

Overview

The Howard Lake Farmers Market (HLFA) guidelines and rules are intended to ensure:

- The Market is a safe and enjoyable place for residents and visitors to gather and purchase locally grown and produced items.
- The Market and its vendors are in compliance with federal, state, county, and local regulations.
- The Market plays a positive role in the community and has a welcoming environment.
- 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 guidelines to provide for the successful operation of the Howard Lake 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, volunteers, and the City of Howard Lake.

Application, Fees and Payment Process

- All applicants must complete a Vendor Application and return it with the season fee and all required forms before consideration for participation in the Market. Season fee can be made in the form of a check (made payable to the Howard Lake Farmer's Market)
- Once an application is accepted in writing (paper mail or email), the season fee is non-refundable.
- Vendor applications will be reviewed and approved before a vendor can participate in the Market.

Market Goods

- The following items are approved for sale:
 - Vendor grown fresh fruits and vegetables
 - Vendor grown herbs and spices, fresh or dried
 - Vendor produced farmstead products such as cheese, meats(if vacuum packed), fish, poultry, eggs, baked goods, canned goods, honey, maple syrup , preserves and specialty products
 - Vendor grown bedding plants, hanging and potted plants, perennials and cut flowers
 - Vendor grown dried flowers or plants
 - crafts, yard supplies, animal supplies, apparel, etc.

Vendor Behavior

- Vendors are expected to attend the market to sell their own products. Additional sellers that assist at the booth may be designated and *must be listed on the vendor application*.
- Alcohol and drugs (unless used with prescription) are prohibited at the Market. Vendors must be drug-free and sober upon arriving at the Market.
- Smoking is prohibited at the Market, including in a vendor vehicle or stall.

- Vendors are expected to treat other vendors politely and use a problem-solving approach to any problems that arise. If a vendor is experiencing a problem with a fellow vendor or customer, he or she must notify market management. In the event that vendor behavior is offensive or threatening to other members of the market community, management reserves the right to permanently reassign the vendor to a new space or remove the vendor from the market.

Market Operations

- Vendors can set up starting at **7:30 a.m.** on Market days. Vendors must wait until the staff moves the parking barriers to enter the market area. A Market Manager will be at the market location at 8:00 a.m. to check in vendors and assist with any questions.
- Market vendors must be ready to start selling at 8:00 a.m. on market days.
- No water is provided or available.
- Drinking water and restrooms are available at the Legion Field building.
- Stall space is assigned by Market staff to allow for the best product mix, traffic flow, electrical needs, etc.

Displays

- Vendors are responsible for providing all tables, chairs, canopies, tent weights, and other items needed for their display.
- All vendors must post clear, visible, professional signs with their business name and location. Hand-written signs on paper or cardboard will not be allowed.
- All food must be stored/displayed 6" off the ground in order to eliminate potential contamination from dirt, ground debris, and other contaminants. Use a pallet or empty crates/containers to raise items off of the ground.
- All items offered for sale should have the type and variety of product and prices prominently and clearly displayed.
- Vendors are required to maintain a clean and attractive booth display at all times. Tablecloths and informative displays are encouraged.
- All Market vendors should represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn.
- The general cleanliness of the Market area is everyone's responsibility. All vendors must keep their area neat while selling and make certain that the area is clean before leaving.
- Vendors must remove all trash from the market area after the market closes. This includes product debris, bags and boxes as a result of their sales. Trash cans are provided only for incidental trash.

Additional Info

- Any required sales tax collections and remittances are the sole responsibility of the vendors.
- The City of Howard Lake and the Howard Lake Farmer's Market are not liable for any injury, illness, theft, loss, or damage of any kind to either the buyer or seller, or their property, arising out of or pertaining to preparation for, participation in, or use or consumption of products bought, sold, or provided at the Howard Lake Farmers Market; whether such injury, illness, theft, loss or damage occurred prior, during, or after the Howard Lake Farmers Market. By participating in the Market, seller further agrees to indemnify and hold the City of Howard Lake and the Howard Lake Farmer's Market harmless for and against any claims for such injury, illness, theft, loss or damage.
- All vendors should carry their own general liability and product liability insurance, as the Howard Lake Farmer's Market does not provide this coverage.

Feedback

The Howard Lake Farmer's Market encourages feedback about the farmers market. Both positive comments and constructive criticism may be sent the following ways:

By phone: 507-304-2451

By email: info@HowardLakeChamber.com

By mail: Howard Lake Farmers Market, P.O. Box 188, Howard Lake, MN 55349

A vendor may be asked to provide their comments in writing. Market staff will share the information with appropriate personnel for follow up if necessary.

I agree to all the terms and conditions of the Howard Lake Farmer's Market rules and regulations as stated here:

Signed,

_____ Date: _____

Thank you for interest in the Howard Lake Farmers Market.

We are pleased and proud to provide this gathering place
for the community.