



2023 Howard Lake Farmers Market Policies and Vendor Application

Lion's Park, Howard Lake MN
Thursdays, June 15 – August 31
3:00 pm – 6:00 pm

Howard Lake Farmers Market Overview

The Howard Lake Farmers Market (HLFM) is ready to kick off its eighth season! The Market meets Thursdays at Lion's Park alongside beautiful Howard Lake and US Highway 12. The Market is family friendly event that features live music, PopClub events, fresh produce, baked goods, and other artisan and handmade items – to create a fun and welcoming environment in support of locally grown and produced items.

Items Approved for Sale

- Vendor grown fresh fruits, vegetables, herbs and spices (fresh or dried).
- Vendor produced farmstead products such as cheese, meats (if vacuum packed), fish, poultry, eggs, baked goods, canned goods, honey, maple syrup, preserves and specialty products.
- Vendor grown bedding plants, hanging and potted plants, perennials and cut flowers, dried flowers or plants
- Crafts, yard supplies, animal supplies, apparel, art and pottery, etc.

Vendor Policies

- All vendors must be set-up and open for business by 3:00 pm. Tear-down will **only** be allowed after 6:00 pm. A Market Manager will be at the market location at 2:00 pm to check in vendors and answer any questions. On inclement weather days we will be able to set up in the South Shore Event Center (SSEC). This is the newly remodeled 2nd Floor of the Historic City Hall in Howard Lake. Enter on the East ramp.
- Vendors are required to attend all* Market dates included with their membership. *Vendors are required to contact the Market Manager 48 hours in advance if they will be unable to attend the Market.
- Vendors are responsible for providing all tables, chairs, canopies, and other items needed for their display. Note: Power is not available for Vendor use at the Market.
- Vendors are strongly encouraged to have clear and professional signs. Use of the Howard Lake Farmers' Market logo and website is encouraged with your independent advertising of the event.
- PROHIBITED ITEMS: wholesale items, alcoholic beverages, drugs or drug paraphernalia, smoking, and sexually explicit materials.
- The Membership Fee is non-refundable.

Contact Us

Email:

HowardLakeFarmersMarket@howard-lake.mn.us

Daytime Phone: 320-543-2038

Cell Phone: 507-304-2451 (PM & text accepted)

Website: www.howard-lake.mn.us Farmers Market Tab

Facebook: Howard Lake Farmers Market

Application Instructions

To apply, complete the Vendor Application & Agreement and Tax Compliance Form and submit a check (checks payable to "The Howard Lake Farmers Market") for the selected membership fee. Each Vendor will be notified via email if their application is accepted.

Mail Application Materials To: The City of Howard Lake
ATTN: Howard Lake Farmers Market
P.O. Box 736, Howard Lake, MN 55349

Howard Lake Farmers Market Vendor Application & Agreement

Vendor Information	
Name of Business or Organization:	
Contact Person:	Email Address:
Mailing Address:	
Primary Phone Number:	Website:
Describe all items to be sold or displayed.	

Membership Selection

- Members will have a designated stall space assigned by the Market Manager for the entirety of their membership.
- Vendors are required to attend all market dates included with their membership. Vendors are required to contact the Market Manager 48 hours in advance if they will be unable to attend the Market.
- Members may be eligible to attend a bonus Saturday June 24th (8a-2p) Market by the Vintage Exchange Flea, manager will confirm. Full Membership includes 4 Winter/Indoor Markets in the beautiful South Shore Event Center (SSEC) 2nd Floor of the Historic City Hall.

Membership Level	Number of Markets	Price	Selection (check one)
Walk – In	First Time “Taste Test”	Free	
	Each Market Event @ Lion’s Park	\$20	
½ Season ONLY	6 Markets-You Choose your Dates Thursdays June 15 – August 31 @ Lion’s Park	\$85	
FULL SEASON	All 12 Markets Thursdays June 15 – August 31 & All Winter Markets	\$150	
WINTER MARKETS (Check dates you plan to attend)	<input type="checkbox"/> October 28 @ SSEC 10:00am-2:00pm Fall Fest! <input type="checkbox"/> December 16 @ SSEC 10:00am-2:00pm Holiday Fun! <input type="checkbox"/> February 10, '24 @SSEC 10:00am-2:00pm Winter Fun!	\$25 Each or Included with Full Season Vendor Membership	
SPRING MARKET	<input type="checkbox"/> April 6, 2024 @SSEC 10:00am-2:00pm Spring Fun!		

Agreements and Acknowledgements

_____ I have read and agree to the Howard Lake Farmers Market Vendor Policies.

_____ I have read and agree to comply with the Release and Indemnity Agreement included below.

Release and Indemnity Agreement

As a Vendor in the 2023 Howard Lake Farmers Market, I agree to hold the Howard Lake Farmers Market organizers, (hereinafter referred to as the Market); the City of Howard Lake (hereinafter referred to as the City); employees and/or volunteers: harmless and free from liability for injury to, or property damage of the vendor, his agents, employees or third persons in or on the premises of the Howard Lake Farmers Market. I acknowledge the City and Market will not provide damage insurance at this event, I agree to provide my own theft and damage insurance for property on display and equipment in use. The Market and the City and their agents and assignees assume no responsibility or liability for injury or damage, or liability to persons or property sustained by reason of presence of the vendor at the Howard Lake Farmers Market.

Business Name: _____

Authorized Vendor Signature: _____ Date: _____

Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or Type	Name of Business Selling or Exhibiting at Event		Minnesota Tax ID Number	
	Seller's Complete Address		City	State ZIP Code
	Name of Person or Group Organizing Event			
	Name and Location of Event			
	Date(s) of Event			

Merchandise Sold	Describe the type of merchandise you plan to sell.

Sales Tax Exemption Information	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf. This is
	<input type="checkbox"/> a nonprofit organization that meets the exemption requirements described below:
	<p>_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]).</p> <p>_____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]).</p> <p>_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.</p>

Sign Here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of Seller	Print Name Here
	Date	Daytime Phone ()

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for Sellers and Event Operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

Sales Tax Registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at www.revenue.state.mn.us.

Information and Assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at www.revenue.state.mn.us.

For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.