



NOWTHEN

FARMERS MARKET

2024 RULES AND REGULATIONS

Thursdays, June 13, 2023 thru September 26, 2024

3:00 p.m. – 7:00 p.m.

NW Corner of Nowthen Boulevard & Viking Boulevard

Email: nowthenfarmersmarket@gmail.com

<https://www.facebook.com/NowthenFarmersMarket>

Or call

Mary Lieser 651-200-5148

MISSION STATEMENT

**TO PROVIDE FRESH LOCALLY
GROWN PRODUCE AND
LOCALLY MADE PRODUCTS
TO OUR COMMUNITY FOR
THEIR ENJOYMENT**

**TO PROMOTE HEALTHY
LIFESTYLES AS WELL AS
PROVIDING AN
ENVIRONMENT FOR
COMMUNITY INVOLVEMENT**

2024 NOWTHEN FARMERS MARKET IMPORTANT DATES

April 11 th	MANDATORY Spring Vendor Meeting 6:00 p.m. @ Nowthen Historic Town Hall
May 9 th	Application due with applicable fees/certificates
May 24 th	Approved vendor list completed and vendor contacted
June 13 th	OPENING DAY OF 2024 FARMERS MARKET
September 26 th	Last day of Market
September 28 th	Farmers Market at Heritage Festival

CITY OF NOWTHEN

NOWTHEN FARMERS MARKET 2024 RULES AND REGULATIONS

Nowthen Farmers Market will be located in Bill's corner lot at Nowthen Blvd & Viking Blvd Thursdays between the hours of 3:00 p.m. and 7:00 p.m.

The following regulations have been adopted by the City of Nowthen to help the Market Committee manage the Market. The City has designated - Mary Lieser, Market Coordinator and Jade Warren, Market Manager. There duties are listed below.

MARKET COORDINATOR: Mary Lieser

The Market Coordinator is the person(s) appointed by the Nowthen City Council to administer and oversee the Market and enforce the rules. The Market Coordinator is the primary contact for the following:

- Determine vendor eligibility.
- Assign vendor designated areas and direct vendors to their areas on Market day.
- Rule on vendor appeals of rules and regulations.
- Revoke a vendor's permit for violation of Market rules.
- Coordinate vendor absences.
- Determine weather related Market closings.
- Coordinate with volunteer assignments.
- Initiate ideas for improvements to the Market.
- Distribute booth space assignments via email Wednesday prior to the market
- Assist with vendor set up and dismantle
- Update list of vendors including food vendors each week and post on Facebook no later than 12:00 p.m. on the day of the market
- Promotion of the market

MARKET MANAGER: Jade Warren

The Market Manager is the person(s) appointed by the Nowthen City Council to assist the Market Coordinator(s) with the administration of the market as needed. The Market Manager also has authority over the following:

- Assist with vendor eligibility.
- Assist vendors in complying with health and sanitation requirements.
- Receive and assist with appeals of rules and regulations.
- Assist with enforcement of Market rules.
- Assist volunteer assignments.
- Be available to assist vendors with set up and dismantle
- Promotion of the Market.
- Initiate ideas for improvements to the Market.

The Market Coordinator shall make space assignments in a manner that best assures the good safety, management, and operation of the Market. With these factors considered, priority of assignments shall be based upon the length of time vendors have been continuous licensees of the Market, with the highest priority going to the vendor with the longest record of continuous history as a rent paying vendor, subject to the best flow of the market as a whole. Determined by Market Coordinator in consultation with Market Staff.

*Initial _____ *Date

Return with market application

APPLICATION, FEES AND PAYMENT PROCESS:

All applicants must complete a Vendor Application and return it with the applicable fee in the form of cash or a check (made out to the City of Nowthen) and copy of any permits/licenses needed for your product as well as a certificate of insurance to the following:

City of Nowthen
C/O Farmers Market
8188 199th Avenue NW
Nowthen, MN 55330

If you have any questions, please feel free to contact Mary Lieser 651-200-5148.

