

Grand Rapids Farmers' Market

Rules and Guidelines

Revised: November 2022

Member Licenses, Permits, Taxes

Member is responsible for payment of his/her own state sales tax and must abide by all state and local ordinances. Member is responsible for obtaining all correct licensing and/or registration for sale of their products, and for submitting copies of said licensing to the market manager by June 1; or with their application if a first-time vendor.

All members must each year provide the market with a Minnesota certificate of compliance for state sales tax, even if they are not selling taxable items. (Form ST-19; available from the Market Manager).

Any members required by law to carry a food handler's license or other licensing or registration must have these posted at their vendor stall. Two copies of all licenses or registrations must be submitted to the market manager.

Member Rates and Terms

The deadline for all membership applications and payments for each market season shall be the date of the third member meeting of the year, traditionally held on the first Monday of April. Market members who are beyond their probationary year may renew their membership anytime during the previous market season and through the off-season. Probationary members will be voted on at the end-of-season meeting and may then renew after said vote.

Aspiring new member applicants shall personally present their application for membership before the members at the traditional pre-season meetings in February, March or April and the established members will then vote them up or down by the end of the April meeting. The regular membership fee will apply to all new member applicants who apply at a pre-season meeting.

New members will list products they intend to sell on their membership application form. New members who want to add to or change their product list during their first season may petition the market's board of directors with that request.

New membership applications may be considered after the market season begins. Prospective vendors applying after the start of the market season must submit all membership paperwork (member application, code of conduct, ST-19 form, copies of any licenses or Cottage Food registration) and their annual membership fee plus \$25 late application fee to the market manager. Once paperwork and payment are received, a clipboard or online vote of membership will be scheduled and announced to members. The vote will occur a minimum of 7 days after the announcement to membership and a clipboard vote will be conducted during both a Wednesday and a Saturday market.

For the purpose of meeting the deadline the membership fees shall be the same as the previous year. After the budget is determined for the new year if the membership fee has been changed (A) In the event of an increase the remainder shall be due from all members in 30 days. (B) In the event of a decrease the Treasurer will reimburse all within (30) days.

Membership continues **until** first market day of the following year.

A daily fee will be charged for each space a vendor uses. This fee will be determined by the membership at the first meeting of the year.

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Members may elect to pre-pay their daily vendor stall fees. A punch-card may be issued to members who pre-pay in order to track their stall use at markets. The amount and terms for pre-payment will be set annually by the membership at the first meeting of the year. A member who has not pre-paid their stall fee or who does not have their punch card in their possession at the market shall be assessed the daily stall fee.

The person or persons who perform the Market Manager duties will receive a free stall space for that market day.

Geographic eligibility

A map with a 50-mile radius circle from the market location should be sufficient to determine most geographic eligibility questions. For those prospective members at the far edges a calculation of straight-line distance via Google Earth from the markets current location to the prospective member's production location will be used.

Season

Grand Rapids Farmers Market will be open from May through October. Opening dates will be set at the annual meeting in February or March. Closing dates will be determined at a meeting before the end of September.

Hours

May - September: Wednesday and Saturday, 8:00 a.m. to 1:00 p.m. or until sold out.

October: Wednesday and Saturday, 9:00 am to 1:00 pm or until sold out.

Vendor Activity Outside of Regular Market Season and Hours

Market vendors may not set up a stall, table, canopy, booth, signage or other presence suggestive of a market vendor in the market location outside of the regular market season and hours.

Meetings:

The annual meeting will be held in February or March; date and time to be set by the Board of Directors. A tentative schedule of regular meetings for the market season will be established at the annual meeting. The tentative schedule is subject to revision by the Board of Directors based on needs as the season progresses.

Rules for All Members

- All members must abide by and all products must comply with all applicable federal, state, and local regulations.
- Vendors may be working at the market location from 6:00 am to 3:00 pm. Sales hours are from 8:00 am to 1:00 pm. Incidental sales are allowed after 1:00 pm so long as active packing-up is occurring.
- Due to safety concerns, vendors must arrive by start of market at 8:00 am. One warning shall be given per vendor for late arrival; market manager has discretion to turn away late arrivals.
- Vendors are expected to collect their own trash and remove it from the market themselves rather than using the market-supplied trash receptacles.
- Tokens and other scrip must be turned in by 11:30 AM on a market day to be counted on that day. Later turn-in will be permitted but will be held for counting on the next market day.
- Members may sell only those products they themselves produced, grew, gathered, created or processed.
- Reselling of any product or the sale of goods that have been traded or bartered for is not permitted.

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- Brand Names: Products which are offered for sale under a brand name other than the member's own branding are not permitted. Labels of third-party certifying agencies, eco-labels, or regional identity labels are permitted as long as the member's own identification is also present. Examples of permitted labels (not a complete list): OCIA, USDA Organic, Minnesota Grown, Food Alliance Certified.
- The sale or giving away of live animals on the market grounds is prohibited.
- All produce must be kept 6" up off the ground, for either storage or display. This includes all pumpkins.
- Members and visitors and customers must not bring live animals into the Market grounds, with the exception of service animals, per state regulation.
- Member's family members and employees may sell. Member's children of 16 years or older with a valid driver's license may sell unaccompanied. Children under the age of 16 may sell, so long as they are accompanied at the market by the member, member's employee, or member's child of 16 or older with valid driver's license.
- Members are responsible for conveying rules and conduct expectations to their children and employees, and for ensuring appropriate behavior of their children at the market.

No non-member organizations may sell without approval of the board.

Members' Selling Space at Market

- Each vendor stall space will be the size of one vehicle and a 10' x 10' canopy, unless otherwise directed by the market manager.
- Members may choose to use more than one space.
- The member will be assessed a daily use fee according to the number of spaces being used by the member.
- A daily electrical hook up fee will be assessed for electrical users.
- Canopies, tables, etc. if used, must be supplied by the member and fit within their spaces.
- Canopies must be secured, either by attaching the canopy to weights on the ground, or by securely attaching to a vehicle or trailer. If weights are used, they should be smooth without rough edges or sharp corners. This is necessary to avoid potential customer injury.
- Vendor spaces on market days will be filled with guidance from the Market Manager to ensure an orderly market.
- Walkways for customers must be kept open.
- Selling is allowed only in designated areas.
- No part of the market may be used for overnight storage.
- It is mandatory that members maintain appropriate standards of cleanliness and neatness at all times, in both personal appearance and their sales area. These standards are subject to inspection by the market manager. Everything must be removed at the end of the selling hours.
- Persons working at or associated with a vendor stall space shall not smoke in the sales area.

Conduct Guidelines

Members must treat other members, customers, and the Market Managers with respect and cooperation at all times. Members must each year read and sign the Grand Rapids Farmers' Market Code of Conduct, and submit the signature page to the market manager along with their membership application or renewal by June 1 or by the first day they attend the market, whichever is earlier.

Any member or their employee(s) or family member(s) who makes a frivolous report about another member to a city, state, or federal regulator shall be barred from participating in the market for the remainder of the season. No refund of market dues or daily fees shall be given to the member thus barred.

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Non-Profit Organizations

No non-profit organizations may hold membership in the market or sell products at the market.

Musicians and Poets

Musicians and poets are not permitted to sell their recordings or printed works at the market. Musicians and poets are not permitted to perform for tips or donations at the market.

Incident Report

Any accident, injury, or other complaint with the potential for legal action that is made known to the Market Manager shall result in an Incident Report being filed in the market records for that day.