



## **2018 West Fargo Farmers Market & Beyond Information Packet**

Thank you for your interest in the West Fargo Farmers' Market & Beyond at South Elmwood Park. To participate in the 2018 Season, please review this packet, sign the Vendor Agreement and return a completed Vendor's Application. Applications must be completed and returned to the West Fargo Park District Office prior to participating in the West Fargo Farmers' Market and Beyond (WFFMB).

### **2018 West Fargo Farmers Market & Beyond Policies**

Please read these rules carefully before signing your application. Keep a copy for your records. Failure to observe these policies may result in the Vendor being asked to leave and/or lose the permit to sell at future market days.

### **Overview of the West Fargo Farmers Market & Beyond**

The WFFMB is sponsored by the West Fargo Park District. The Market has been established for the benefit of the community, the vendor and consumer alike. The objective of the WFFMB is to promote a greater sense of community, provide farmers and crafters an outlet to sell their products and encourage local business development. The West Fargo Park District will provide a Market Manager or other staff the day of the Market to help ensure everything runs efficiently.

### **Location, Times and Dates**

The WFFMB is located at **Rustad Recreation Center; 601 26th Ave E, West Fargo**. The 2018 WFFMB will be open to the public on **Mondays and Thursdays, July 9 - October 4 from 3:30-6:30pm**. This is a rain or shine event. If the National Weather Service has issued a severe weather warning in our area the Market will be immediately closed.

### **Vendor Selections and Qualifications**

The WFFMB is open to area produce growers, home crafters and agriculture products. All WFFMB Vendors must grow, craft, prepare or process what they are selling themselves. Principle farmers/producers may send other representatives (such as family members, partners, partner farms or employees) to sell in their place at the market. It is the responsibility of the principle farmer/producer to ensure their representatives are aware of all WFFMB Rules and Regulations.

### **Items for sale**

Products for sale will be at the discretion of the Market Manager, appropriate items that may be sold include; fresh produce, berries, herbs, jams, jellies, dairy products, meats, flowers, hand-crafted items and other agricultural products. Home-based business products may be sold at the market.

Any food requiring refrigeration must have adequate equipment to maintain safe food temperatures.

Baked goods, prepared food and canned goods must be prepared from a Certified Kitchen. Questions about Certified Kitchen should be directed to the Cass County Health Department, 701-241-1360. All products and/or services need to be approved by the West Fargo Park District. **For a product to be considered call the West Fargo Park District at 701-433-5360.**

### **Taxes, Licenses and Insurance**

- All Vendors are responsible for reporting and paying all taxes as required in the State of North Dakota.
- Crafters and other businesses will be required to have the necessary license to sell their products. For more information on taxes, call the North Dakota State Tax Office toll-free at 877-328-7088 or visit their website: [www.nd.gov/tax](http://www.nd.gov/tax). For information about required licenses, you can contact the North Dakota State Health Department at 701-328-2372 or visit their website: [www.ndhealth.gov](http://www.ndhealth.gov).
- The West Fargo Park District carries an insurance policy for the market for general liability. Vendors may want to seek advice of an insurance agent or carry additional general or product liability insurance.

### **Food Safety**

Safe food handling procedures as outlined by the NDSU Food Safety Booklet (a copy will be provided to each vendor who participates) must be followed to ensure quality and food safety for the consumers. Any food sampling will be subject to these guidelines.

### **Booth Fees**

The WFFMB booth size is 12' X 12'. Cost per booth per day is \$15.00. A WFPD employee will collect the fee as you enter the site. Please have check or cash ready to give promptly to employee. Special requests will be considered, but are not guaranteed.

### **Vendor Punctuality**

The hours of operation for the WFFMB are 3:30pm-6:30pm on Mondays and Thursdays. **No vendor will be allowed to set up prior to 2:30pm on Mondays or Thursdays.** By not complying to this rule, the Vendor will receive a verbal warning. If this occurs a second time, the Vendors weekly fee will increase to \$25.

