

2023 Albert Lea Farmers Market Guidelines

- 1) Location: Wed & Sat~ Downtown AL, North Broadway & Fountain Street in Albert Lea, MN
- 2) Summer Market Dates: Wednesday May 17th thru October 28th, 2023
- 3) Market Hours: Wednesday 3:30 p.m. – 5:30 p.m. & Saturday 9:00 a.m. – 12:00 p.m.
- 4) **Who May Sell:** Vendors may sell products (e.g., vegetables, fruits, plants, eggs, honey, flowers, meats, baked goods, crafts, etc.) grown or produced by them in Minnesota or bordering counties in neighboring states and within 25-mile radius of Albert Lea.
The Farmers' Market board can make exceptions if the product to be sold is not available at the Market, or they think it would be beneficial to the market.

The market board also has the right to not accept new vendors who sell products that are already in overabundant supply at the market.

Large commercial vendors (as defined by the board of directors) cannot sell at the Albert Lea Farmers Market.

Vendors that sell baked goods, home canned goods, jams, and jellies must display a sign that reads "These products are homemade and not subject to state inspection".

Vendors that sell pickles, salsa, or other approved canned food with a pH of 4.6 or lower, the vendor must take required workshops (having verification available). The vendor is responsible for following all Minnesota state regulations.

Vendors must have all products labeled with the seller's name, address, and date of processing. If sales exceed \$5,000 annually, Minnesota state regulations require additional training and to pay a fee. There is no cost to sell under \$5,000 annually.

Vendors selling the above products must have proof of Cottage Food Producer Registration with them and provide a copy to Dan Jacobs.

- 5) **Vendors Permit Fees:** \$100.00 per single stall (approx. 15 ft. wide). This permit allows vendors to sell at both market days and gives them voting privileges at the annual meeting.
Permits for crafts only (made by seller) can be purchased for five market days for \$35.00.

Stall permits are non-refundable, a stall space paid for by one vendor cannot be subleased to another vendor. Each family or farm will be limited to (2) 15 ft. stalls.

- 6) **Stall Assignment:** Stalls will be assigned at the annual meeting to permanent vendors in attendance when they pay their permit fee.
Permanent vendors are full-time vendors who have been members of the market at least one year and participated in at least 80% of the markets during the outdoor market season, unless unavoidable extenuating circumstances have prevented their attendance and the market board makes an exception to this rule.
Permanent vendors have the option of retaining the same stall assignment as the previous year (unless the entire lot is being realigned or changed). If an eligible vendor is requesting a permanent stall, the board will make a decision of which stall they will be assigned after considering all factors.

Everyone assigned a permanent stall space must notify Gloria Schreiber (507-383-7413) no later than 24 hours prior to that day's market if they will not be at the market to ensure that they will keep their stall assignment and to prevent holes in the lineup.

For any non-permanent vendor or new vendor, you will have a temporary stall each time you come to the market and will fill in the first unassigned stall in the rows. You will not be required to call in.

6a) First time vendors: If you are a first-time vendor and have missed the annual vendor meeting, you must fill out and sign a permit application, read and agree to follow the market rules, and submit your application to Dan Jacobs for review of the board and will be contacted before the next market. If you have been approved, when you arrive to sell for the first time you will pay your vendor fee of \$100.00 (no prorating) and a temporary stall will be assigned to you for that day.

Vendors who have temporary stall assignments are not required to call in.

- 7) Selling:** Selling must be done from the interior of the vending area (your vehicle will be on the outer edge of the vending area). This market does not allow early selling, reserving, or holding before the market begins. All vendors must wait for the horn to blow before selling.
- 8) Sales Tax:** If you sell green plants, crafts, or other taxable items as permitted above, you must have a sales tax number and have that number available at the market. For sales tax numbers, call 651-282-5225 or toll free 1-800-657-3605.
- 9) Eggs:** Eggs must be kept in a cooler or refrigerator at a temperature of 45 degrees or less, not an open display. Eggs are to be fresh (less than a week old), clean, but not washed.
- 10) Meats:** Anyone selling meats must follow all Minnesota Department of Agriculture Regulations.
- 11) Produce items of less than top quality:** Must be clearly marked as such to not mislead customers.
- 12) Shelters & Displays:** Are the responsibility of each vendor and must be securely weighted or secured. Devices that put holes in the asphalt will not be allowed to secure shelters.
- 13) Children and youth groups:** A board member should be notified by youth group before selling. All products must be harvested by the kids. Should have an adult with them when selling. This is only for vegetables and/or USDA inspected meat. Pricing will be comparable to what permanent vendors have their produce priced at.
- 14) Vendors are Responsible:** For keeping their stalls clean and tidy during and after the market.
- 15) Pets/Animals:** Pets and animals must be on a leash and not allowed past the vendor's table.
- 16) Local and State Laws:** All Local and State laws must be adhered to regarding products sold by vendors.
- 17) Pricing:** Should be done per unit (e.g., piece, bag, box, dozen, bushel, etc.) Scales can be used only if inspected & in accordance with the *Minnesota Weights and Measures law*. The Farmers' Market does not control or regulate prices **BUT requires every vendor to have prices posted**. Sellers should be aware of current market values and use common sense in marketing their produce. Give-away surplus produce is strongly discouraged.
- 18) Sampling Products:** Is encouraged, BUT these must be served in a sanitary manner (using toothpicks, covered containers and containers placed on ice) and prepared at home.

- 19) Unable to attend:** If a vendor has a conflict and cannot sell his/her own products on a specific day, the vendor may designate someone to stand in for them, with board approval.
- 20) Vendor Conduct:** All vendors at the Market will conduct themselves properly. Rudeness, loud or profane language, arguing or harassment will be considered a violation and grounds for revoking of vendor's permit. Vendors are expected to be neat and properly attired. Vendors are asked to refrain from smoking in the Market Area.
- 21) Compliance:** A committee of board members can determine whether a vendor is complying with market guidelines and revoke vendor's permit if they fail to comply.
- 22) Inspection:** Vendors are subject to inspection by a committee of the board to verify that their product is grown or made by the vendor.
- 23) Insurance:** Farmers' Market vendors are expected to carry their own ***Liability Insurance***, which is now available to vendors who individually belong to the Minnesota Farmers' Market Association. The Farmers' Market organization and board of directors will not be responsible for lost articles or accidents involving individual vendors and assumes no liability in connection with any sales by vendors.
- 24) WIC Certification:** Vendors cannot accept WIC or Senior FMNP vouchers unless they are certified.
- 25) SNAP/EBT:** Tokens can only be used for eligible food items. Know the rules.
- 26) Board Members:** Election of board members will be at the annual meeting. Only persons who held a previous season vending permit are eligible to be elected to the board. Each permit holder is entitled to one vote on all motions presented at the annual meeting.
The business year of the governing board runs from annual meeting to annual meeting (date and time set by the board).
Directors will be elected for a two-year term. A president, secretary, and treasurer will be appointed by the elected board of directors.
- 27) Market Rules:** May be amended by a majority vote of members at the annual meeting.

2023 Albert Lea Farmers Market Board Members

Kathleen Bleckeberg (507-402-1516)

Gloria Schreiber (507-383-7413)

Patty Billat (507-256-7356)

Dan Jacobs (507-863-2465)

Sheryl Ehlke (641-326-2575)