



Cambridge Farmers Market

2023 RULES OF OPERATION

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Overview

The Cambridge Farmers Market rules of operation are intended to ensure:

- Residents and visitors may gather safely to purchase local food and farm products.
- The market and its vendors are in compliance with federal, state, county, and local regulations.
- The market plays a positive and welcoming role in the community.
- Vendors have a fair, equitable and respectful atmosphere in which to conduct their business.

This document seeks to set forth a basic set of rules and regulations to provide for the successful operation of the Cambridge Farmers Market but cannot contemplate every possibility. ***Therefore, the market reserves the right to do whatever may be additionally necessary to protect the intent and well-being of the market, its patrons, and vendors, as well as the staff and volunteers of the market.***

Application, Fees, and Payment Process

- Prospective vendors must submit a vendor application to be considered for participation. The following criteria will be considered: products to be sold, vendor history with the market, number of competing vendors, timeliness of application completion, and applicant's care and attention to detail in submitting a complete application.
- Vendor applications are reviewed by the Board of the Cambridge Farmers Market and will be accepted with a simple majority vote of a quorum of board members.
- Vendor applicants can choose to join as one of two possible vendor types: full season vendor, or per-day vendor. Both vendor types give the vendor one voting membership with the Cambridge Farmers Market. There is a single application which includes both vendor types, and the vendor must select the membership type at the time of application.

- The vendor applicant becomes a voting member of the Cambridge Farmers Market only once payment of vendor fees is complete (not upon acceptance of the application). Any voting member is entitled to 1 (one) vote on any issue brought forth to the membership, regardless of market dates attended or number of stalls used.
- Membership with the Cambridge Farmers Market is for the duration of the season for which the member applied. Membership does NOT carry over to subsequent seasons. All members are required to re-apply for membership in subsequent seasons if continued membership is desired.
- Details of the two membership types are as follows:

Full Season Vendor

- Full season membership is available to vendors who apply by April 1 and who select at least 24 attendance dates on the application. After April 1, only a per-day membership is available.
- Full season rate is \$200 per stall. If a full season vendor wants two stalls, the rate is \$400. Alternatively, any stall full season vendor may choose to purchase a second or third stall, as needed, for \$10 per stall per day, when additional stalls are available. This must be coordinated directly with the market manager.
- If a full season vendor application is accepted, the vendor will be asked to pay the \$200 or \$400 stall fee. Timely payment is expected in order to confirm the vendors continued interest in membership.

Per-Day Vendor

- Per-day memberships are available throughout the year, as long as stall space remains available.
- Stall fees for a per-day vendor are \$10 per stall per day.
- If a per-day vendor application is accepted, the vendor will be asked to pay \$10 per attendance date selected on the application, with a minimum of \$50 (Vendors may choose to attend fewer than 5 dates, but the minimum fee is still \$50.) Timely payment is expected in order to confirm the vendors continued interest in membership.
- A per-day vendor may purchase additional stalls and/or additional dates at any time throughout the season, as long as additional stalls are available. This must be coordinated directly with the market manager.
- Once a date has been reserved, the stall fee is non-refundable due to illness, weather, or any other reason the vendor may be unable to attend. An exception may be made by the market manager only if another vendor is found to fill the space and pay the stall fee.

Market Goods (Eligible Products)

- Vendors must be actively involved and invested in the planting, growing, harvesting, processing and/or creating of all products they sell at the market.
- All agricultural products must be grown or raised on land that is owned or rented by the vendor. This land must be located within a 50 mile radius of the market address. Exceptions may be granted by the board or the market manager
- Reselling of products, or selling products grown or raised by non-members, is prohibited without an exception granted by the market manager.
- Vendors may sell only items listed in their vendor application and approved by market management. Vendors may request permission from the market manager to sell additional products not listed on the application. Market staff has the right to require a vendor to stop selling non-approved products.
- Market staff reserves the right to inspect a vendor's greenhouse, garden, farm, field, or other place of production to verify that the products being sold meet market qualifications. This inspection may occur during the application process, or any time following vendor acceptance.
- No livestock sales are to be conducted at the market.
- All products containing CBD must be disclosed on the vendor application and approved by market management. Sale of CBD products will only be allowed if in accordance with local, state, and federal law.
- The Cambridge Farmers Market does not accept independent distributor or multi-level marketing businesses.
- All items must be prepared, displayed and stored in accordance with the Minnesota Department of Agriculture, Minnesota Department of Health, and the Isanti County Community Health Department guidelines. It is the responsibility of each vendor to comply with federal, state, county and local rules and regulations.

