



Parks and Recreation
218.299.5340 | parkandrec@cityofmoorhead.com



Moorhead Parks and Recreation is proud to announce the **6th Annual Moorhead Farmers Market!** Our market will be held on Tuesdays, from June 18 to September 24 from 3:30 to 6:30 pm. Due to construction on Center Avenue the market will be relocated to the Moorhead Ace Parking Lot:
20 6th St S, Moorhead, MN 56560

I would like to take this opportunity to invite you to be a vendor at this year's Farmers Market. There are 15 weeks to fill and we would like to have you join us! The vendor fee is \$60 for the season or \$20 per week, along with a copy of your food license and liability insurance forms.

Enclosed with this letter, please find the vendor registration form and our rules and guidelines.

Any help in spreading the word about the market is very much appreciated. I also invite you to share this invitation to other vendors you might know.

If you have any questions, concerns, or suggestions please let me know. I can be reached by email at trevor.magnuson@cityofmoorhead.com or by phone at 218.299.5296.

Hope to hear from you soon! Thanks!

Trevor Magnuson
Recreation Specialist

Moorhead Farmers Market



Get Fresh. Go Local.

Moorhead Farmers Market Vendor Application Form

The Moorhead Farmers Market has been created for the benefit of the community, the vendor, and consumer. The market aims to provide healthy foods to the community, provide an outlet for farmers to sell their product, and to encourage local business development. The market is managed by Moorhead Parks and Recreation.

Business Name: _____

Contact Name (Please Print): _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

What will be sold? _____

I allow the City of Moorhead to release my phone number and other contact information to customers.

Rules and Guidelines:

- Booth fee is \$60 for the entire season (15 sale dates). This fee must be paid in full before setting up your booth. The fee will not be prorated and will be charged throughout the entire season.
- The Moorhead Farmers Market will be held at the Moorhead Ace parking lot, 20 6 St S, Moorhead.
- Opening day will be June 18.
- Hours of operation:
June 18 – September 24 3:30 – 6:30 pm
- Moorhead Farmers Market will be a rain or shine event. If there is heavy rain or severe weather, the market will move inside Moorhead Center Mall.
- Moorhead Farmers Market is a tobacco free event. No smoking is allowed within market boundaries.
- Set up begins at 2:30 pm.
- No sales are allowed before 3:30 pm.
- Vendors must check in with market coordinator and confirm their booth location.
- Vendors are asked to stay for the duration of the event.
- Vendors and their representatives are expected to conduct themselves in a safe and courteous manner. The Moorhead Farmers Market is a family friendly event. Consumption of alcoholic beverages or controlled substances is prohibited at Moorhead Farmers Market.
- Booth space is 12' X 12'. Vendor display and storage areas shall not extend beyond the space allowed.

- All vendors should post signage in their booth displaying their name and address.
- All sellable items should have clearly marked prices. Items may be individually tagged or prices may be listed on large signs within the booth space.
- Pricing of items sold is solely the responsibility of the individual vendor. However, vendors must agree to price their items at a competitive level, comparable with other retail outlets or area market vendors. In addition, vendors are not allowed to cut prices or give away items for free or at below-cost pricing with the intent to undercut other vendors.
- No canopies, tables, shade, extension cords, scales, or supplies of any kind are provided.
- Vendors are responsible to clean up the area they occupy and must maintain a clean and orderly area on all sides of their display.
- No pets allowed in vendor booths with the exception of service animals with proper documentation.
- Vendors are responsible for insuring their booth and personal property.
- The City of Moorhead and Moorhead Ace Hardware will not be held responsible for theft or damage to your property.
- Moorhead Parks and Recreation Special Events Coordinator and Moorhead Ace General Manager have the responsibility to implement policy on all operations on the day of the event as the need arises.
- Vendors are required to follow the operational guidelines of Minnesota Statutes 28A.15 (sub-division 2, 9, 10).
- All vendors are responsible for obtaining all necessary permits or licenses for their booth.
- Questions regarding food/produce can also be directed to the Minnesota Department of Agriculture at 800-967-2474 or webinfo@mda.state.mn.us.
- Appropriate items to be sold at the Moorhead Farmers Market include, but are not limited to, fresh produce, berries, herbs, jams, jellies, breads, syrup, honey, canned goods, baked goods, flowers and other agricultural and food related products. Handcrafted items may be sold at the market. Direct sales companies related to food will be allowed. Booths may not be organized around political or religious themes.
- Failure to abide by these rules and guidelines may result in a vendor being asked to leave the market. No refunds will be given for booth fees.

I have read the above rules and guidelines and agree to the terms and conditions outlined in them. Vendors are responsible for the quality and safety of what they sell. Vendors shall defend, indemnify, and hold the City of Moorhead and Moorhead Ace harmless from any claims, injuries, damages, losses or suits including attorney fees, rising out of, or in connection with, the performance of the agreement.

Vendor Signature: _____ Date: _____

****Please keep a copy of this form for your records****

Moorhead Farmers Market



Market Vendor SNAP Protocol

The Supplemental Nutrition Assistance Program (SNAP) is being accepted at the Moorhead Farmers Market this year for the first time. This program provides nutrition assistance to millions of low-income individuals and families, along with economic benefits within communities. We are excited to be a part of it!

Hunger Solutions, an organization that is working towards ending hunger and food insecurity in Minnesota, has partnered with First Presbyterian and the market to match each SNAP dollar spent up to \$10.

Q: What can be purchased at the market with SNAP tokens and Hunger Solution cards?

A: Any fruits, vegetables, meat, fish, eggs, dairy, canned or jarred items, baked goods, and seeds and plants that produce food. Additionally, only tokens from the Moorhead Farmers Market can be used. DO NOT accept other tokens, as you will not be reimbursed for them.

Q: What cannot be purchased at the market with SNAP tokens and Hunger Solution cards?

A: Food meant for immediate consumption, such as coffee or prepared hot foods, non-food items, flower plants and seeds, or ornamental produce, such as gourds or carving pumpkins.

Q: How much is each SNAP token and Hunger Solution card worth?

A: Each token and card is valued at \$1 and will be purchased from the main tent using a SNAP EBT card to use at vendor booths. Vendors DO NOT give change in return for tokens.

Q: What if I do not want to accept tokens because I have my own EBT machine to swipe SNAP cards?

A: All vendors will be required to accept any tokens offered. If more money is needed then vendors will be allowed to swipe SNAP cards or require another form of payment.

Q: How am I reimbursed for the tokens and cards?

A: At the end of each market day, vendors will turn in all tokens and cards they received to the SNAP tent to be recorded. On the second Tuesday of each month, vendors will receive a check for reimbursement from First Presbyterian Church of Moorhead who is the fiscal agent for SNAP.

***NOTICE:** Vendors are responsible for all SNAP tokens and Hunger Solutions cards from the time of payment until they are turned in at the end of the market day. In other words, treat them like cash. Vendors will only be reimbursed for what they turn in.

For more information or questions contact

SNAP Coordinator: Alyssa Athman at (320) 360-2333 or alyssa.athman@ndsu.edu

SNAP Supervisor: Mary Larson at (218) 790-4778 or mary.larson2@ndsu.edu