

# Pope County Farmers Market/2018 Vendor Agreement

## Pope County Farmers Market 19<sup>th</sup> Year – Opens June 9, 2018, Glenwood, MN

**Market Location: Parking Lot located southeast of the Pope County Museum, State Hwy. 104 South, Glenwood**

I/we agree to pay my membership booth space in full and follow the rules as listed in the 2018 Pope County Farmers Market Rules and Regulation documents that I have received. I also understand the failure to pay this fee and comply with these rules may result in the loss of privileges to sell at the Pope County Farmers Market.

### 2018 MEMBERSHIP FEES

\_\_\_\$50.00 Pope County Farmers Market full season membership fee. ( Tuesday & Saturdays)

\_\_\_For an additional \$25.00 you will receive an online individual colored webpage on the Glenwood Lakes Area Chamber website ([www.GlenwoodLakesArea.org](http://www.GlenwoodLakesArea.org)).

\_\_\_\$10.00 Pope County Farmers Market one day fee, \_\_\_\_\_ dates attending.

### **PLEASE MAINTAIN A SAFE AND HEALTHY MARKET**

SIGNED: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CELL: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

VENDOR MERCHANDISE: \_\_\_\_\_

\_\_\_\_\_  
Please list general description of your merchandise.

**MAKE CHECKS PAYABLE TO: Glenwood Lakes Area Welcome Center** or mail to:  
Glenwood Lakes Area Chamber of Commerce & Welcome Center, 7 First Street NW, Glenwood, MN 56334. THANK YOU!

2018 – Pope County Farmers Market Vendor Agreement  
POPE COUNTY FARMERS MARKET, GLENWOOD, MN 56334  
(320)634-3636

MINNESOTA GROWN MEMBER  
BUY FRESH BUY LOCAL MEMBER

**POPE COUNTY FARMERS MARKET 2018 RULES & REGULATIONS**  
**POPE COUNTY FARMERS MARKET – 19<sup>TH</sup> YEAR – OPENS JUNE 9, 2018-OCTOBER, 2018**

The following is a list of rules and regulations that are designed to answer all your questions in advance and make for a safe and enjoyable Farmers' Market. Most of these rules are defined by the State of Minnesota, Minnesota Grown, and the Pope County Farmers Market regulations. If you have any questions or problems at the Market, please contact Kay Blauert or Scott Formo at the Glenwood Lakes Area Chamber & Welcome Center office at 320-634-3636 or Kay's cell phone at 320-226-0810 or Scott 320-420-2926.

**MARKET OPERATIONS (NOTE CHANGES)**

The Market hours: Saturday's from **8:30 a.m.-11:30 a.m.**

Tuesdays from **4:00-6:00 p.m.**

**VENDOR STALL SPACE**

- ✓ Stall space is not transferable. Space can only be shared by a MN relative of the vendor.
- ✓ All displays must be neat and tasteful. Vendors must keep their area neat at all times.
- ✓ Maintain your scales or measuring devices to ensure weight accuracy.
- ✓ No smoking, by vendors in the market selling area.
- ✓ No dogs allowed except service dogs.
- ✓ No flea market/garage sale products, fundraising or raffles.

**OTHER OPERATIONS**

- ✓ All market vendors must represent themselves in an appropriate manner. Agreeing to abide by fair business practices and uniform pricing. No undercutting or hawking.
- ✓ Pope County Farmers Market does not accept Pope County WIC/FMNP program. Do not accept checks for this program.
- ✓ Pope County Farmers Market, Glenwood Lakes Area Chamber & Welcome Center staff will have the final decision regarding questionable items, problems regarding rules and regulations.

**ELIGIBLE PRODUCT**

- ✓ All products – crafts, preserves and all garden products must be produced by the vendor or the vendor's family from/in Minnesota.
- ✓ Packaging is to be in accordance with rules established by the MN Dept. of Ag.
- ✓ Baked goods must be made from the traditional scratch method, not premade product.
- ✓ Vendor grown bedding plants, hanging and potted plants, and cut or dried flowers.
- ✓ Vendor made craft and artwork, health and body care products.
- ✓ Vendor must display the listed signs, each day of the market. Provided by the market.
- ✓ Per Operational Guidelines: Seller must post a visible sign stating every market day:  
**These canned goods are homemade and not subject to state inspection." Or These products are homemade and not subject to state inspection."**

## **LABELING, PERMITS, LICENSES, TAXES AND INSURANCE**

- ✓ **ALL LABELS MUST CONTAIN: YOUR FULL NAME, ADDRESS, PHONE, PRODUCT NAME NAME AND DATE PROCESSED. No exceptions.**
- ✓ Please reference information from MN Department of Ag, "Operational Guidelines for Vendors at the Farmers market." [www.mda.state.mn.us](http://www.mda.state.mn.us) and Pope County Framers Market Regulations. All permits and licenses required by Pope County, the State of MN or the Federal Government are the sole responsibility of the vendor.
- ✓ All Sales tax collections and remittances are the vendor responsibility.
- ✓ All vendors must sign a Certificate of Compliance required by the State of Minnesota.
- ✓ The Glenwood Lakes Area Chamber of Commerce & Welcome Center carries a general liability insurance policy, but this does not provide any vendor product liability. Vendors must make this decision to carry product liability insurance, and provide a certificate of insurance, listing coverage of product/complete operations.
- ✓ The City of Glenwood and Glenwood Lakes Area Chamber of Commerce & Welcome Center are not liable for any injury, theft or damage during the Pope County Farmers Market. Vendors agree that the Pope County Farmers Market, City of Glenwood and the Glenwood Lakes Area Chamber of Commerce & Welcome Center are harmless for and against any claim for such loss, injury, theft or damage.

## **MARKET SET UP**

Vendor spaces are first come basis, every market day. Try to leave at least 10 feet between stalls. We need to move from the Pope County Fairgrounds this year due to the complete streets project. The market will be held Tuesdays and Saturday at the parking lot southeast of the Pope County Museum (also known as the one with the Totem Pole). We could use the grassy area by the pine trees. The parking lot is large, so after the first market, we can figure out what is best. We do need to leave the parking area by the museum sidewalks for the museum employees and visitors.

On June 9th from 7:30-8:30 a.m. we will be at the market to do registration, paperwork and go through information as needed. We **will not** hold a general meeting, but will work with each vendor as they check in that morning.

We hope you can join us again at the Pope County Farmers' Market in Glenwood.

Kay Blauert  
Executive Director  
Glenwood Lakes Area Welcome Center

Enclosures: Cottage Food Law – for your information (questions call the 800 number listed on the information)  
ST19 – MN-Revenue Operator Certificate of Compliance  
Monthly Calendar  
Pope County Farmers Market Flyer