



~~2019~~ 2020 VENDOR HANDBOOK

**Mailing Address:**

PO BOX ~~8020~~

Detroit Lakes, Minnesota 56502

**Phone:** 661-345-7450

**Email:** (~~info@lakesareafarmersmarket.com~~) [lakesareafarmersmarket1@gmail.com](mailto:lakesareafarmersmarket1@gmail.com)

# 1 CONTENTS

---

2	GENERAL INFORMATION .....	3
2.1	Handbook/Contract – Important .....	3
2.2	About the Market.....	3
2.2.1	Calendar .....	3
2.2.2	Structure .....	3
2.2.3	What Can Be Sold.....	3
3	REQUIREMENTS FOR EVERYONE .....	4
3.1	Application and Fees .....	4
3.2	Permits, Licensing, Taxes, and Insurance.....	5
3.3	Vendor Code of Conduct .....	5
4	RULE VIOLATIONS AND DISPUTES .....	6
5	MARKET OPERATIONS .....	7
5.1	Market Setup.....	7
5.2	Vendor Stall Space.....	7
6	SNAP EBT PROGRAM .....	8
6.1	Returning Change to SNAP Customers .....	<a href="#">9</a>
6.2	Redeeming Wooden Tokens .....	<a href="#">9</a>

## Welcome to the Lakes Area Farmers Market!

Your participation and support are encouraged to make our market better than ever!

## 2 GENERAL INFORMATION

---

The Lakes Area Farmers Market Cooperative, referred to in this handbook as the Market, has obligations to its vendors and visitors. These guidelines are in place to ensure the smooth flow of Market operations. It is your responsibility to read these rules and abide by them. Failure to do so may result in the loss of your Market privileges.

### 2.1 HANDBOOK/CONTRACT – IMPORTANT

**Every vendor gets a copy of this handbook. Please read it because you are responsible for complying with the rules it contains.**

The Market reserves the right to change this handbook at any time. If a change is made by the Board of Directors, you will receive sufficient notice and be given adequate time to comply.

**The vendor application you have signed for the 2019 season is your sole and complete contract with the Market.**

The Market does not guarantee any vendor the exclusive right to sell any product. The customer and vendor often benefit from having multiple vendors selling the same or similar products. The Board of Directors will determine when a product category is adequately represented and decide whether to deny applications by vendors with similar products.

### 2.2 ABOUT THE MARKET

#### 2.2.1 Calendar

In 2019, the Market will be open on Saturdays from 10:00 AM to 1:00 PM, and on Tuesdays from 10:00 AM to 1:00 PM, from May 18 through October 27, 2019. Sales will not be allowed to take place earlier than 10:00 AM.

#### 2.2.2 Structure

The Market is a not-for-profit cooperative governed by an elected Board of Directors. The Board determines Market rules and policies. The Board is elected by the membership at the annual meeting of Market members.

The Board meets occasionally.

#### 2.2.3 What Can Be Sold

The Market sells agricultural, food, and artisan products.

- **Agriculture:** Fruit, vegetable, herb, flower, plants, and other agricultural and horticultural products. Examples include but are not limited to dairy, fish, shellfish, wine, eggs,

meats, and wild-gathered foods as well as processed items made by incorporating ingredients grown by the vendor.

- **Prepared Food:** Generally prepared offsite and for offsite consumption. Examples include but are not limited to sausage, jam, baked goods, and sauces.
- **Artisan:** Small batch, Handmade items using the highest quality and are created by the vendor. Examples include but are not limited to paintings, photos, yard art, ironwork, furniture, jewelry, soap, lotion, clothes, food products, needle work, and woodwork.

All vendor spaces must have products available for immediate sale and delivery to the customer at the market. The membership committee makes a recommendation to the Board regarding [applicants'](#) acceptance into the Market.

### 3 REQUIREMENTS FOR EVERYONE

---

The Market reserves the right to deny a vendor's application, prohibit any product from being sold, and anyone from selling at the market. The Market does not discriminate on the basis of race, creed, color, sex, national origin, age, marital status, disability, public assistance status, veteran status, sexual orientation or religion.

All vendors are subject to the Market's bylaws, the rules in the handbook, and the vendor application form. To be allowed to sell in the market, each business must have a Market membership. A Market membership is good for one year.

