

Town Square Farmer's Market

VENDOR GUIDELINES –

Updated 3/14/08

2008 Season Dates: 15 Saturdays running from June 21st to Sept 27th, 9:00am to 2:00pm

The Town Square Farmer's Market (TSFM) provides a local outlet for producers to sell their products. In return for fees paid, vendors are supplied with venue and established clientele, advertising, marketing and promotions. Each vendor must supply their own tables, chairs, tablecloths, signs, money for change and bags.

The following items may be sold at TSFM Market:

- Fresh produce, honey, wood products, herbs, eggs, flowers and other agricultural products
- Baked goods from a certified kitchen (questions about certified kitchens should be directed to the Grand Forks Health Department at 701-787-8100).
- Hand-crafted items
- Prepared foods from a certified kitchen
- Other products and/or services as approved by the Market Steering Committee. If you have an item or product you would like considered, please contact a member of the Market Steering Committee at 218-779-1382 or via e-mail: tsfarmersmarket@yahoo.com

GUIDELINES

1. Items sold are limited to regionally-produced agricultural products and food/crafts manufactured by local vendors. All produce and goods should be of high quality.
2. The Market is held in Grand Forks Town Square (3rd Street and DeMers, downtown Grand Forks). **Advertised market hours are Saturdays from 9:00am to 2:00pm but sales may begin as soon as you are ready. Unloading and setup for vendors may begin at 7:00am on Saturdays. We encourage all vendors to be ready for sales by 8:30am as many customers come early.** Vendors will be assigned spaces on a day-by-day basis so please seek out the TSFM Manager upon arrival.
3. **Vending Space will be assigned based on arrival time at the market. The TSFM Manager will not 'hold' or 'guarantee' a space.** Seasonal Vendors must notify the TSFM Manager by 3:00pm Friday if they are not attending the next day's Market. More advance notice is preferred. **If a vendor does not communicate regarding attendance at the market, their 'regular' space may be assigned to another vendor as early as 8:15am.**
4. All displays and signs should be appropriate and in keeping with the spirit of the Market.
5. During the season, vendors may be asked to submit gross sales figures (rounded off to the nearest dollar) to the Market Manager. If a vendor sells in more than one category, a gross receipt slip must be filled out for each category. These figures are confidential; only aggregate figures will be available to the public. Vendors will be notified prior to market session if gross receipts will be collected for that day.
6. Each vendor must maintain a clean and orderly area on all sides of their display (including the area behind their display). Vendor display and storage areas shall not extend beyond the space allowed. **All electrical cords must be taped down.**
7. The Market Manager is responsible to implement Operations Policies during Market Sessions and as determined by the Steering Committee.
8. Each Market day, your space must be cleared of debris when you leave. Any significant amount of debris shall be taken home with the vendor and will not be deposited in the public

trash barrels in the Town Square. Under no circumstances are vendors to pile up debris on the ground within Town Square.

9. The Market is run by member volunteers, TSFM Steering Committee and Market Vendors. Vendors are encouraged to help out in the functioning of the Market and have one vote each in determining Market policies that arise for membership consideration.
10. New vendors are subject to a jury prior to selling at TSFM. Eligibility for selling all products and/or services will be determined by the Steering Committee.
11. Vendors are responsible for meeting local, state and federal government requirements regarding their sales activities with TSFM. TSFM is required to submit vendor information to the North Dakota State Tax Commissioner. For more information regarding ND Sales Tax please visit www.nd.gov/tax
12. The TSFM may request proof of insurance from vendors; this insurance is each vendor's responsibility.
13. Memberships are non-transferable. Season vendors are not allowed to "sublet" their vending spaces. If you are absent, the Market Manager will reassign your spot.
14. **The TSFM does not guarantee or reserve parking for vendors.** Vehicles are not allowed on the cobblestone in the square. Please be prepared with carts to carry your merchandise. Please treat other vendors with courtesy and respect when loading and unloading.
15. **FOOD TRAILER: If you are a food vendor in a trailer, wagon or other free standing operation:** While an area can be blocked off for food wagons, these spots are neither reserved nor guaranteed. Any food trailer must be approved by the Grand Forks Public Health Department, 701-780-8100.

VENDING SPACE FEE SCHEDULE

Canopy Area: Available as Season Pass Only

Small canopy (14' x 10')	\$250.00
One Half of Large canopy (approx. 10' x 9')	\$200.00
-This is a shared space with another vendor	

Open Courtyard Area: Non-covered space (average 12' x 10')

Season Pass	\$175.00
Single Session Pass (One Day)	\$20.00
Three Sessions (Three Days)	\$45.00

Must Pay in Advance to Receive the 3-Day Rate

Special Youth Vendor rate - \$5 per Market session

Ages 15 and under, open courtyard only

There is a high demand for canopies with the right of first refusal from previous year's seasonal canopy vendors. After each year's initial deadline, open canopies will be assigned according to the date which applications were received.

If, during a Market Session a canopy becomes available, it may be utilized by another vendor for a nominal up charge at the discretion of the Market Manager.

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