### **Signage**

Vendor signs are required and should be used and displayed ONLY at the vendor's booth. All Vendors will post a sign at least 12" X 24" displaying their name and address. Signs may be adhered ONLY to the Vendor's personal equipment. Vendor signs must be displayed before selling begins.

### **Price Signage**

Produce and other allowable Market products should be clearly marked with their price. This can be done by individually tagging each item or by listing all products and prices on a large sign or blackboard.

### **Pricing**

Pricing of goods sold at the Market 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. In addition, vendors are not allowed to cut prices or give produce or other items away for free or at below-cost pricing with the intent to undercutting other vendors.

### **Scales**

Vendors selling produce by weight must provide their own scales. Scales must be accurate and are subject to inspection.

### **Booth Clean-Up**

Vendors are required to maintain their space in a clean, safe and sanitary manner. This includes hauling away trash or garbage that is generated in or around the booth and sweeping up any product debris left on the ground. Vendors are required to break down boxes before disposing in park dumpster. Produce waste may be disposed of in compost bin onsite. **The WFFMB and the West Fargo Park District are not responsible for any items left on the premises.**

### **Children and Pets**

Vendors need to keep a watchful eye on their children at all times. Set-up time can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a parent or guardian with them. The WFFMB takes no responsibility for their safety or whereabouts. **No pets will be allowed in the Vendor's selling area.** Service animals are excluded from this policy.

### **Courtesy/Conduct**

Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the WFFMB. Any language or behavior considered offensive will be grounds for denial of the Vendor's permit. Consumption of alcoholic beverages or any controlled substance while at the WFFMB is prohibited. Any participating Vendor or representative who is under the influence while at the WFFMB will be immediately expelled from the Market. **The possession or use of a controlled substance or alcohol will not be tolerated.**

### **Smoking Policy**

Smoking by the Vendors is not allowed on the grounds or in the facilities.

### **Market Staff**

The Market Manager and Staff will be responsible for implementing the WFFMB policies. This includes Market set-up, collection of fees, dispensing information on policies and procedures and ensuring Vendor complies with all WFFMB policies. Vendor grievances will be taken to the West Fargo Park District for review.

The WFFMB reserves the right to prohibit anyone from selling or any product from being sold.

The WFFMB is not responsible for the loss of property or damages.

The WFFMB does not discriminate according to race, color, creed, sex, religion, sexual orientation, age or nationality.

**THESE RULES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE!**





# VENDOR AGREEMENT

The Vendor has read and understands the West Fargo Farmers Market & Beyond Guidelines and Policies and is bound by the terms and conditions outlined in them. The Vendor is responsible for the quality and safety of what they sell. Vendor shall defend, indemnify and hold the West Fargo Park District, Board Members, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of, or in connection with, the performance of this Agreement,

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Vendor's Business Name Tax Permit #

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Address City State Zip Code

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Description of Items

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Phone Number (required) Email (required)

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First Name and Last Name (PLEASE PRINT) Date

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Signature Date

- Proof of Liability Insurance is included with Vendor Agreement Form.
- I allow the West Fargo Park District to release my phone number and other contact information to customers.

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**Certified Kitchen Use Form**  
*(For Prepared/Processed Food Vendors)*

I understand that all food prepared or processed for resale in the State of North Dakota at the Farmers Market & Beyond must comply with the North Dakota State University Food Safety Booklet (a copy provided to each vendor who participates) must be followed to ensure quality and food safety for our consumers. Any food sampling will also be subject to following these guidelines.

All food prepared or processed in any state other than North Dakota must comply with all federal rules and regulations to include NutriFacts labeling as well as the use of a federally inspected kitchen.

It is the sellers' responsibility to ensure compliance with all regulations including on site at the Farmers' Market & Beyond.

The Farmers' Market & Beyond will not be held liable for any failure of the seller to comply with applicable regulations.

Violation of these guidelines which result in any liability will be grounds for forfeiture of membership and selling privileges until proof of compliance is received by the Farmers Market Beyond supervisor and or the West Fargo Park District.

I have read and understand the above information and agree to abide by the requirements.

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Signature

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Date

