

Ham Lake Farmers Market

2018 Market Information and Guidelines

Wednesdays, July 11 -September 26, 2018 3:00-7:00pm

Application Process:

- Participants in the Farmers Market are selected by the Market Coordinator or Farmers Market Committee.
 - Selection to participate is done on an annual basis and applications must be completed annually.
 - Submission of an application does not guarantee participation in the Farmers Market and acceptance of an application is not a guarantee or promise for future participation.
 - Applications must include all products to be sold at the market.
- 2018 Fees: \$60 for one booth for the full season. \$10 for each week. \$100 for a double booth. All fees must be paid in advance.
 - The annual fee will be set by the Farmers Market Committee each year.
 - Vendor Fees are not refundable after June 15, 2018.

Location and Season:

- North End of the Parking Lot at Ham Lake City Hall Ham Ham Lake, MN.
- Mailing address: Ham Lake Area Chamber of Commerce 15544 Central Ave. NE Ham Lake, MN 55304
- Attention: Farmers Market
- Email: cackysnacky@gmail.com
- Phone: Leave messages at 763-434-3011
- www.facebook.com/hamlakefarmersmarket
- The Ham Lake Farmers Market will be open from July -September. Opening dates will be set prior to applications being sent out. Closing date for the season is subject to change depending on weather.

Market Goods/Items for Sale:

- The Ham Lake Farmers Market shall be open to producers and vendors that live within a 75-mile radius of Ham Lake, Minnesota or as approved by the Market Coordinator or Farmers Market Committee.
 - A producer refers to a person or company that makes, grows, or supplies goods for sale.
 - A vendor is the retail seller at a booth.
- A limited number of direct sale vendors will be approved to sell.
 - If a vendor is absent for more than two weeks in a row without notice, their spot will be forfeited and given to somebody else.
- Non-profits or businesses without goods for sale should contact the Market Coordinator for information about a booth.
- Vendors may not sell any items not approved or listed in their market application. The Market Coordinator reserves the right to ask a vendor to remove products.

Booth Space:

- Booth space will be assigned by the Market Coordinator and will change weekly as determined by number of participants each week.
- The Market Coordinator has the authority to move and reassign vendor spots to enhance or facilitate market operations.
- Booth space will be approximately 10x10 feet. Each vendor is responsible for keeping their products, canopy, table, signage, etc. in their designated space.
- Each vendor is responsible for providing their own table, canopy, display materials, change, etc.
- Booth space is not transferrable.
- Electricity and water are not available.
- Canopies must be sufficiently and safely secured by attaching the canopy to weights on the ground. Weights should be smooth without rough edges or sharp corners. High wind is to be expected and prepared for by vendors.
- Lost or damaged booth items or product is the responsibility of the vendor.
- Customer walkways must be kept open.
- Sandwich board or yard signs advertising specific items for sale may be used at the Market Coordinator's discretion depending on space and availability. If you have a sign, please talk with the Market Coordinator.

Set-Up and Take Down:

- Vendors may begin setting up at 2pm. The Market Coordinator or Market Volunteer will be available at 2pm to answer questions.
- Vendors must have vehicles out of the walkway by 2:50pm.
- Vendors must be ready to sell at 3:00pm. **NO sales prior to 3:00pm.**
- **Vendors must remain until the market closes at 7:00pm.**
- Vehicles will be allowed in the market area after the market closes for tear down.
- Vendors must remove all materials including bags, boxes and debris by 7:30pm. All trash must be disposed of properly.

Incident Report:

- Any accident, injury or other complaint that is made know to the Market Coordinator or Market Volunteer shall result in an Incident Report being completed and filed. The report will include the date and time of the incident, location, witnesses, description, action taken and contact information for individual.

Insurance:

- Vendor must have general liability insurance or carry product liability insurance as a rider on their Farm/Home Insurance Policy.

Licenses, Permits, Labeling and Taxes:

- All permits and licenses required by Anoka County, Minnesota Department of Agriculture (MDA) and/or the United States Department of Agriculture (USDA) are the sole responsibility of the vendors.

- If you are required to have a permit or license, please submit a copy with your market application.
- Complete a copy of the ST19 form and submit with your market application. This form is required. If not submitted, your vendor application cannot be completed. This form must be submitted each year.
- Any vendors required by law to carry a food handler's license or other licensing must have them posted at their vendor stall.
- Labeling, packaging or identification required by the Minnesota Department of Health, MDA or USDA are the responsibility of the vendor.
- Each vendor is responsible for sales tax collection, where applicable.

Weather:

- It is up to each individual vendor to make their own decision about attending on days when the weather is questionable.
- The Market will be open rain or shine.
- In the event of severe weather, the market coordinator will monitor the news/weather and notify vendors of potential high winds, thunderstorm or tornado.
- The Ham Lake City Hall or Lions Park restroom is the tornado shelter for the Ham Lake Farmers Market.

Market Policies:

- The market will open at 3:00pm. No sales prior to 3:00pm.
- The Ham Lake Farmers Market will not accept any food assistance benefits for the 2018 season.
- Because of food safety concerns, the Minnesota Department of Agriculture allows only service animals and police dogs within a farmers market.
- Persons working at or associated with a vendor space shall not smoke in the sales area.
- No alcoholic beverages are allowed in the market area.
- The general cleanliness of the market area is everyone's responsibility.
- Prices and terms of sale are solely between buyer and seller.
- Any required sales tax collections and remittance are the sole responsibility of the sellers.
- Sellers assume full liability for the products they market or sell and hereby agree to hold the City of Ham Lake, Ham Lake Farmers Market and Ham Lake Area Chamber of Commerce harmless against any claim of injury, damage by any buyer, seller, or other persons resulting from the use, consumption, dispositions, display or market of seller's products.
- Market vendors may not set up a booth or signage outside of the regular market season and hours.
- The sale or giving away of live animals on market grounds is prohibited.

Special Events:

- Grand Opening/Market Anniversary