



BONGARDS MARKET

2021 RULES, REGULATIONS AND VENDOR GUIDE

Mission Statement

To create a market with a focus on building community, and through service from the body of the church with surrounding community members, striving to provide wholesome, sustainable, and nutritious food sources.

COVID19 Response Plan

Farmers Markets are a Source of Healthy, Safe Food for Your Family!

The Bongards Farmers Market Team continues to closely monitor the COVID-19 health crisis, seeking guidance from our partners at Carver County Public Health, the Minnesota Farmers' Market Association, and adopting best practices from markets in Minnesota and across the country. Governor Tim Walz has recognized farmers markets as essential public institutions that serve the public with fresh, nutrient-dense foods.

The health and safety of our vendors, customers, and volunteers is the market's top concern. In these unique times, the market will operate as a food store, not a social gathering. Social distancing will be enforced, and customers will be encouraged to get in, get the goodies, and go home.

We are taking the following steps to keep our customers, vendors, and volunteers safe and healthy:

1. All customers, volunteers, and vendors should stay home if they feel sick or if a member of their family is not feeling well.
2. Public hand washing stations and hand sanitizer will be available. Shoppers will be encouraged to use these upon entry and exit from the market (and as often as you like in between.)
3. Vendor booths will be spaced farther apart to avoid crowding. The Minnesota Department of Agriculture requires a 12-foot spacing between vendor stalls to allow for social distancing.

4. Placement of an empty table in front of where purchases are made, and money is exchanged will aid in maintaining 6 feet of social distancing between shopper and vendor. (As noted below vendors must wear a mask if social distancing cannot be maintained.)
5. For now, the market will be a shopping destination, not a social gathering. As our market is an outdoor market there are no capacity limits if 6-foot social distancing can be maintained.
 - a. Shoppers do not have to wear masks but must maintain 6-foot social distancing.
 - b. Workers (vendors, market staff, volunteers) only need to wear masks if 6-foot social distancing cannot be maintained.
6. Food vendors are allowed with all ready-to-eat food and drink packaged “to go.”
7. Non-food vendors such as craft vendors are welcome to sell at our market this year.
8. Because Bongards Market is not considered a VENUE, which would require implementation of further precautions, (face masks required by all, capacity limits, etc.) activities which fall under the definition of VENUE activities are not allowed. These activities include:
 - a. Onsite food consumption, including food sampling, will not be allowed.
 - b. Live music and other entertainment are not allowed.
 - c. Cooking demonstrations are not allowed.
 - d. Personal care services such as massage therapy are not allowed.
9. We are working with vendors to create and enhance their online sales presence, allowing customers to pre-order and prepay with no-contact payment methods.
10. Our PoP (Power of Produce) program will be offered this season with some modifications.
11. **We will add to and modify this list of strategies as the public health situation changes and as we learn of new best practices. Thanks for your patience and patronage of local farmers and food businesses.**

Operation Times and Location:

- Wednesdays, 3:00 p.m. - 6:00 p.m.
- Beginning Wednesday, June 2, the first Wednesday in June.
- Located in the parking lot of St. John's United Church of Christ, Bongards.
- The parking lot is available for vendor set-up between 2:00 and 3:00 p.m.
- Please seek to vacate the parking lot by 6:30pm.
- LATE ARRIVALS MAY NOT DRIVE INTO THE LOT. This creates a real risk to patrons. If we can accommodate your vehicle entering the lot, we will do whatever we can. Please contact the Market Manager if you arrive late.
- Drivers are not permitted to drive through the market between the open and close of the market. We will have barricades set in place.
- Open rain or shine.
- If you as a vendor are unable to attend the market on a given day, please call or text 612-710-0508 by noon on market day. If you do not call to tell us you will not be there, we will assume you are done selling, and there may not be a space saved for you the next week.

Vendor Fees:

- All vendors must submit the Vendor Application and the State Tax ID form (ST19) as well as any required Permits, Registrations and Licenses.
- \$10.00 daily fee covers one 10ft by 20ft space; there is no fee adjustment if you require less space. Two related persons may share one 10 X 20foot space; however, must stay reasonably within the allotted space.
- The daily fee is payable on arrival or when the Market Manager comes around to collect.
- You may choose to pay the fees in full at the beginning of the season, which will reflect a discount from the weekly fee (see fees chart on application form).
- If you are planning to pay in full for the whole season, please provide full payment prior to or on your first day of the market.
- Checks and cash accepted. (If paying with cash on market day please have correct change).

Farmers' Market Team:

- Will be present at each market to open and close the market.
- Will accept Vendor Applications and collect fees.
- Questions, comments, concerns, may be directed to the market manager or to any member of the Bongards Market Team.

Requirements and Regulations for selling at the Market:

- I. **Direct marketing farmers or "Persons selling the products of the farm or garden occupied or cultivated by them" are exempt from licensing.** Products included under this exemption are home grown fresh vegetables, fruits, honey, maple syrup, plants, flowers, etc.