Only one applicant per household and/or farm, garden or nursery.

Fees for denied applications will be returned promptly by City of Nowthen Staff.

Submitting an application does not guarantee acceptance into the market.

Once an application is accepted and vendor contacted, the fee will be non-refundable.

Market staff reserves the right to verify that the products being sold meet market qualifications.

VENDORS:

1. Persons who apply to be a vendor must produce/create what they sell.

Vendors may only sell produce grown on land within Nowthen City Limits that they farm, OR own or rent the land the produce comes from and within a 30 mile radius of Nowthen. No resell of produce accepted. Vendors must live within a 30 mile radius of the City of Nowthen.

Vendors shall be responsible for the following:

- a. Comply with these regulations as well as all other regulations, codes and Statutes that govern the growing, preparation, and sale of products defined in this regulation. Vendors that violate the market rules may be removed from participation in the market without refund.
- b. Cooperate with the Market Coordinator and staff regarding the assignment of space, use of City property, use of Bill's property, use of parking spaces, etc.
- c. Maintain a clean vending area, dispose of all refuse and trash at the direction of the Market Manager and staff, and take care not to deface or damage Bill's property.
- d. Pay the fee timely to the City of Nowthen, at City Office or coordinators/manager at market site.
- e. Vendors are responsible for the safety of the products being sold, and shall hold The City of Nowthen harmless from any liability whatsoever that results from their activities at the Farmers Market.
- f. Payment of taxes. All vendors are responsible to the State of Minnesota for Collecting, reporting and remitting all Minnesota State Sales Tax

*Signature _____ Date: _____

Return with market application

ITEMS OFFERED FOR SALE:

All items must be prepared, labeled, displayed and stored in accordance with Minnesota Department of Agriculture, Minnesota Department of Health and Anoka County Community Health Department guidelines.

Produce sold as certified organic must have originated from an organic grown certified farm, and the vendor must provide a copy of the vendor's National Organic Standard certificate as provided by a USDA accredited agent; but if vendor practices chemical free farming, they may state product as such.

All items should be sold by bulk, bundle or individual item. Items sold by weight units of measure require a Minnesota State Certified Scale.

Price, terms of sale, etc. are between buyer and seller; but all vendors agree to abide by fair business practices. No undercutting pricing or volume of other vendors. First offense, vendor will be asked to correct pricing etc. Second occurrence offender will be asked to leave market for the season with no refund.

Prices of all products must be clearly marked.

All packaged/canned/processed/baked food vendors must complete the cottage food producer training and include a copy of your cottage food producer registration from MN Dept. of Ag with this application. Find information about this new process at <http://www.mda.state.mn.us/cottagefood>. Contact Mary Lieser 651-200-5148 for more information.

All packaged food must include the name of the preparer, the contents, and the address of the place of manufacture.

MARKET GOODS:

The following items are approved for sale:

- a. Vendor grown fresh fruits and vegetables.
- b. Vendor grown herbs and spices, fresh or dried.
- c. Vendor grown bedding plant, hanging and potted plants, perennials.
- d. Vendor grown cut flowers and/or dried flowers and plants.
- e. Vendor produced products such as: honey, maple syrup, preserves, canned goods, spices, eggs, meats, cheeses and baked goods, if prepared and packaged in accordance with rules.
Established by the Minnesota Department of Agriculture. (Jams, jellies, syrups, breads, lefse, etc., are required to adhere to labeling law requirements according to Minn. Stat. §28A and any other applicable law.)
- f. Vendor made PREAPPROVED craft items. No mass-produced or second market items.

Products not listed above must receive advance approval from market staff in writing before sale. Vendors may not sell any item not approved or identified in their market application. Market Manager has the right to ask vendor to remove products.