Vendor Behavior

- Family members or paid staff of vendors may attend the market to sell products as long as they are listed on the vendor application or otherwise approved by the market manager. Everyone who sells products at the market must understand and follow market rules, procedures, and guidelines.
- No smoking is allowed in or near the market area.
- Alcohol consumption or drug use is prohibited at the market. Vendors must be drug-free and sober upon arriving at the market.
- Vendors must represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn at all times.

- Abusive, profane, threatening or harassing language or actions towards the market manager, market staff, vendors, or customers will not be tolerated. Market management may investigate incidents and take action to prevent recurrence, including revoking membership and/or contacting appropriate authorities.
- Leashed dogs are allowed in the market area at the discretion of the market manager.
- Music or other audio may not be played at any stall or in the general market area without prior permission from market management. Also note that digital distractions (phones, earbuds, headphones, other) create a barrier between vendors and shoppers. Please use only when absolutely necessary.

Attendance

- Vendors are expected to attend all market dates for which they have a reserved stall.
- Vendors must notify the market manager with the greatest possible advance notice if they are unable to attend on a particular date.
- If a vendor cancels a date, their stall space will be forfeited and will become available to other vendors.
- Repeated absences by a vendor, with or without notice, may result in suspension or termination of membership.

Stall Set Up and Take Down

- Stall space is assigned by the market manager to allow for the best product mix, traffic flow, electrical needs, etc. Every effort is made to keep full-season vendors in the same location throughout the market season, however vendors are not guaranteed the same stall location from one market day to the next or from one year to the next. Stall assignments are at the sole discretion of the market manager.
- Vendors may not transfer, assign, sell, rent, or lease their stall.
- Vendor stalls shall not exceed 10' X 10'. All items must be contained within a vendor's assigned space. Exceptions may be granted by the market manager.
- Market staff may ask that unsightly, inappropriate, unauthorized, or unsafe materials be moved or removed.
- All tents must be securely fastened down or held down with at least 15 pounds of weight per corner. Failure to properly secure tents may result in the vendor being asked to take down the tent.

- Vendors assume full responsibility for any injury, loss, or damage of any kind that may result from improperly or insufficiently securing tents, awnings, display equipment, products, or other items.
- Vendor parking during market is only allowed in predetermined locations which are communicated prior to market day.
- Vendors are allowed to park near their stall during set up and take down as long as vehicles are moved to the designated vendor parking location during market hours and as long as vendors are mindful of how their temporary parking impacts the setup of neighboring vendors.
- Vendors must arrive and be fully set up prior to 9:00 am. Vehicles must be moved to the designated parking prior to 8:45 am, even if that means merchandise and supplies need to be walked to the vendor stall location. Vendors may be asked to move their vehicles prior to 8:45 am if they are inhibiting the setup of a neighboring vendor.
- Vendors must remain fully set up until 1:00 pm. Early take down is not permitted. Vendor vehicles are not allowed in the market area until 1:05 pm or until the last customer has left the market, whichever comes first.
- Members are required to keep the area around their stall clean during market and return the stall to its original condition prior to leaving the market.
- If a personal emergency situation arises after the market opens and a vendor feels they must leave, please notify the market manager who will do their best to facilitate a safe departure.

Labeling and Sales Practices

- No predatory pricing will be tolerated. The CFM defines predatory pricing as the pricing of goods at such a low level that other suppliers cannot compete. The market manager will determine if predatory pricing is occurring, and reserves the right to implement a price floor of “like” products.
- No produce can be sold by weight unless the member is using a Minnesota state certified scale.
- Produce sold as “Organic” must have originated from a farm which has been certified organic. The vendor must provide a copy of the farm’s National Organic Standard certificate as provided by a USDA accredited agent.
- Farmers/Growers who have not been certified organic may advertise or sell produce as “Chemical-Free” if they practice chemical free farming.
- Price, terms of sale, etc. are between buyer and seller only.
- Prices must be prominently and clearly displayed.

