

# 2024 Prairie Farmers Market Vendor Application

**Fridays 3PM - 6PM, from June 7th - October ?\***

*\*official final market day TBD dependant on weather and vendors, no sooner than Oct 4th*

**Parkers Prairie City Park, Parkers Prairie, MN 56361**

## **Main Contact & Market Fees Payable To:**

Meghan Jahnke (*Market Manager*)

PO Box 298

Parkers Prairie, MN 56361

**Phone:** (717)209-0755

**Email:** [PrarieFarmersMarket@gmail.com](mailto:PrarieFarmersMarket@gmail.com)

**Venmo:** @prairiefm

**MARKET VISION:** We strive to create a market where everyone can feel safe, respected, and uplifted by one another. We are a producer-only market in support of building access to local food and fare in order to build a more resilient, healthy, and vibrant community. Our primary focus is saved for food producers, but we also hold space for local crafters, artists, performers, and community workshop leaders. If you did not make, raise, grow, or produce your product, this market is not for you.

This is our first year starting out under new market management and at a new location, and we are thrilled for you to join us in creating a vibrant community space for Parkers Prairie residents and surrounding visitors alike. We plan to schedule a market vendor meeting sometime in early May to meet and organize for the season ahead. Please complete this application and submit it electronically, in person, or via mail with any necessary copies of licenses and your market fees.

**DATE APPLYING:** \_\_\_\_\_

## **CONTACT INFO:**

Business/Farm Name: \_\_\_\_\_

Name of primary seller: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ If Cell Phone, OK to text? Yes  No

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Do you allow the above information to be displayed on our website and given to customers who may wish to contact you directly with inquiries about your products? Yes  No

Name(s) of additional seller(s) (and their relation to you): \_\_\_\_\_

Secondary/Backup Phone (optional): \_\_\_\_\_ If Cell Phone, OK to text? Yes  No

**SNAP/EBT INFO:**

We are working to get SNAP/EBT terminals set up for the market this summer, which will allow greater public access to fresh foods and greater support for our local farmers. Please indicate what name we should write any applicable checks out to: \_\_\_\_\_

**PRODUCT INFO:**

What are your products? \_\_\_\_\_

Address where crops are grown or items are produced, only if different from above listed address: \_\_\_\_\_

Do YOU grow, produce, or create ALL your items? Yes  No

If not, please explain: \_\_\_\_\_

Are you selling any processed food items? Yes  No

If so, do you understand current Cottage Food Requirements or hold necessary food licenses? Yes  No

Please see <http://www.mda.state.mn.us/cottagefood.aspx> for law details and provide a copy of any applicable licenses with your application.

**VENDOR INFO:**

Yes  No  Does your setup require a pull-in space with your vehicle included? Keep in mind that pull-in spaces are limited and available at a first-come-first-served basis. We encourage and expect as many vendors as possible to unload and repark their vehicle away from the market and Hwy 29 before setting up and/or before 2:45PM.

Yes  No  Does your setup require more than a 12x12' space? If yes, please explain and include necessary dimensions, including whether or not your vehicle is a part of your setup: \_\_\_\_\_

Yes  No  Does your setup require electricity hookup? If yes, please understand that there are limited hookup spaces available and they will be available at a first-come-first-served basis.

Please check all weeks you plan to attend. Any market after October 4th will be held depending on enough vendor interest and weather:

- June 7
- June 14
- June 21
- June 28
- July 5
- July 12

- July 19
- July 26
- August 2
- August 9
- August 16
- August 23

- August 30
- September 6
- September 13
- September 20
- September 27
- October 4

\_\_\_\_\_ Your initials here indicate that you have read and agree to abide by everything listed on the **Prairie Farmers Market Guidelines** included with this application.

