



Ideal Green Market Cooperative

24988 County Rd 39, Pequot Lakes, MN 56472
a developing food co-op in Ideal Corners Co Rd 16 & Co Rd 39
218-543-6565

www.idealgreenmarket.com manager@idealgreenmarket.com

COOPERATIVE MISSION: to provide access to local, sustainable and healthy food and products.

ABOUT US: We are a member-owned food cooperative located in the middle of lakes, resorts, seasonal homes, and long-time residents proud of their community. We have a vision, and our mission is to provide access to local, sustainable and healthy food and products. There is a ready customer base wanting what you have to offer. We are a growing link between growers, producers and consumers. We opened our doors Nov. 13, 2015 and have continued to grow since then.

OUR LOCATION: 34988 County Road 39, Pequot Lakes, in Ideal Township / Ideal Corners next to the Old Milwaukee Club Grill & Bar at CR16 & CR39, 7 miles east off Hwy 371 from A-Pine Restaurant in Jenkins, 6 miles from Crosslake CR66 & CR16, north of Breezy Point off CR3 to CR39. Middle of Whitefish Chain of Lakes area.

2016 DATES: SATURDAYS, May 20-Sept. 30 (20 markets)

TIMES: 9AM-1PM

FEE: \$10/time OR \$125/season (\$6.25/market for 20 markets)

CONTACT: Barb Mann (218) 543-6565 (co-op #) manager@idealgreenmarket.com

Operational Guidelines: Please read and adhere to the operational guidelines for Farmers' Market Vendors as set by the MN Department of Agriculture.

Set up & Breakdown: Our market begins at 9:00am and ends at 1:00pm. Please arrive in enough time to begin selling by 9:00am. If you sell out, you may pack up and leave as long as you are in a spot where that is done easily and safely. We ask that you do not disturb customer traffic or other vendors during your breakdown.

Site Specifics / Hand Washing / Restroom: Our site has a paved parking lot for vendor set up. There is a restroom in the building.

Indoor Cooler: We have a large reefer, walk-in cooler that is available for storage of your produce/eggs as needed to keep it fresh. You can re-stock your table as needed.

Signage: We place directional signage for the market on primary county road junctions pointing to the market, the evening before the market. There is signage at the market site too, of course. We encourage your booth to have clear signage of your business name and what you are selling, along with clear pricing (makes it welcoming to customers).

(See additional pages for specific Policies & Guidelines for our farmers' market)

Ideal Green Market Cooperative
Farmers' Market Policies and Guidelines 2017
SATURDAYS, May 20-September 30, 9am-1pm

VENDORS: Local (within 100 miles) growers/producers of consumable products, primarily food, though can be health care products as well. There will be limited space for local (within 100 miles) artists/crafters and products being sold will need approval so as to minimize duplication, maintain quality of products being offered for sale, and provide you with a positive experience to the best of our ability. All vendors must have grown/created/produced or helped in the creation of the product(s) they are selling.

ART/CRAFT VENDORS – (selling product YOU made/created) – as stated above, space is limited though we will do our best to accommodate local arts/crafts vendors keeping product variety and quality craftsmanship in mind.

FEES: Vendor fee is \$10 per time (due by end of each market day present), or \$125 seasonal rate (due by May 20) for all 20 market Saturdays (seasonal vendors receive designated space preference). Payment must be made to the market manager (or designated person) before the end of market for the day. Seasonal vendors may pay half the fee \$63 by May 20, and 2nd half \$62, by July 22.

Application:

1. All vendors, including drop-ins, must have a completed vendor application, form ST19, and, for those vendors this applies to, copy of registration/certification with MN Dept. of Ag per the new MN Cottage Foods Law, on file with the market manager.
2. All sellers must have grown/created/produced the product(s) they are selling.

Types of products allowed:

1. Fresh fruits and vegetables, herbs, bedding plants, cut flowers, grown by the seller
2. Vendor produced food products such as cheese, meats, poultry, eggs, baked goods, jams, syrups, pickles, etc, if prepared in accordance with rules established by the MN Department of Agriculture. Foods processed in a home kitchen must comply with guidelines set out in either the "Pickle Bill" (water-bath canned foods with acidity of 4.6 or greater) or the "Safe Food bill" (baked goods, jams, jellies, syrups.) and vendor must be registered with MN Dept. of Ag per the MN Cottage Foods Law.
3. Local homemade items made by the seller, such as herbal products, personal care products, arts/crafts, etc.

Market set-up guidelines:

1. The market runs from 9am-1pm. Vendors may start setting up 30 minutes prior to market start, and can begin selling at the start time and no earlier. Vendors must be prepared and present at start of Market.
2. Co-op manager or volunteer will assign 10'x10' space to vendors.
3. Vendors selling produce and food are strongly encouraged to have a canopy over their booth.
4. Alcoholic beverages and smoking are prohibited within the market area.

