



Vendors Application

Please mail completed application to Sue Balcom, 2145 34th Street, Mandan, ND
or email to spidersue@msn.com

Vendor Information:

Name:

Business Name:

Address:

Phone/Cell Phone:

Email address:

I do **NOT** want my information shared publicly.
(Social Media, Website, Directory, etc.)

I have a trailer and will need more than one 20x20-foot space. If you need more than 20 feet, you will be asked to pay a second fee of \$200.

I have read the back side of this application with the market rules and regulations and the attached bylaws.

Signed: _____ Date: _____

Please list items you are selling:

FOR BOARD USE ONLY:

Date submitted: _____

Date approved: _____

Application denied: Yes No

REASON:

Annual membership fee \$200

Additional space \$200

Check # _____

Date paid: _____

Vendor Products (see list of approved products):

Please list your main products on this sheet: (produce, baked goods, jams, jellies, canned goods, etc.)

Products that may be sold at Bismarck Farmers Market include the following:

Acceptable products:

- Vegetables grown by the seller from seeds, seedlings, or sets.
- Fruits, berries, or nuts grown on trees, bushes or vines on the seller's farm.
- Plants grown by the seller from seed, seedling, or transplant.
- Eggs produced by the seller's poultry.
- Honey produced by the seller's bees or bees housed on seller's land.
- Fresh baked goods and prepared food items must be made from scratch by the seller using locally sourced, sustainable ingredients.
- Fresh cut flowers grown on the seller's farm.
- Meat products must be produced from animals raised on the seller's farm.
- Dairy products, including milk, cheese, and yogurt must be produced from animals raised on the seller's farm.
- Fish products must to be humanely caught or raised.
- Pet food and treats made from scratch by the seller using locally sourced, sustainable ingredients.
- Foraging is an acceptable practice.
- Canned goods must be presented in standardized jars (Mason, Kerr or Ball) with new lids and bands only.

NO PRODUCTS GIFTED OR PURCHASED FROM OTHER GARDENS OR RETAIL STORES MAY BE RE-SOLD AT MARKETS. All other products will need to be approved by the board of directors and/or a committee appointed by said board.

___ I have read the above rules and regulations and understand I may be asked to remove unapproved products and or membership will be revoked without refund of fees. Please initial.

INFORMATION FOR ALL VENDORS:

1. **Safety first.** Vendors are responsible to insure the safest environment possible for customers.
2. The market has general insurance coverage; it is advisable to obtain individual insurance for your booth and products.
3. Vendors are responsible for their own booth displays and canopies. Spaces are approximately 20x20-feet and exceptions are made within reason for trailers.
4. In the event of high winds, canopies must be weighted and/or removed to prevent injury.
5. Vendors are responsible to clean up their area before, during and after the market
6. The market is located at the north end of the K-Mart Parking Lot.
7. Sale days are Tuesday, Thursday, Saturday - 8 a.m. till sellout; Sundays 12 noon till sellout.
8. Urban Harvest allows our vendors to sell produce on Thursdays, please see <http://www.bismarckurbanharvest.org/> for more information.
9. Vendors are encouraged to advertise on social media, etc. as much as possible. Our website is www.bismarckfarmersmarket.org and our Facebook page is <https://www.facebook.com/ndfarmermarket/>.

Bismarck Farmers' Market By-Laws

Adopted: June 3, 2018 (Rev. May 2020)

Article 1 – Organization's Name

Bismarck Farmers Market: The Original Farmers Market shall hereinafter be the formal name of this organization as registered with the Secretary of State of North Dakota.

Article 2 – Purpose and Mission

The purpose of the Bismarck Farmers Market is to provide area residents and visitors with a marketplace where they may purchase farm products, locally made handcrafted items, and foods made with local farm products. This directly supports North Dakota's local economy and provides consumers with the opportunity to have direct contact with these small local farm-based businesses.

Article 3 – Membership

Farmers, artists, crafters, bakers, etc. may apply by filling out an application for review by the board of directors of the Bismarck Farmers Market. Applications are considered based on products complimenting our market. Products must be grown and produced locally within 75 miles of the market. No resale vendors allowed. It is the responsibility of the vendor to provide display materials, work cooperatively with surrounding vendors to provide a cohesive atmosphere for the market.

Members are expected to pay an annual fee of \$200 which provides market rent, insurance and membership in our parent organization, The North Dakota Farmers Market and Growers Association. **Please see guidelines and responsibilities on the back side of the vendor application.** The board of directors retains the right to accept or deny any applications based on market values. Membership dues must be paid by June 1 for an annual membership expiring May 31. A late fee of \$50 will be assessed after June 15.

New memberships will take effect June 1 of the new season regardless of when applications are accepted and dues paid.

Members must follow all North Dakota state regulations applying to the direct marketing agricultural and processed foods. Members are allowed to set their own prices and sell to their customers prior to and after each market.

Members will be given fair warning if they are found to be in violation of the mission, rules, regulations and bylaws of the market and state of North Dakota. After the third warning, vendors will be asked to leave the market and membership is revoked. Appeals to the board may be made in writing and consideration of admittance to the market upon revision of behavior will be determined by the board.

Article 4 – Board of Directors: Officers and their Duties defined

The board of directors will be determined by volunteer or appointment by the slate of officers. Each vendor is allowed one vote per membership paid. Example: If you purchase two memberships, you will be allowed two votes. One space equals one vote.

Current market members with paid memberships are eligible to serve as:

Market Manager	
President	Vice-President
Secretary	Treasurer

Elections are held annually and terms are one year. There is no limit to how many terms served.

Bismarck Farmers Market can create ad hoc or standing committees to address any and all duties as deemed necessary by the board of directors.

Article 5 – Meetings

The Bismarck Farmers Market will require two meetings annually during the off season for the purpose of addressing issues from the previous season, organize and elect officers and review any new applications. Meetings may be called at any time to discuss additional issues and/or review current policy, vendors, etc.

Notice will be made through email and text. If you do not have access to electronic communication you may be put on a call list.

Only current paid members are eligible for election and/or to serve on committees. Only one vote is allowed per membership. Decisions require a quorum of more than 50% of membership. Proxy votes must be submitted to the secretary via text message or writing no less than 24 hours prior to the meeting.

All by-laws, applications, minutes of the meeting etc. shall be distributed to the membership electronically annually and prior to each meeting notice. There is a \$10 paper fee for distribution of documents by snail mail.

Article 6 – Records

Records of this organization are open to all members on request. Please allow three business days for said requests. The Bismarck Farmers Market will record membership, contact information for members, minutes of meetings, by-laws, financial records and other documents as deemed necessary for the operation of the organization in a professional manner.

Article 7 – Dues and Liquidation

Annual membership dues are decided by vote annually based on financial need, and all dues are paid to the treasurer of record. Late fees are determined by the membership and will be added to the vendor application when approved.

In the event of dissolution of this organization, the remaining dues will be donated to the Great Plains Food Bank and any non-cash assets offered to the vendors for fair market price.

Article 8 – Amendments

Amendments to this document must be made, approved and voted on by a quorum of the membership. Proxy votes accepted by text message or in writing no less than 24 hours before amendments are made.