SAMPLING:

Vendors are strongly encouraged to provide samples of their products. Samples are very appealing to shoppers and offering samples helps vendors to educate shoppers of local products as well as the farmer/producer of the product, and helps to create an atmosphere of community. The requirements of the Safe Sampling at Farmers Markets law handout will be provided to approved vendors.

*Initial _____

Return with market application

PERMITS:

All permits and licenses required by the City of Nowthen, Anoka County, the State of Minnesota or the Federal Government are the sole responsibility of the vendors.

All vendors who are required to have permits/licenses must submit copies with their market application.

INSURANCE:

The Nowthen Farmers Market requires all vendors to carry their own general liability and *recommends* product liability insurance. The Nowthen Farmers Market states that all vendors, excluding lotions will be included in the MFMA insurance program. Mary Lieser 651-200-5148, for any insurance concerns.

ATTENDANCE:

Vendors are expected to have their booth attended on all market days they are scheduled/listed for on their application.

All vendors must be in place by **2:30 p.m.**

Vendors must call the Market Coordinator if they are NOT going to make it to the market on their scheduled day as early as possible, but no **later** than noon on market day. Market Coordinator Mary Lieser can be reached at 651-200-5148.

If an emergency situation arises and a vendor feels they must leave, please notify Market staff, and staff will do their best to facilitate departure.

BOOTHS:

Tent size will be: 12' x 12'. Tents, including legs & weights must fit into designated area.

All Market vendors must have signs with their name or farm name at their booth.

Booth space is nontransferable.

Booth space will be assigned by Market Manager to allow for the best product mix, traffic flow, etc.

One vehicle is permitted as part of the booth space and must fit behind the tent for a 34' length.

Vendors are responsible for providing all tables, tents, and any other items needed for their display.

Tents must be weighted or staked down. Further, all stakes **must be marked** so that they are **visible** to the traveling public. It is *recommended* that each canopy leg have over 20 lbs. of weight attached. It is acceptable to tie your booth to a vehicle.

All displays must be neat and tasteful. All vendors should represent themselves in an appropriate manner and dress (shirt and shoes must be worn).

Vendors must remove all trash from the Market area after the market closes. This includes product debris, bags and boxes as a result of their sales.

WEATHER:

The Market will continue rain or shine. However, in the instance of severe weather, including lightning, thunder, downpours, extreme heat or cold or snow, the Market Manager/staff will decide whether to hold the market or delay opening time based on the information available and weather reports. They will also determine if vendors should leave early due to severe weather information and weather reports.

Please know that it is acceptable for a vendor to call and say they are not comfortable attending because of weather conditions. If you are unable to attend due to weather conditions, please call Market Coordinator Mary Lieser at 651-200-5148.

No refunds will be given if the Market is canceled, delayed, or closed early for any reason. It is the vendor's responsibility to keep their contact information up to date in the event the Market is canceled. Staff will make every effort through phone, and email to notify vendors of any cancellations or changes. We will also attempt to post on Facebook at "Nowthen Farmers Market".

OTHER MARKET POLICIES:

The Market Coordinator will provide a layout and list of vendors the Wednesday prior to market day via email each week for verification of booth placement.

The Market staff will be at the market location no later than 2:00 p.m. on market day. Vendors are required to be in their space by 2:30pm and be ready to sell by 3:00pm.

There will be no moving vehicles into the market area between 2:45 p.m. and 7:05 p.m.

The Market will begin right at 3:00 p.m. on market day.

There will be NO pre-sales.

Vendors must remain until the market closes.

Vendors are not allowed to have pets/animals in the market area.

Consuming alcoholic beverages and smoking are prohibited in the market area.

Any discussions of Market problems in front of customers or other vendors is strongly discouraged and shall be avoided.

This is a family community event and use of foul language or aggressive behavior will NOT be tolerated. If there are concerns please see market coordinators or market manager to discuss possible resolutions.

Treat other vendors with respect.

*Initial

Return with market application_

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