Vendors are expected to:

1. Have a sign at their booth giving farm/person name and location.
2. Keep their booth tidy and tasteful.
3. Dispose of their own garbage and clean up their spot when finished selling.

4. Maintain a positive, courteous attitude.
5. Sell only high quality goods.
6. Display proper labeling and pricing of their products per State statutes.
7. Respect requests and decisions of market manager regarding the above guidelines.
8. Vendors are expected to begin sales of goods at start time of market, 9am, and no earlier.
9. Vendors who bake, pickle, process goods MUST register with the MN Dept. of Agriculture per the new MN Cottage Food Law ((for info: <http://mfma.org/pages/MNCottageFoodsLawResources/>) and show proof of registration to market manager/person in charge.

The Market will provide to Vendors:

1. Inside cooler for storing extra produce to re-stock your booth through day.
2. Statement of guidelines
3. Copies of relevant regulations, when requested: pickle bill, safe food bill
4. Electricity will be available on site on a limited basis
5. Hand-washing station
6. A restroom is available in the store building.
7. Promotion of the market
8. Potential of purchase of goods wholesale for re-sale in the co-op store
9. Lunch will be available at Old Milwaukee Club next door

Relevant Regulations:

1. The seller is responsible for paying sales tax, when applicable.
2. Only growers with FDA certification can use the word "Organic" in their labeling. Other terms such as "all natural" or "chemical free" may be used.
3. Vendors are responsible for understanding and abiding by "pickle bill", "safe food bill" and MN Cottage Foods Law (includes registering with MN Dept of Ag) requirements for selling home-processed food at farmer's markets, if applicable. This includes booth and product labeling requirements.
4. If selling by weight from your booth, you must use a State certified scale.

Vendor insurance

Vendors of produce and food are encouraged (though not required) to have product liability insurance, which can usually be obtained as a rider on homeowners insurance.

Guideline Adjustments

Board members reserve the right to adjust guidelines at any time if deemed essential to market success and/or safety based on reality of operation.

Any vendor's failure to comply with the guidelines may result in Board review and possible vendor revocation from market participation.



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2017 FARM MARKET VENDOR APPLICATION

SATURDAYS Starting May 20, 9:00AM-1:00PM, through Saturday, September 30

Daily Vendor Rate - \$10/market day (one 10x10 space) Pay as you go.

SEASONAL VENDOR RATE: \$125 (attend all 20 markets for \$6.25/market day)

We Offer you:

- Marketing Space to connect with customer base in Whitefish Chain of Lakes area
- Advertising
- indoor restroom
- running water
- limited access to outdoor electrical
- indoor cooler space for produce so you can re-stock with fresh as needed
- possible wholesale purchasing for our co-op
- FUN!

Please provide the following information for all individuals or entities intending to sell from one booth space. **PRINT LEGIBLY PLEASE!** ☺

YOUR NAME: _____

Business Name: _____

Mailing Address: _____

Email _____ Website: _____

Phone _____ 2ND Phone _____

Items For Sale: _____

For those who bake, pickle, make preserves, etc. you MUST register with the State of MN, Dept of Ag per the new MN Cottage Foods Law. Please provide proof of registration with this application. THANK YOU! (for info: <http://mfma.org/pages/MNCottageFoodsLawResources/>)

CHECK ONE:

- | | |
|--|---|
| <input type="checkbox"/> Seasonal Vendor \$125 (ck enclosed) | <input type="checkbox"/> ½ seasonal fee \$63 (enclosed) |
| <input type="checkbox"/> ST19 Form attached (attached) | <input type="checkbox"/> Cottage Food Law Certificate (copy attached) |

I have read and agree to the IGMC market guidelines and policies.

Signature _____ Date _____



Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type	Name of business selling or exhibiting at event		Minnesota tax ID number	
	Seller's complete address		City	State Zip code
	Name of person or group organizing event			
	Name and location of event			
	Date(s) of event			

Merchandise sold	Describe the type of merchandise you plan to sell.

Sales tax exemption information	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.
	<input type="checkbox"/> This is a nonprofit organization that meets the exemption requirements described below:
	_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]). _____ Youth or senior citizen group with fundraising receipts of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of seller	Print name here
	Date	Daytime phone ()

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for sellers and event operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax. All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Sales tax registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at **www.taxes.state.mn.us**.

Information and assistance

If you have questions or want fact sheets on specific sales-tax topics, call 651-296-6181. TTY: Call 711 for Minnesota Relay.

Most sales tax forms and fact sheets are also available on our website at **www.taxes.state.mn.us**.

For information related to sellers and event operators, see Fact Sheet #148, *Special Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.