

Northeast
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FARMERS
MARKET



2025
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Northeast Farmers Market Overview

The Northeast Farmers Market, notably the first community-based farmers market in the city, is an intimate gathering place in a residential neighborhood. Situated in the parking lot of St. Boniface Church, our space is shaded by mature trees and bordered by sidewalks. You'll find accessible street parking for vendors and customers, though many of our guests like to walk or bike. The market is a casual place where an average of over 2,000 weekly visitors can leisurely stroll from stall to stall as they mingle with friends, enjoy a prepared lunch, and get to know the locals who provide their healthy food and handmade goods.

Location:

St. Boniface Church parking lot
629 2nd Street NE Mpls, MN 55413
Located on the corner of University
Avenue NE & 7th Avenue NE

Dates and time:

Open Saturdays, rain or shine,
May 10th - October 11th, 2025
9:00am-1:00pm

Mailing Address:

Northeast Farmers Market (NEFM)
PO Box 68067
Minneapolis, MN 55418

Market Manager:

Sarah Knoss
sarah@northeastmarket.org
612-406-8794

EBT Coordinator:

ebt@northeastmarket.org

Board of Directors:

board@northeastmarket.org

Internet:

northeastmarket.org
Facebook and Instagram

Important Dates

February 1st - Vendor Application Due

August 16th - Corn & Brat Feed Event

February 15th - Vendor Acceptance
Notification / Payment Due

October 11th - Final Market Day / Fall
Festival Fundraiser

May 10th - First Market Day

November Date TBD - Winter Market

Northeast Farmers Market

Rules and Regulations

NEFM will establish, implement and enforce all procedures, rules and regulations pertaining to the operation of the market in a fair, nondiscriminatory and equitable manner. NEFM may make changes, additions, and/or deletions to the Rules and Regulations, as needed.

Fees, Application and Attendance

- Applications must be received by Saturday, February 1st, 2025. Applications will not be processed until this deadline. Vendors will receive an acceptance notice by February 15th.
- Submitting an application does not guarantee acceptance into the NE Farmers Market. Vendors are chosen based on several factors including and not limited to: quality, sourcing, growing practices, presentation, seniority, compliance, customer service, and variety.
- Vendors must submit payment upon receiving an invoice from Manage My Market.
- All checks should be made payable to: NEFM or Northeast Farmers Market. Please add business name in check memo.
- Vendors may delay proof of insurance until admitted into the market.
- All vendors seeking participation must provide a complete application in order to be eligible. With consideration, the market looks for diversity in products, handmade, local and sustainable products, and vendor commitment.
- Vendors are responsible for making timely payments. Vendor may request their payment status at any time during market season.
- Vendors are responsible for keeping track of their schedules. All marked dates on the vendor application will be approved unless notified by the Market Manager.
- Vendor must notify Market Manager of their absence by text message, phone call or email before any scheduled market date. Vendors who are no-shows three times will not be allowed to participate at the market for the remainder of the season and will forfeit any fees. There are no refunds for no-shows without notice.

- Late arrival may result in forfeit of your position on site.
- There are no refunds for annual or daily vendors unless the market determines otherwise on a case-by-case basis, i.e., crop failure.
- Notice of market cancellations will be issued by the Market Manager as far in advance as possible and will be by email directly with all vendors affected.

Weather-Related Cancellations

- The Northeast Farmers Market is open rain or shine. However, since the market is held outside, the NEFM reserves the right to close the market (with or without prior notice) if it is determined that severe weather conditions could compromise the safety of vendors and shoppers.
- The market will remain open unless an Extreme Weather Warning is issued from the National Weather Service. This will include extreme heat advisories.
- If unexpected extreme weather occurs and the “Warning” is issued the day of, or during the market, the Market Manager will cancel the market.

Set-up, Stalls and Parking

- Stalls are the equivalent of a 10x10 space. Vendors must supply their own tables, tents, 40-pound tent weights, chairs, extension cords, signage and materials.
- No vehicles allowed onsite during market hours.
- All vendors are required to bring a canopy or tent and weights. Health code requires prepared food vendors to have overhead cover at all times.
- Tents must be firmly anchored from set-up to tear-down by 40 pounds of weight attached to each tent leg AT ALL TIMES. If you fail to bring a full set of weights you will be charged a \$50 fee to rent them.
- All vendors are expected to clean up their area after usage. Failure to clean up will result in a fine of \$100. Garbage, compost, and recycling bins are available on the market site.
- Vendors may begin setting up at 7:30am on market day. Staff will be onsite to assist vendors. Vendors may drive vehicles into parking lot to unload

goods and must park on surrounding streets after unloading. Please keep University Ave & 7th Ave available customer parking. Vendors must be ready to sell by 9:00am.

