' X 12') **\$75** | Double Space (12' X 24') **\$150** | _____ # of weeks x **\$20**

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

Rules and Guidelines:

- Booth fee is \$75 for the entire season (15 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 at the Moorhead Ace parking lot: 20 6 St S, Moorhead.
- Opening day will be June 2.
- Hours of operation:
June 2 – September 29 3:30 – 6:30 pm
- 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 2:30 pm. No sales are allowed before 3:30 pm.

- Vendors must check in with market coordinator when they arrive, spots are first come first serve.
- 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 Ace will not be held responsible for theft or damage to your property.
- Moorhead Parks Recreation Coordinator and Moorhead Ace 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.
- All vendors must accept SNAP and Power of Produce Tokens for applicable items.
- 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, honey, canned goods, baked goods, flowers and other agricultural and food related products. Handcrafted items may be sold at the market. Direct sales companies related to food will be allowed. Booths may not be organized around political or religious themes.
- 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 Ace 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: _____

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:	
	<p>_____ 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]).</p> <p>_____ 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]).</p> <p>_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.</p>	

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.

Moorhead Farmers Market



Market Vendor SNAP Protocol

The Supplemental Nutrition Assistance Program (SNAP) is being accepted at the Moorhead Farmers Market this year for the first time. This program provides nutrition assistance to millions of low-income individuals and families, along with economic benefits within communities. We are excited to be a part of it!

Hunger Solutions, an organization that is working towards ending hunger and food insecurity in Minnesota, has partnered with First Presbyterian and the market to match each SNAP dollar spent up to \$10.

Q: What can be purchased at the market with SNAP tokens and Hunger Solution cards?

A: Any fruits, vegetables, meat, fish, eggs, dairy, canned or jarred items, baked goods, and seeds and plants that produce food. Additionally, only tokens from the Moorhead Farmers Market can be used. DO NOT accept other tokens, as you will not be reimbursed for them.

Q: What cannot be purchased at the market with SNAP tokens and Hunger Solution cards?

A: Food meant for immediate consumption, such as coffee or prepared hot foods, non-food items, flower plants and seeds, or ornamental produce, such as gourds or carving pumpkins.

Q: How much is each SNAP token and Hunger Solution card worth?

A: Each token and card is valued at \$1 and will be purchased from the main tent using a SNAP EBT card to use at vendor booths. Vendors DO NOT give change in return for tokens.

Q: What if I do not want to accept tokens because I have my own EBT machine to swipe SNAP cards?

A: All vendors will be required to accept any tokens offered. If more money is needed then vendors will be allowed to swipe SNAP cards or require another form of payment.

Q: How am I reimbursed for the tokens and cards?

A: At the end of each market day, vendors will turn in all tokens and cards they received to the SNAP tent to be recorded. On the second Tuesday of each month, vendors will receive a check for reimbursement from First Presbyterian Church of Moorhead who is the fiscal agent for SNAP.

***NOTICE:** Vendors are responsible for all SNAP tokens and Hunger Solutions cards from the time of payment until they are turned in at the end of the market day. In other words, treat them like cash. Vendors will only be reimbursed for what they turn in.

For more information or questions contact
SNAP Supervisor: Mary Larson at (218) 790-4778 or mary.larson2@ndsu.edu