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Market Information

Two farmers markets are operated by the Seeds of Success Program at Community Action Duluth: Central Hillside and Lincoln Park. The following rules and procedures apply to both markets and vendors may choose to attend one or both markets.

The Community Action Duluth Farmer's Market program is dedicated to the vision of fresh food for all. Through valued partnerships with our vendors, fellow non-profits, and neighbors we create vibrant community spaces that contribute to the social and economic vitality of the neighborhoods we serve.

2024 Market Information:

Central Hillside Farmers Market: Tuesdays from 2-5pm at the Essential Health parking lot across from 503 E 3rd St Duluth, MN 55805 June 11th through September 24th.

Lincoln Park Farmers Market: Thursdays from 3-6pm at the Harrison Community Center at 3002 W 3rd St Duluth, MN 55806 June 13th through September 26th. The market will not be held on July 4th.

A pre-season market date will take place on Thursday, May 16th from 3-6pm. Once-monthly fall and winter dates will be announced in September.

Contact Information:

Please use this email: farmersmarket@communityactionduluth.org

Office Phone: 218-726-1665 ext: 224

Kayla Pridmore (Program Manager) kayla@communityactionduluth.org

Sam Lindblad (Food Justice Specialist) sam@communityactionduluth.org

Facebook Links: <https://www.facebook.com/LincolnParkFarmersMarket/>

<https://www.facebook.com/HillsideFarmersMarket/>

Website Link: <https://www.communityactionduluth.org/health-food>

Application Information and Vendor Requirements

Application Process:

All vendors are required to fill out the Vendor Application Form and ST19 every year. They must also submit documentation for permits and health inspections if required. If you are a cottage food producer, please include a copy of your cottage food registration in your application. Submitting an application does not guarantee acceptance to the market.

Please list all products you will be selling at the market on the application. This helps market staff know what product gaps exist. The addition of products not listed on the initial application must be reviewed and approved by market staff before being sold at the market.

To accept SNAP dollars through the Market EBT Token Program, vendors must read and sign the corresponding form and seek help from market staff if they are unclear about how the tokens can be used.

Considerations for Vendor Admission:

The Community Action Duluth's Farmers Market Program is committed to increasing and improving food access for all and will prioritize vendors whose products align with that goal. If space is limited, vendors selling produce and other food items will be given priority over vendors selling non-food items. Market staff will admit vendors selling non-food items on a case-by-case base and will be intentional about preventing excessive overlap of similar products but do not offer exclusivity to any one vendor.

A vendor's past attendance, history at the market, and offerings will be considered when approving or denying an application. Market staff will also consider the balance of market offerings when making that decision.

Non-profit organizations with missions in alignment with Community Action Duluth may table at the market for a reduced weekly fee.

Vendor Fees and Requirements:

The daily market fee for vendors is \$15, cash only. This fee will be collected during market hours. Vendors may choose to pre-pay to receive a 20% discount prior to the start of the season via cash or check. This discounted fee only applies if a vendor pays in advance.

The pre-paid fee is not refundable except in very limited extreme circumstances.

Pre-Paid Season Vendor Fee	Total Fee
Attending ONE market location	\$192
Attending BOTH market locations	\$384

Permits, Licenses, Taxes, Insurance, and more:

Vendors selling certain non-potentially hazardous food and canned goods must be registered as a Cottage Food Producer and must provide the market staff with their registration number or a photo of their registration. All products sold under a vendors cottage food registration must be labeled with the vendors name and registration number or the vendors name and address; and the statement “These products are homemade and not subject to state inspection”. More information about the Cottage Food Law can be found here:

<https://www.mda.state.mn.us/food-feed/cottage-food-law-guidance>. If you have questions about how to register or what products require a registration, please reach out to market staff.

All vendors are required to return an ST-19 Operator Certificate of Compliance form with their application in order to be accepted into the market. Any required sales tax collections and remittances are the sole responsibility of the vendors.

Community Action Duluth will obtain permits for both market locations. The market is covered under the company's insurance and individual vendors are not required to carry their own liability insurance.

Community Action Duluth staff will make visits to each vendor’s farm or production kitchen at least one time in a two-year period to take pictures for marketing purposes and to help assure market safety and quality.

Staff reserve the right to obtain and review vendor permits, licenses, and insurance policies.

Product Guidance:

Produce sold at the market must be grown (planted, maintained, harvested) by the vendor. All valued-added food items (canned goods, baked goods, etc) must be significantly processed by the vendor. Reselling at the market may be approved on a case-by-case basis in limited quantities when it improves the market and/or supports other local businesses. Selling live animals is prohibited.

Eligible Products:

- Vendor grown fresh fruits and vegetables.
- Vendor produced farmstead products such as eggs (as long as kept at 41°F), honey, maple syrup.

- Baked goods, canned goods, spice mixes, etc. produced in a commercial kitchen by the vendor, or produced in home kitchens with an up-to-date Cottage Food Producer license. Vendors are encouraged to use local products in their value-added offerings.
- Vendor foraged goods such as mushrooms, wild rice, or other wild plants as long as vendor maintains applicable licenses.
- Vendor grown bedding plants, hanging and potted plants, and cut flowers.
- Vendor grown dried flowers or plants.
- Vendor-made crafts and artwork. Products must be significantly processed by the vendor.
- Vendor-made health and body care products.

