



Saint Luke Lutheran Church

1807 Field Avenue, Saint Paul, MN 55116 | 651-698-9443 | saintlukechurch.org

FARMERS' MARKET VENDOR GUIDELINES 2025

The St. Luke's Farmers' Market (SLFM) is dedicated to providing a forum where residents and guests of Highland Park and the surrounding communities can have access to quality, fresh, and local produce, along with other food products and craft items. Much of the success of the market will be determined by the dedication of the market's vendors. These guidelines are intended to maintain the highest standards and create a mutually beneficial relationship between the market and its vendors.

Vendor Requirements

All produce that is available for sale at the market must be grown in locations approved by the SLFM.

All vendors must provide the SLFM with information concerning the location of the fields in which its produce is grown. By agreeing to sell produce at the SLFM, the vendor is agreeing to submit to on-site inspection of the produce fields.

Market Times and Dates

The SLFM will be open from 8:00 am until 1:00 pm each Saturday beginning 6/14/25 and ending 10/4/25. We will NOT be open Saturday, July 5. The SLFM is located in the parking lot at 1807 Field Avenue. The market location will be next to the church on the northwest end of the building. The market will be closed during periods of inclement weather (e.g., when there is a thunderstorm accompanied by lightning). It will be open when it rains.

Stall Size and Appearance

For the purposes of unloading and loading produce and wares, vendor stall spaces are large enough to accommodate a van or pickup truck. A vendor must fit his or her stand and products in the stall space. There also is ample parking space on the east end of the parking lot for the vendor to park their vehicle during the market's hours of operation.

Stall spaces are to be always kept in a neat and orderly appearance. Vendors may display tasteful signs, including their name and the products they have available. Any tent erected by a vendor must fit within the stall space, be in good condition, and add to the overall appearance of the SLFM. Vendors agree to remove any sign, tent, or other object at the written or verbal request of the SLFM.

Cleanup

Each vendor is responsible for the cleanup of his or her stall space within one hour of the market closing. Failure to do so will result in a fine of twice the cost of cleaning the stall space and suspension or termination of the vendor's contract at the discretion of the SLFM.

Each vendor is responsible for the removal of all trash resulting from or found in and around the vendor's stall space.

Vendor Fees

The vendor fees for the 2025 St. Luke's Farmers' Market are as follows:

Stall Annual Pass: \$225 for the entire season (for one tent; paid up front ... saves \$15), \$375 for the entire season (for two tents paid up front ... saves \$25), or \$525 (for three tents; paid up front ... saves \$35). This season is 16 weeks long. Weekly Pass: \$15 a week/1 tent; \$25 a week/2 tents; \$35 a week/3 tents.

An annual pass permits a vendor access to a stall space for one (1), two (2) or three (3) tents (see above) on each of the days the SLFM is open for the duration of one (1) season. Vendors who do not purchase an annual pass may purchase a stall space for one (1) up to three (3) tent spaces on a weekly basis. It also is possible to prepay for a stall space for a single (1) tent for the season and pay for any additional tents on a weekly basis. Annual pass holders will have priority to stall spaces.*

*Note: Stall space will be provided by the market. Tents, tables, and chairs will be provided by the vendor. There will be one tent per stall unless SFLM receives prior notice, as more tents per stall may affect the market's configuration.

EBT/SNAP Benefits

The SLFM continues to have the capability to accept EBT/SNAP Benefits from customers for this year. We also allow customers to pay for goods at the market using credit/debit cards. In addition, we have a grant through The Food Group + Hunger Solutions to offer free Market Bucks to EBT users. The program funded through the federal government called GusNIP, which allowed us to offer free Produce Bucks (redeemable only for produce), currently is on hold pending funding approval. For every \$1 spent from their SNAP benefits at the market, up to \$10, customers will receive ten Market Bucks. If funding is approved through the federal government, they also will receive up to ten Produce Bucks. Information regarding Produce Bucks will be shared as it becomes available.

All new vendors accepted to the SLFM will be required to attend a brief orientation in May to learn about their role in accepting EBT/SNAP Benefits and to turn in their vendor applications and proof of insurance forms. Vendors also will have an opportunity to see the market space itself.

If you have any questions, please direct them to the market co-manager (Wendy Bjorklund, wlbjorklund@stcloudstate.edu, 651-357-5742).

Guidelines Changes

Changes to the guidelines may be made at any time by the market without prior written notification to vendors.

Indemnification

By entering into this agreement, vendor does hereby release the SLFM and its respective agents and employees from liability for any injury, loss or damages to vendor. Furthermore, vendor agrees to indemnify, defend, and hold the SLFM, the SLFM's officers, managers, and members harmless against and from any and all liability, loss, costs, damages, expenses, including reasonable attorneys' fees, claims, and demands, that may be brought against the SLFM, St. Luke Lutheran Church's officers, managers, members, or employees and agents, for or on account of any damages, loss or injury, or for any damages, loss or injury to person or premises caused by vendor. For purposes of this section, "vendor" shall include vendor, its employees, agents, servants, invitees, licensees, contractors, and subcontractors. This indemnification shall survive the expiration or earlier termination of this agreement.

FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN A MONETARY FINE, NOT TO EXCEED \$500, AND/OR SUSPENSION OR TERMINATION OF THE VENDOR CONTRACT.

Payment of Vendor Fees

Payment of Annual Pass fees is due each year the earlier of (i) prior to the beginning of the season or (ii) delivery of the signed vendor contract to the SLFM. Payment of weekly fees is due the date a vendor participates in the market. Any deviation from this is at the sole discretion of the SLFM.

Location of Stalls

Stalls are assigned a location, subject to change depending on the vendors present on a particular date. Reservations for a specific stall location are considered on an annual basis, first come, first serve. A vendor must return his or her signed vendor application to the SLFM prior to making a reservation for a particular stall location.

Attendance

Part of the success of the SLFM will rely upon the consistency of its vendors. Vendors agree that they will be in attendance on the week or weeks as specified in their vendor contract. Vendors agree that they will arrive between 30 minutes and one hour prior to the market opening and will leave no earlier than the market closing and no later than one hour after the market closing.

Insurance

Each vendor is responsible for ensuring he or she has full and adequate insurance coverage, including, but not limited to, product liability insurance, errors and omission policies, workers' compensation insurance, and insurance to cover any losses. Each vendor is required to supply the SLFM with proof of their liability insurance **prior** to participating in the market.

Permits and Compliance with Local Food Safety Laws

It is the responsibility of each vendor to ensure compliance with local and federal law. This includes the collection and payment of state and local sales and other taxes, compliance with all food safety and handling laws, and obtaining and displaying proper permits and licenses. The SLFM is not responsible for ensuring compliance with any of these. It is the responsibility of each vendor to ensure they are aware of and comply with all applicable laws. Each Cottage Foods vendor must provide the SLFM with a copy of their Cottage Food Certificate.

New information for vendors operating with a **Cottage Food License**: If you provide prepackaged food samples, you no longer must provide a handwashing station at your booth. If you provide food samples, you must have signage with the ingredients and any of the major food allergens. The law requires that your product has a label that says, "These products are homemade and not subject to state inspection." You must have a sign that says you are a Cottage Food producer and not subject to state inspection. Please follow the rules for your own safety and that of the market.

Other General Prohibitions

- Sale of any produce or product not preapproved by the market
- Obscene or profane language
- Any illegal activity
- Sale or display outside of the vendor's stall area
- Smoking within the market footprint