- Scheduled vendors must arrive no later than 8:30am or they may forfeit their stall and fee for the day.
- Full time vendors will be assigned a stall before opening day. Assigned spaces make shopping easier for customers to associate a place with a face week after week. Produce vendors have priority to shaded areas of the parking lot.
- Daily vendors will be assigned a temporary stall on scheduled day that ensures the overall best interests of the market and vendor.
- Market Manager reserves the right to reassign booth space to facilitate market operations.
- Vendors must display a sign indicating name and location of farm and/or business. Signs must not be an obstruction to visitors.
- Due to windy conditions during the market season, tents must be weighted down and securely fastened at all times for the safety of you and others. Vendors assume full responsibility for any damage or injury caused by improperly secured tents and products.
- The Northeast Farmers Market encourages farmers to use organic growing practices. Vendors who have certified organic products must display certification documents and/or post "pesticide free" signs. Vendors who accept EBT and FMNP must display signs at all times.
- If product sells out, vendors may not break down their stall before market close. Vendors may clean and organize their stall space, but tent, signage and primary table must remain in place until market close.
- Vendors must start breaking down at 1:00pm and be off the church parking lot by 2:00pm.

All Vendors

- All vendors must be bona fide producers of locally grown produce. No wholesale produce, flowers or crafts are allowed.
- Vendors are not allowed to sell any product/item at the market that they did not make themselves nor can a vendor sell a product for someone else.

- No water (bottled or cups) may be sold by vendors. There is free water available at the market Information Booth.
- Vendors are not allowed to have pets in their booths, per Health Department regulations. No live animals may be sold or given away at the market.
- All vendors must be aware of and conform to all local, state and federal ordinances and rules that may pertain to their product.
- Vendors whose products or practices place them in more than one category are subject to all the requirements of both categories.
- Booth space is not transferable; no subletting of space is allowed.
- NEFM does not offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having a choice. However, if the NEFM believes the number of vendors offering similar products is excessive, duplicate products may be denied entry. There are no special exceptions for vendors whose products are denied.
- Vendors wishing to add products to their application should submit a written request for approval one week prior to the date they wish to sell it.
- Produce and crafts must be of good quality. NEFM can order sellers to withdraw poor quality items from the market.
- Any required sales tax collections and remittances are the sole responsibility of the vendors.
- Vendors sampling product must meet all applicable health code requirements, including hand-washing station, etc.
- All items for sale must be clearly marked with their retail price. Prices may be posted on the product with an individual sign or posted as a list of prices on a large sign or board.
- Vendors are not permitted to use the following techniques while at the market: hawking, calling attention to products in a loud manner, selling in an aggressive way, and leaving one's stall to sell a product.
- The NEFM, the City of Minneapolis, the Churches of St. Boniface and St. Maron's will not be held responsible for any injuries or accidents that occur on the premises during set up, market time or take down.

- The Market Manager has the ultimate onsite authority to enforce all rules of the market and to mediate disputes.

Shared Booth Space and Partnership

Businesses are permitted to share a market space and resources in some pre-approved cases. Interested vendors should submit a written request to the Market Manager. These special cases could include:

- A new or small-scale business who could not fill a full booth.
- Value-added food vendors who are primarily using the agricultural vendor's products.
- A vendor that has a secondary business and has a product that fills an important gap in the market's offering.
- Each shared booth member is required to have their own liability insurance, submit a separate application, and pay a separate booth fee.





General Rules

- There is no smoking, e-cigarettes, marijuana use, illegal drugs or alcoholic beverages allowed in vendor booths or on market site. Vendors found intoxicated will not be allowed to participate at the market for the remainder of the season and in the future and will forfeit any fees already paid.
- Discourtesy to patrons or other vendors, obscene language or shouting is not permitted.
- Selling must be performed within the designated area only. Soliciting is prohibited.
- Additional fundraising is not allowed, i.e. raffle drawings.
- No part of the market may be used for overnight parking. Vendor vehicles are not allowed on market grounds during market hours.
- Proper attire is expected, includes shirts and shoes.
- No personal music inside vendor booths.
- No one under the age of 16 may sell or maintain a stall without an adult supervisor present.

- No person or entity other than the NEFM may make use of the Northeast Farmers Market name or logo with out the permission of the Market staff and board.
- All vendors must agree to be inspected if the NEFM determines that a complaint has sufficient cause pertaining to violations of the rules.
- Video recording/photography is permitted anywhere in the market or public spaces.
- Vendors and their representative, service providers, and volunteers must conduct themselves in a safe and courteous manner. Any language or behavior considered to be deleterious to the normal operation of the market will be grounds for expulsion from the market.