## MARKET FEES:

**Full Season Market Membership (18+ days total):** \$90, or \$5 per day

- Guarantees consistent vendor space

**Week-To-Week Market Membership:** \$10 per day

- No pull-through or electric hookup spaces guaranteed, but we will work with you as best we can

Your membership fee is directly used to support advertising and promotional efforts as well as purchase basic supplies to support the market. Our current governance structure is informal and unincorporated, which means there are no paid staff for this market and no board members. We strive to keep governance simple and accessible, especially with being brand new, and we appreciate your understanding. This may change over time.

## SUBMITTING APPLICATION AND FEES:

These can be submitted together or separately. **Full season applications and fees are due by April 5th.** Week-to-Week applications and fees are due in-person by day of market, if not sooner, handed directly to Meghan Jahnke or Beth Wussow only.

**Membership fees can be paid by either cash, check, or Venmo. For financial tracking accuracy, please submit via the following:**

- Cash → Hand in-person in sealed envelope to Beth Wussow, City Administrator, Parkers Prairie City Hall, 102 N Otter Ave; INCLUDING your name/business name and “PFM Membership Fee”
- Check → Payable to “Meghan Jahnke” INCLUDING a memo “PFM Membership Fee”
- Venmo → Payable to venmo handle @prairiefm, INCLUDING your name and/or your business’s name in the topic line along with “PFM Membership Fee”

**Methods of submitting applications are as follows:**

- In-Person → Beth Wussow, City Administrator, Parkers Prairie City Hall, 102 N Otter Ave
- Email → [PrarieFarmersMarket@gmail.com](mailto:PrarieFarmersMarket@gmail.com)
- Mail → Meghan Jahnke, PO Box 298, Parkers Prairie, MN 56361

Please review this application to ensure all boxes are checked, information is accurate, and you have signed and dated below. Do not hesitate to reach out to Meghan with any questions.

If you have additional notes or comments about the market, your application and/or fees, include them here:

Signature of primary seller: \_\_\_\_\_ Date: \_\_\_\_\_

 Thank You! 

# Prairie Farmers Market Guidelines

- Market will happen rain, shine, or snow
- Be set up and ready to sell at 3PM
- No sales are allowed before 3PM
- Vendors may not leave before 6PM unless emergency situation arises and a market manager or organizer is informed ahead of time
- Kindness and Cleanliness are Key: All vendors agree to be professional and respectful to other vendors and customers alike, while maintaining a state of cleanliness in an appropriate manner
- Using a canopy tent is strongly encouraged
  - Maintains shade in afternoon hours
  - Canopy visibility helps advertise the market from the road
- Each canopy leg must have 25 lbs of weight holding it down or equivalent tie down if attaching to vehicle
  - Suggested weights: search for "[ULINE Canopy Weight Bags, set of 4](#)"
- All vendors must display a name of farm or business
- Using table coverings is strongly encouraged
  - Makes for a more tasteful and attractive display to help merchandise your goods
- Keep vendor spacing to within designated spaces with returning vendors maintaining consistent spaces whenever possible
  - Consistent and 'tight' spacing makes the market look full and professional
- Before 2:45 PM, move your vehicle away from the market area and somewhere not blocking spaces along Hwy 29
- Pull-in spaces where vendors can leave their vehicle parked during market hours are very limited and available at a first-come-first-served basis
- The products and goods you sell have been grown, made, or raised by you
  - We are a producer-only market
  - Please don't sell other people's products from outside your business or family
- Each vendor who wishes to sell at the market must fill out an application and is not allowed to share a space with another vendor
- Leave no trace: Please ensure your space is clean before leaving the market
- No smoking by vendors: Please move 100 feet away from the market to smoke

**Permits, Licenses, Taxes, and Insurance:** The market space at City Park is covered under general liability insurance through Parkers Prairie City Hall. Vendors may want to seek advice of an insurance agent or carry additional general or product liability insurance. Please also check with local, state, and federal regulations related to the items you are selling, as it is your responsibility for seeking out proper licensing and payment of your own state sales tax if applicable.

**Please Note:** Market organizers reserve the right to ask you to leave the market for repeated violations of guidelines or other serious infractions. Market organizers also reserve the right to close the market if vendor conflicts arise that are not resolvable.

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