



## **BONGARDS MARKET**

### **2023 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.*

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

#### **Operation Times and Location:**

- Wednesdays, 3:00 p.m. - 6:00 p.m. June through September
- Open rain or shine.
- Beginning Wednesday, 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 6:30 p.m.
- 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.
- Vendors should remain in place and set up for selling until the close of market at 6:00 pm. Only exception is if all product has sold. In which case vendor requests permission so management can assist in safe exit.
- If you as a vendor are unable to attend the market on a given day, please call or text 612-710-0508. This allows us to let your customers know when and if you will be back at the market.

#### **Vendor Fees:**

- Vendors are encouraged to submit the Vendor Application and the State Tax ID form (ST19) as well as copies of any required Permits, Registrations and Licenses prior to the start of the season.
- \$10.00 daily fee covers one 10 ft by 20 ft space; there is no fee adjustment if you require less space. Two individual sellers may share one 10 X 20-foot 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 Vendor fee 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 at the market.
- Checks and cash accepted.
- Non-profit organizations whose purpose is information gathering or public education and awareness are not charged a vendor fee effective 2022.

### **Farmers' Market Team:**

- Will be present at each market to open and close the market.
- Will accept vendor applications and fees, ST-19, required permits or registrations.
- Questions, comments, concerns, may be directed to the market manager or to any member of the Bongards Market Team.

**Power of Produce** (PoP for kids 4 to 12, and PoP+ for adults 65 and older) will be again offered this season. This program encourages the purchase and consumption of fresh produce by providing recipes, samples, fun educational activities, and a \$2 token each week.

### **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, meat, poultry, eggs, etc. Legally, however, there are specific requirements for some products. For example, meat must be processed under inspection at either a USDA or Minnesota Equal-to Plant and eggs must be kept at 45° F or lower and must follow Minnesota rules on egg handling.
- II. **Cottage Foods Law Exemption Minnesota Statute 28A.152**
  - Persons producing and 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. See website: [www.mfma.org](http://www.mfma.org) for links to training materials and registration forms.
  - Following is a short list of foods that may be sold at the BONGARDS MARKET under the Cottage Food Law. See the website [www.mfma.org](http://www.mfma.org) for a link to a complete list of allowed foods, not-allowed foods, and exceptions under the Cottage Foods Law Exemption for **Non-Potentially Hazardous Foods.**
    - Baked Goods (pH ≤ 4.6 or water activity ≤ 0.85)
    - Home Canned or Home Processed Vegetables and Fruit (pH ≤ 4.6)
    - Flavored Honey and Flavored Syrups
    - Vinegar, Jams, Fruit Butters and Sauces (pH ≤ 4.6 or water activity ≤ 0.85)
    - Dried herbs
  - The below listed items are never allowed under the **Cottage Food Law Exemption:**
    - Dairy and Eggs
    - Fish and Seafood
    - Meat and Poultry

- Label Requirements for foods sold under the **Cottage Foods Law Exemption**:
  - 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”
  - Each container of the product sold or offered for sale under this exemption must be accurately labeled to provide the name and address or the name and MDA registration number 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, shellfish, and sesame.
  
- III. **Resellers of any food, including produce, need to be licensed either through MDA, MDH and/or a Local Authority.** For additional information contact the Minnesota Department of Agriculture at [www.mda.state.mn.us](http://www.mda.state.mn.us) or the Minnesota Department of Health [www.health.state.mn.us](http://www.health.state.mn.us).
  
- IV. **Direct marketing farmers selling products of the farm not covered under an exemption law may be required to be inspected, licensed and/or registered through the Minnesota Department of Agriculture or USDA.** For additional information see [www.mfma.org](http://www.mfma.org), [www.mda.state.mn.us](http://www.mda.state.mn.us) or call 651-201-6027.
  
- V. **Food Product Sampling and Cooking Demonstrations will be allowed under MDH guidelines.** See [Safe Food Sampling at Farmers’ Markets; extension.umn.edu/food-entrepreneurs/safe-food-sampling](http://extension.umn.edu/food-entrepreneurs/safe-food-sampling). (For additional information see [Farmers’ Market or Community Event; Food Product Sampling and Demonstration Law, Minnesota Statute 28A.151](#); -and- [Special Event Food Stands, Minnesota Rules 4626.1855](#))
  
- VI. **Food Trucks including Onsite Food Consumption will be allowed.** Note that Food Trucks selling food and beverages are required to have a License from the Minnesota Department of Health.
  
- VII. **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

- VIII. Crafts, books, and other non-edible items** can be sold which are not produced by the vendor subject to the Market Team's approval. When appropriate these items must be labeled "Not Made by the Vendor."
- IX. Non-profit Organizations** whose purpose is information gathering or public awareness and education will be allowed a space at no charge.

**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](http://www.mfma.org) **Anyone who is planning on selling food at the market should visit this site for information on the laws and requirements.** This guide is intended to summarize the rules for selling at Bongards Farmers Market. It is not intended to encompass all the various laws and exceptions that govern all the different types of products that can be sold at farmers markets. It is important that sellers investigate the specific laws that affect their own products. We recommend checking the MFMA, MDA, and MDH websites for requirements, additional information and fact sheets.

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 as it reflects on the market as a whole.

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 our community 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  
P. O. Box 124  
Norwood Young America, MN 55368  
952-466-2080

Bongards Farmers Market Contacts  
Vicki Moteelall 612-710-0508  
Larry, and Jeannette Bachmann  
952-467-2253  
Scott Siefert 804-350-0826  
Sarah Schneewind 952-486-1181

For website or social media inquiries email Michelle Bachmann at [bongardsmarket@gmail.com](mailto:bongardsmarket@gmail.com).  
For weekly market updates visit [www.bongardsmarket.com](http://www.bongardsmarket.com) or find us on [Facebook](#).