EBT Tokens, Market Bucks, Cash Tokens, and Coupons

Customers at NE Farmers Market may use these alternative forms of cash:
(Look for the Northeast Farmers Market **logo!**)

EBT Eligible Food Items Only		Work Like Cash (Anyone can accept)	
Market Bucks (\$1 value)	EBT Token (\$1 value)	Cash Token (\$5 value)	Coupon (\$1 value)
			
NO CHANGE may be given		Cash Change is OK	

EBT Tokens (**Red**) and Market Bucks

- They are worth \$1 each.
- **These can only be used to purchase eligible foods items (see list below).**
- EBT tokens and Market Bucks look different, but they work the same.
- No change can be given. (Note: it is illegal to exchange EBT for cash).

PoP Club (Green)

- They are worth \$2 each.
- These work like cash and can only be used to purchase fruits and vegetables.

Cash Tokens (Black) and Coupons

- Cash tokens are worth \$5.
- Coupons are worth \$1 each.
- **Both work just like cash and can be used to purchase anything.**
- Cash change should be given.
 - Please do not give EBT tokens or Market Bucks as change!
- All vendors can accept Cash Tokens & Coupons

Redemption and Reimbursement

Vendors are responsible to return all Tokens, Market Bucks, and Coupons to the Information Tent for redemption. Market staff will record the total amount turned in. Both market staff and the vendor will initial to verify the correct total.

Reimbursement checks will be distributed at the market, by mail, or via Venmo. Ask market staff how to setup a Venmo account.

What is EBT?

- Formerly known as the Food Stamp Program, EBT (Electronic Benefit Transfer) is the debit card system that delivers food and cash benefits to qualifying consumers. Food benefits are distributed through the Supplemental Nutrition Assistance Program (SNAP). “EBT” and “SNAP” can be used interchangeably.

In general: all produce vendors, most baked goods vendors, and some specialty food vendors may accept EBT and Market Bucks.

EBT Eligible Food Items	
<u>YES, you CAN sell:</u>	<u>NO, you CANNOT sell:</u>
<ul style="list-style-type: none">• Fruits and vegetables• Breads, grains, cereals• Meats, fish, poultry and dairy products• Other food and food products for human consumption.• Seeds and plants which produce food for the household to eat	<ul style="list-style-type: none">• Food that will be eaten on-premise• Hot foods• Alcohol, beer, wine, liquor, cigarettes or tobacco• Nonfood items such as: pet foods, soaps, paper products, household supplies• Vitamins and minerals

Signage

Vendors who accept EBT must display “EBT Accepted Here” signage every day at their tent(s). The market will provide signage if needed. Please keep track of your sign. ☺

Customer Process

- **EBT:** Customers looking to use EBT should find the Information Booth where staff will swipe their EBT card for the amount they wish to spend. In exchange, customers receive EBT tokens and Market Bucks to buy eligible food items.
- **Cash Tokens:** are available at the Information Booth for customers who forgot or run short on cash. Staff can swipe their credit or debit card for the amount they choose in \$5 increments. In exchange, customers receive Cash Tokens to spend at the market. We charge customers \$1 to cover transaction fees.

Northeast Minneapolis Farmers Market Severe Weather and Emergency Protocol

Severe Weather/Tornado

In the event of hard, heavy and steady rain predicted for full day:

- Prepare to elevate all merchandise 12 inches off the ground.
- Condense booth and pull table back to guests can step under canopy.
- Food demonstrations, music and events will be canceled.
- Turn off electrical power and cover all electrical cords/outlets. Do NOT touch if wet.

If severe weather is predicted the evening before the Saturday Market, an 8:00pm notification will be sent out to all vendors/staff of any cancellations.

Market will be canceled the day of if inclement weather persists: threatening lighting, strong winds, and heavy rain. If weather makes for an unsafe environment, the market will be canceled.

Strong winds:

- Make sure all merchandise is weighed down on tables.
- Secure/pack up all glass merchandise immediately.
- Tents MUST be durable and securely fastened with proper 40-pound weights.

- If strong winds/gusts persist and increase, tents will be collapsed immediately.
- If winds prove to make for an unsafe environment, the market will close.

Weather severity definitions:

- **Tornado Watch:** Vendors MUST have durable tents and tent weights to secure them from the wind. Vendors may use tarps to cover merchandise. Equipment and electrical cords may get damaged from the rain. Market Manager will let everyone know of watch in advance.
- **Tornado Warning:** A tornado with sustained winds has been sighted in the area. Vendors, guests, etc. pack up money and NOTHING ELSE; take precaution and retreat to a safe shelter immediately.
- **Traveler’s Advisory:** Severe weather conditions may make driving difficult or dangerous.