Business partners, employees of the business, life partners, and immediate family members (to include grandparents, parents, children, grandchildren, siblings and all spouses, including step relationships of the same categories) of the business owner may sell in the vendor's space. It is the owner's responsibility to ensure that all representatives of the business are aware of all rules, regulations, and procedures governing the market. Failure to adhere to any of these on the part of a business representative will be the sole responsibility of the business owner(s) and the owner will be liable for any infractions.

#### 3.1 APPLICATION AND FEES

Those wishing to participate in the Market must complete an annual application form and return it with the appropriate vendor fee to the Lakes Area Farmers Market before selling at the market (mail to Lakes Area Farmers Market, PO Box 802, Detroit Lakes, MN 56502). All applications must be approved by the Membership Committee, even returning vendors.

Both membership and seasonal market fees are required for every vendor for a total of [\\$165](#) per season.

- An annual membership fee is \$25 and is required of all vendors to join the market.
- Th annual market fee is [\\$140.00](#) for the entire season (after paying the annual \$25 membership)

- Vendors will receive a \$25 discount if they pay the fee in full for the following season (for example, a vendor will pay \$140 total in fall 2019 for the 2020 season instead of \$165 if paid in spring 2020).

### 3.2 PERMITS, LICENSING, TAXES, AND INSURANCE

All permits and licenses required by the City of Detroit Lakes, Becker County, the State of Minnesota and/or the Federal Government are the sole responsibility of the vendors.

Any required sales tax collections and remittances are the sole responsibility of the vendors. All vendors are responsible for knowing if they need a sales tax ID number. If you are required to have a number, that must be included on the Market application.

### 3.3 VENDOR CODE OF CONDUCT

Vendors are required to conduct themselves at all times in a manner that befits their status as vendors of the Lakes Area Farmers Market. Moreover, their conduct should not bring the market into disrepute.

It is essential that vendors act with honesty and propriety. Their duties should be carried out in a manner that preserves and enhances public confidence in their integrity and the integrity of the market.

As a community organization, the Market places great value on the varied cultures, beliefs, and backgrounds of its board members, vendors, staff and customers. Courtesy and respect, and are expected in all our dealings with our customers, board members, market staff and fellow vendors.

Vendors (and their representatives) agree to:

1. Conduct themselves courteously towards customers, vendors, staff and board members, representing the market in a positive manner. It is the Market's intent to win friends and benefit vendors, customers, and the community.
2. Showcase integrity and professionalism adhering to the Vendor Handbook.
3. Vendors should represent themselves in [clean, appropriate, presentable clothing with shirts and shoes required at all times.](#)
- 3.—Uphold the Market's organizational mission and vision, not acting in a manner that is detrimental or disparaging to its values.
5. Bring to the attention of the Board any issues they believe will have an adverse effect on the Lakes Area Farmers Market. Refer complaints, issues, or concerns to the [Market Manager or the Board of Directors.](#)
6. Respect fellow vendors, not seeking to upstage, embarrass, or disparage them at any time, to include entering another vendor's area with the intention of poaching customers.
7. Do their best to represent the Lakes Area Farmers Market above personal interests, memberships, and affiliations.
8. Neither the vendor nor their representatives may be [under the influence of](#) alcohol or marijuana or illegal substances any time while on the Market premises

9. The Lakes Area Farmers Market is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate unlawful harassment of our employees, farmers and producers by anyone, including any farmer/grower, producer co-worker, or an external third party. Harassment of unwelcome conduct, whether verbal, physical or visual, that is based on a person's [race](#), [creed](#), [color](#), [sex](#), [national origin](#), [age](#), [marital status](#), [disability](#), [public assistance status](#), [veteran status](#), [sexual orientation](#) or [religion](#) is not allowed.

10. [Unless sold out, the expectation is that vendors stay until 1 pm.](#)

11. [Music played should be quiet enough to not be heard past a radius of 12 feet.](#)

## 4 RULE VIOLATIONS AND DISPUTES

---

1. All rules are enforceable by a majority of the Board of Directors.
2. During the season, a vendor's membership may be revoked for the entire season, possibly indefinitely. Disciplinary measures include verbal warnings, written warnings, and temporary or permanent suspension of membership.
3. Market Board of [Directors](#) reserves the right to make exceptions to these rules at its discretion.
4. Should a vendor at any time occupy the premises in a manner contrary to the Vendor Handbook, or in any manner that is hazardous or offensive to the public or other vendors, the vendor must promptly vacate the premises upon the request of the Market Manager, [the Board of Directors, or their designee](#). The Market is relieved and discharged from any and all loss or damage incurred by the Market's removal of the vendor's property. The Market shall not be responsible for storage or safekeeping of property so removed.
5. Should a member at any time, while engaged in any market-related activity or communication, conduct himself/herself or take an action offensive to the public, staff, or other vendors that is detrimental to the [goals](#) of the market, the Market reserves the right to take disciplinary action up to and including revocation of market membership. [Any member whose membership is revoked will forfeit any pre-payment of Market fees.](#) Any member whose membership has been revoked must apply in writing to the Board for reinstatement of eligibility to become a member of the Association.