- II. **Cottage Foods Exemption Minnesota Statute 28A.152**

- Persons selling Cottage Foods must take some form of MDA-approved food safety training before selling food and they must be registered with the Minnesota Department of Agriculture. The registration is good for one calendar year. See website: www.mfma.org for links to training materials and registration forms.
- All food items sold under the Cottage Foods Exemption Law must be homemade by the vendor who sells them. Following is a partial list of Non-Potentially Hazardous food items that may be sold at the BONGARDS MARKET under the Cottage Food Law:
 - Baked Goods
 - Home Canned or Home Processed Vegetables and Fruit
 - Flavored Honey and Flavored Syrups
 - Vinegar, Jams, Fruit Butters and Sauces
 - Dried herbs
- Following is a list of items that are never allowed under the Cottage Food Law Exemption:
 - Dairy
 - Eggs
 - Fish and Seafood
 - Meat
 - Poultry
- See the website www.mfma.org for a link to a complete list of allowed foods, not-allowed foods and exceptions.
- Label Requirements for Cottage Foods:
 - *The seller must display at the point of sale a clearly legible sign or placard stating: "These products are homemade and not subject to state inspection" or "These canned goods are homemade and not subject to state inspection" unless the products were processed and canned in a kitchen that is licensed or inspected.*
 - *Each container of the product sold or offered for sale under this exemption must be accurately labeled to provide the name and address of the person who baked, processed and canned the goods and the date on which the goods were baked, processed and canned as well as a list of ingredients contained in the product including allergens. Allergens of concern are: milk, eggs, wheat, soy, peanuts, tree nuts, fish and shellfish.*

III. Resellers of any food, including produce, need to be licensed either through MDA, MDH or a Local Authority. For additional information contact the Minnesota Department of Agriculture at www.mda.state.mn.us or call 651-201-6027.

IV. Direct marketing farmers selling products of the farm not covered under the exemption law are required to be licensed and/or registered through the Minnesota Department of Agriculture. Products included are meat, poultry, eggs, dairy, etc. For additional information see www.mda.state.mn.us or call 651-201-6027.

V. Craft and other items that are made or grown by the vendor are encouraged:

- Fresh and dried flowers
- Fine arts – paintings, drawings, sculpture
- Jewelry
- Photography
- Plants
- Animal products (such as wool)
- Rugs
- Woodwork (such as bird houses)
- Candles and incense
- Soaps
- Sewn goods

VI. Craft items can be sold which are not produced by the vendor subject to the Market Team’s approval. Those items must be labeled “Not Made by the Vendor.”

Permits, Registrations, and Licenses required by the State of Minnesota are the sole responsibility of the vendor. Vendors who are required by law to have permits, licenses or registrations must submit copies with their market application. Please see the State of Minnesota Operational Guidelines for Farmer’s Market Vendors at www.mfma.org **Anyone who is planning on selling food at the market should visit this site for information on the laws and requirements.**

Every vendor must submit a **Minnesota Revenue Operator Certificate of Compliance (ST19)** certifying the vendor’s status concerning Minnesota Sales Tax. This form is required even if the vendor’s goods are not taxable. You may find this form and a fact sheet which provides additional information via the following link:

<https://www.revenue.state.mn.us/sites/default/files/2011-11/st19.pdf>

General Rules for Market Participation

With exception of service dogs, no pets are allowed on the premises, and no live animals may be sold or given away at the Bongards Market.

No alcoholic beverages or illegal substances are allowed at the Bongards Market.

Guns are banned from the Bongards Market and St. John’s United Church of Christ property.

Smoking is not allowed anywhere on the premises of the Bongards Market or St. John’s United Church of Christ at any time.

All items should be sold by bulk, bundle, or individual item. To sell by weight, vendors must have a scale that has been inspected by the State of Minnesota. Uninspected scales will not be permitted.

Proper attire is expected during market hours (this includes shirt and shoes).

Please be courteous to your fellow vendors, shoppers, and the Market Team. Obscene language, shouting, or hawking is not permitted. We want to make sure this is an enjoyable experience for everyone involved.

Please clean up your area after the market closes. Do not throw unsold or spoiled produce in the trash receptacles. Vendors are responsible for disposing of their own trash. Do not use the on-site church dumpsters.

All vendors at the Bongards Market shall abide by all rules and regulations adopted by the Bongards Market Team for the governance of the Market. Vendors in violation of any of the adopted rules shall receive one written warning. Any further violations shall result in the vendor forfeiting their daily pass. There will be no refund of any unused portion of the pass.

The Bongards Market Team does allow more than one vendor per category. Produce and crafts must be of good quality in the judgment of the Bongards Market Team. The Team may direct sellers to withdraw poor quality items from the market.

All vendors should carry product liability insurance as a rider on their Farm/Home Insurance policy. The seller assumes full liability for the products they market or sell, and hereby agree to hold BONGARDS MARKET harmless against any claim of injury or damage by any buyer, seller, or other persons resulting from the use, consumption, disposition, display or marketing of the seller's products.

St. John's United Church of Christ is not liable for any injury, theft, or damage to either buyers or sellers arising out of/ or pertaining to preparation for/ or participation in Bongards Market, whether such injury, theft, or damage occurred prior to, during, or after the market. Seller further agrees to indemnify for and against any claims for such injury, theft or damage.

Vendors are responsible for providing their own tables, canopies and the items needed for display. Tents and canopies are encouraged to protect you from the elements. If you bring a tent you must provide weights to hold your tent down. **ABSOLUTELY NO POUNDING OF STAKES IN PARKING LOT OR GRASS.**

Prices and terms of sale are solely between buyer and seller.

Thank you for participating in the BONGARDS FARMERS MARKET. Your involvement helps ensure continued success. We are proud to be able to offer this unique atmosphere and shopping experience to the residents in Bongards and surrounding areas. If you have any questions regarding this year's Farmers Market, please contact us at:

St. John's United Church of Christ
12984 County Road 51
Norwood Young America, MN 55368
952-466-2080

Bongards Farmers Market Contacts
Sarah Schneewind 952-486-1181
Vicki Moteelall 612-710-0508
Larry Bachman 952-467-2253

For more information and weekly updates visit www.bongardsmarket.com