In the event of a tornado the Market Manager will issue an official warning after the following steps have been taken:

1. Market Manager will notify Staff with enough time to evacuate safely.
2. Manager and “weather patrol” persons will help to notify all vendors and customers of the warning.
3. All vendors/musicians/food trucks will take ONLY money/personal belongings and evacuate the premises in a safe and calm manner.
4. All customers must evacuate the premises in a safe and calm manner.
5. Once severe weather has passed, all staff will properly clean area and dispose of any non-salvageable items.

Note: Market Manager does not have the authority to detain vendors and customers who desire to leave during severe weather or tornado conditions. Please feel free to leave at your own discretion.

Emergency

When confronted by an emergency, please follow the rules below:

- Remain calm and cooperate with Market staff and volunteers.
- If requested, assist emergency personnel during an emergency.
- Keep streets, walkways; hydrants and fire lanes clear for emergency personnel.

When dealing with an emergency, it is important to get the facts and write them down. Below is a list of questions you should be able to answer in an emergency report.

- When and where did the emergency happen?
- How did the incident occur?
- Was on-site care received?

- Who was there when the accident occurred?
- Were there any injuries?
- Were the appropriate emergency personnel called?
- Are all employees, volunteers and attendees accounted for?

In order to prepare for the unexpected, see the checklist below of materials you may want to have on site:

- Gloves
- First Aid Kit
- Fire Extinguisher
- Batteries
- Trash Bags
- Paper towels, soap, broom and dustpan
- Disinfectant solution

In the event of a serious medical emergency:

1. Determine the extent of the injury or seriousness of the illness.
2. Contact emergency medical services (call 911), if needed.
3. Have someone direct rescue personnel to injured party.
4. Do NOT move the patient unless he/she is in imminent danger.
5. Keep patient calm until help arrives.
6. Do not apply first aid or medical treatment unless you are certified in First Aid or CPR.

In case of a fire:

1. Call 911
2. Use a fire extinguisher if safe to do so.
3. Evacuate the premises if safety of consumers, vendors and personnel is threatened.
4. Once fire is out, assess the area. Provide general clean up; sanitize food equipment, and utensils.

Market Manager will use the following procedure when a large-scale emergency is identified at the market.

1. Assess the nature of the emergency. It is a large-scale emergency if any of the following situations have been identified.
 - There is an explosion.
 - A serious accident has occurred with multiple victims, and there is a potential danger to the public.
 - Firearms(s) are being/have been discharged.
 - A package/container is suspected to contain a bomb.
 - There is a fire that is not under control.
 - An incident has occurred, or is about to occur, that places lives or the environment in danger.

2. In case of emergency, the Market Manager will make the announcement as loudly as publicly possible. Then, ask vendors to help spread the message. Vendors should have a copy of the severe protocol at their booth in case of an emergency. The broadcast will be made simultaneously with the call to 911 to expedite the evacuation of the market.

Civil Unrest/Violent Individual

Close the market if directed to do so by authorities:

- Evacuate all vendors and customers so staff can supervise closing.
- Close the market.

Leave violent individuals to trained personnel:

Emphasis must be placed on safety and protection of life. Untrained market staff should not intercede physically or attempt to handle a violent or armed person. Immediately contact police for assistance.

Except in cases of self-defense, refrain from touching an angry, suspicious or aggressive individual because they may interpret the gesture as a personal attack. Maintain a normal and calm voice. Stand erect at an angle keeping a distance of 6ft, and allow the person to vent angry feelings verbally if so inclined. When it is possible to approach and angry or hostile person, a team approach should be used if possible.

Robbery

Once the robber has left:

- Do not attempt to follow the robber.
- Write down a description of the robber, vehicle and license plate number.
- Call 911.
- Document the incident by completing an incident report.

Shooting

If a violent attack or shooting occurs:

- Call 911.
- Do not attempt to apprehend or detain the attacker.
- If it can be done safely, evacuate the area.
- Do not do anything to jeopardize your safety or the safety of others.
- Carefully note the physical description of the attacker.

After the attacker has left the premises:

- Care for anyone injured.
- Secure the scene and protect potential evidence.
- Document the event.

CALL FOR HELP

EMERGENCY: 911	Northeast Farmers Market
US Food & Drug Administration: 1-888-463-6332	Market Manager: 612-387-0527
Toxic Chemical Spill: 1-800-424-9300	Board President: 651-335-3385
Police Department: 612-673-5702	St. Boniface Church: 612-397-2761
Poison Control: 1-800-222-1222	Nearest Hospital: HCMC 612-873-3000
Electric/Power Company: 612-330-5500	Fire Department: 612-379-4481