Vendors should price products at fair market value and communicate with market staff and fellow vendors about appropriate pricing.

Attendance Policy:

Commitment and consistency are crucial to the success of the markets and help us better promote the market and build trust in our community. Vendors should adhere to the following:

To the best of their ability, inform market staff of any dates that they are not able to attend before the market year starts. There is a section available on the application to select dates the vendor will not be in attendance

Give market staff at least two weeks notice of an absence whenever possible.

Market staff understand that there are emergencies; communication is key. Even calling an hour before market starts helps greatly so we can communicate with customers and lay out the market.

In instances of inclement weather, the market manager will make the final call if the market is to be cancelled for the day by 10am. Safety is the priority, so if there is a high chance of lightning, high winds, or another severe weather incident, staff will be monitoring weather reports and will notify vendors if the market is cancelled or postponed.

Market Guidelines

Non-discrimination policy:

We strive for inclusivity and do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of our activities or operations. No discrimination will be tolerated and should be reported to the program manager.

Daily Operations:

Set up generally begins an hour and a half before the market opens. Please communicate with staff if you will require more time to set up. The market will open promptly, and vendors should be set up and ready to sell at least 10 minutes prior to the market opening.

Early selling is discouraged and vendors should inform customers that sales begin at market opening. However, vendors are permitted to use their best judgment when occasionally making

early sales (ex: an elder needs to get out of the heat, a customer needs to return to work before the market opens, etc). Early sales are permitted between vendors.

A map of the market layout will be sent out before the season begins. Booth locations will generally be assigned on a first come first serve basis but may be pre-assigned during weeks that the market is full or a special event is occurring. Market staff will communicate by email when booth locations will be assigned. There is no guarantee that each vendor will have the same spot from week to week. Both market locations have limited space so please be considerate setting up and do not impede foot traffic or wheelchair access. Staff may ask a vendor to adjust their setup if more space is needed for additional vendors or entertainment. Vendors must leave their booth set up until close even if they have sold out of product; please check in with market staff if you need to leave early.

Each vendor is permitted to have one canopy of 10x10 ft unless previously arranged with market staff. Canopies are required when selling prepared food. Canopies are not required for those selling non-food items but are encouraged to improve market visibility (and keep you out of the sun or rain!). Canopy weights of at least 15 pounds per leg are required when using a canopy. All vendors are responsible for bringing their own supplies. Please reach out if you would like some guidance on what to bring or include in your set up.

Booth sharing is allowed with approval from the market manager. The booth fee will be adjusted to \$20 per market and can be split between vendors. If vendors choose to share a booth, the standard 10x10 space will still apply.

Electricity is available in limited circumstances. If a vendor requires electricity, they must give market staff advanced notice and use is not guaranteed.

We aim to leave the market spaces better than we found them and vendors are expected to clean up after themselves and leave their booth space clean at the end of the market day.

Pet policy:

Vendors are not permitted to have their dog(s) or pet(s) at their booths per the Department of Health regulations. If a vendor is not selling food items, they may seek special permission from the program manager. Dog customers should not enter booths with food.

Sampling guidelines:

Samples of 'whole foods' can be given with the use of disposable materials (i.e. using gloves, individually wrapped with plastic, distributed in paper cups, etc.) Please wash these items thoroughly to minimize risk to your customer. If a vendor wants to cut a product (apples, carrots, breads, etc.) at their table, then there must be a hand washing station available outside at the market location. If a vendor will be cutting a product, the vendor also must have a '3-bin sanitizing system' for sanitizing the knife/cutting utensils.

Booth Presentation:

Vendors are expected to clearly display their business name and location. Vendors must have the proper signs and certifications presented at their tables. The market manager will provide

signs regarding EBT usage at the beginning of the market after which they become the vendor's responsibility. Proper attire is required during market hours, including shirt and shoes. Alcoholic beverages and smoking are prohibited in the market area.

Token and Food Access Programs Information

All Seeds of Success operated farmers markets offer EBT SNAP (Supplemental Nutrition Assistance Program), Power of Produce (PoP), and credit/debit card services for all customers. Please refer to the EBT and token pages for more information.

Please keep the tokens and market bucks segregated by type and do an initial count. Market staff will collect and double check counts of all tokens and market bucks received by each vendor after each market. Staff will collect signatures from vendors on their daily totals at the end of each market and vendors will be reimbursed for the tokens and market bucks they receive with a check in the mail. Please specify who the check should be made out to on your application and include a mailing address.

Senior/Farmers' Market Nutrition Program (S/FMNP) participants pay for fresh fruits, vegetables, and herbs using FMNP-specific checks. These checks can be deposited by the vendor at their bank in the same manner as any other check. In order to accept FMNP checks, vendors need to be [authorized by the Minnesota Department of Agriculture](#). Farmers are highly encouraged to get authorized; please get in touch if you need assistance.

Marketing and Photo Release Consent

Market staff will be using Facebook, Instagram, and the Community Action Duluth's website to promote the farmer's markets. Staff and volunteers will be frequently taking pictures to use for promotional purposes. Please send us pictures or stories you'd like us to share and tag the markets in your posts! By signing the Vendor Agreement Form, you consent to the use of any photos taken at the markets for use in advertising and marketing.