## 5 MARKET OPERATIONS

---

The Market will begin at exactly 10:00 a.m. No sales are allowed before this time. Failure to comply with the starting time [may](#) result in a loss of future selling privileges.

Market will occur rain, shine or snow.

### 5.1 MARKET SETUP

- [Vendor spaces are based on seniority and assigned.](#)
- [Spaced may be assigned differently on the different market days.](#)

- Vendors [will](#) set up consistently in the same place and not take another vendor's space without prior arrangements.
- The expectation is that vendors set up by 10 am. If you are not there by [9:30](#) am, your spot [may](#) be [assigned to](#) someone else. [If you are running late, you must contact the market.](#)
- Set up an even distance between each other and from the parking area. A map of assigned spaces will be created in [May](#) to guide vendor set up for use in high.
- After setting up your stall space on a market day, move your vehicle out of the park (off the grass) and away from the market, unless a vendor needs special set up (refrigeration [or disability](#)). We want to keep parking spaces open for customers.

#### ●——VENDOR STALL SPACE

- Each vendor who has [been accepted](#) the market and paid their dues will have access to stall space. A stall space is generally 12 feet by 12 feet in size (typically area per canopy).
- A canopy is required for each market stall. This is in accordance with the Operation Guidelines for Vendors from the MN Department of Agriculture and helps boost our visibility.
- [The canopy must be staked OR have weights on every leg.](#)
- Stall space is not transferable.
- Stall space cannot be shared by another vendor. Each vendor who wishes to sell at the market must join as member and pay dues accordingly.
- All displays must be neat and tasteful.
- Vendors are responsible for providing all tables, canopies and other items needed for their display.
- [Vendors must display all required licenses.](#)
- The general cleanliness of the Market area is everyone's responsibility. All vendors must keep their area neat while selling and make certain that the area is clean [ed of trash, waste products, or plant material](#) before leaving.

## 6 [SNAP/EBT](#) PROGRAM

---

The Market is a [SNAP/EBT](#) retailer. [SNAP/EBT](#) recipients receive a [benefit](#) which can be spent only on eligible food items.

[SNAP/EBT](#) recipients receive their funds on an electronic [debit](#) card—a [SNAP/EBT](#) card. The card must be processed through the [SNAP/EBT](#) terminal at the Market's Information Booth. When the card has been processed, the [SNAP/EBT](#) recipient will receive wooden tokens that can be used to purchase any eligible item at any vendor booth at the market that sells an eligible item. The [SNAP/EBT](#) tokens are issued in [\\$1](#) increments.

### **[SNAP/EBT-Eligible Items](#)**

[SNAP/EBT](#) benefits can be used to buy:

- fruits

- vegetables
- meats
- fish
- poultry
- dairy products
- cold food packaged for off-site consumption such as breads, jams, honey etc.
- seeds and plants intended for growing food

SNAP/[EBT](#) benefits cannot be used to buy:

- beer or wine
- **non-food items**
- **ready-to-eat food**
- hot food

All vendors selling SNAP/[EBT](#)-eligible items must accept [SNAP/EBT](#) tokens in payment for their products. Vendors may not discriminate between SNAP/[EBT](#) and cash customers.

#### 6.1 RETURNING CHANGE TO SNAP/[EBT](#) CUSTOMERS

You cannot give cash as change on [SNAP/EBT](#) transactions. A customer pays for a [SNAP/EBT](#) purchase with wooden tokens. If a SNAP/[EBT](#) recipient gives you wooden tokens to pay for a purchase, you cannot give cash as change.

#### 6.2 REDEMING WOODEN TOKENS

At the end of the day, turn in the tokens you have collected to the Treasurer of the market for reimbursement. [The vendor must fill out the appropriate paperwork.](#) Any lost tokens cannot be reimbursed.