Market Operations

- The hours of operation for the Cambridge Farmer's Market will be Saturdays from 9:00 am to 1:00 pm, from the beginning of May to the end of October.
- Vendors are responsible for providing all tables, chairs, signs, tents, tent weights, cash, and other items needed to conduct business.
- Restrooms are available inside the City Center Market.
- Electricity is not available at the market. Vendors may bring their own generator with prior approval of the market manager as long as the generator is able to be located where it is not a nuisance to the market. Inverter generators are strongly recommended. If a generator is to be shared by multiple vendors, work with the market manager in advance of market day to ensure optimal stall placement.

Permits, Licenses, Taxes and Insurance

- Items baked/processed at home must meet the requirements of the Minnesota Cottage Food exemption and must be labeled with date of production, the name, complete home address of the producer, and a list of ingredients.
- All market members are encouraged to carry product liability insurance either as a rider on their farm/home insurance policy or as a separate insurance policy, as the market does not provide this coverage.
- Any required sales tax collection and remittance are the sole responsibility of the vendor.

Enforcement of Market Rules

- Market staff members value our good relationship with vendors and make every effort to educate vendors about the market guidelines before and during the season. Staff reserves the right to suspend or revoke the selling rights of any vendor who repeatedly disregards one or more of the rules as outlined in these guidelines.
- If market staff suspends or revokes a vendor's selling rights for any reason, the selling rights of all working at that booth—primary seller and additional sellers, whether it be family, friends, agents, employees, etc.—are likewise suspended or revoked.
- The rules, policies, and guidelines are determined, and may be changed, by the market staff with approval of the Cambridge Farmers Market Board. Vendors will be notified of any significant changes and the date they become effective.

- Exceptions to these rules will be determined and may be granted by the market manager and/or Board of the Cambridge Farmers Market.

Weather

- The market will occur rain, snow, or shine. The long market season means a likelihood of seeing a wide range of temperatures and weather conditions over the course of the season.
- In rare circumstances, the market may be cancelled, close early, or start late due to weather. Following are such examples: audible thunder and/or visible lightning, thunderstorm or tornado watch/warning, high winds, persistent heavy rain or snow, or heat index of 105+ degrees F.
- Vendors will be notified via text or phone call as soon as a decision has been made to cancel or adjust hours.
- Vendors are ultimately responsible for their own safety and determining whether or not weather conditions are conducive to their participation. It is acceptable for a vendor to notify the market manager that they are not comfortable attending because of weather conditions. This notification can be made prior to market opening, or any time after market has opened.
- Under no circumstances will stall fees be refunded if the market is cancelled due to weather or if the vendor chooses to excuse themselves from participation due to weather.

Sampling

- Vendors may provide samples, but must do so within the *2014 Minnesota Safe Food Sampling Law*. More information is available here: <https://extension.umn.edu/food-entrepreneurs/safe-food-sampling>.
- Vendors offering samples must have adequate garbage receptacles accessible to customers.
- Vendors offering samples must provide their own portable handwashing station containing warm water (70-110 degrees F). Note that water is not available on site and must be brought to the market. The handwashing station must have a toggle-type spigot that allows water to run over both hands as they are washed. Vendors must provide their own soap, disposable paper towels, and wastewater catch basin. If the vendor runs out of water before the end of market, the vendor must stop providing samples.
- Sampling must occur under a tent or canopy.
- Samples must be covered in order to prevent contamination.

- No bare hand contact with foods. Vendors must provide their own gloves, serving papers, toothpicks, or other means to avoid touching food with bare hands.

Tokens

- The market uses tokens as a form of currency for Power of Produce and SNAP/EBT programs. All vendors with eligible products are not required, but are strongly encouraged, to participate. Participating vendors are required to sign and return the separate *Vendor Agreement* form.

Other

- No person or entity other than the Cambridge Farmers Market may make use of the Cambridge Farmers Market name or logos without the express permission of the Board of the Cambridge Farmers Market.