Guidelines and rules for Virginia Market Square Farmers Market

Virginia Market Square operates under the fiscal sponsorship of the Iron Range Partnership for Sustainability, a 501 c 3 nonprofit with a Board of Directors and bylaws. Virginia Market Square is not independently incorporated. For this reason, VMS does not need bylaws, but does need an agreed-upon set of rules and guidelines for the operation of the market. The following have been borrowed and modified from the bylaws of the Hibbing Farmers Market, the Cook Area Farmers Market, and the Grand Rapids Farmers Market, with their permission. If you wish to propose changes to these rules, please present them via email to [virginiamarketsquare@gmail.com](mailto:virginiamarketsquare@gmail.com) or in writing to the manager, Nina Ribar.

MISSION: The mission of the Virginia Market Square Farmers Market is to celebrate and promote local growers, artists, crafters and makers, to build community, and to draw people to Virginia, Minnesota.

STRUCTURE: With IRPS as its fiscal sponsor, the VMS is governed by its vendor members using these guidelines and rules. The manager of the VMS is appointed by the IRPS Board of directors and is a volunteer position renewed annually in the spring.

MEMBERSHIP: Membership is open to vendors who grow, produce, gather, raise or make their own products within a 50-mile radius of Virginia, Minnesota.

1. Membership fees for 2024 are $55 joining fee plus $5/week table fee OR $135 joining fee, no table fees. If you do not wish to join but wish to sell, table fee is $10 per week. You still need to meet licensing requirements, if applicable.
2. Members are responsible for the payment of their own state sales tax and must abide by all state and local ordinances. All members must provide VMS with a Minnesota Certificate of Compliance for state sales tax, form ST19.
3. All vendors must be appropriately licensed, if required by the Minnesota Department of Health and/or Minnesota Department of Agriculture. Members are responsible for obtaining all correct licensing for sale of their product(s), and for submitting copies of said licensing to the market manager by the first market day of the year, or with their membership application if a first-time vendor. Any members required by law to carry a food handlers license or other licensing must also have these posted at their vendor stall.
4. If vendors wish to accept EBT for their products, they must agree to participate in the SNAP-EBT program administered by the AEOA at the market. A vendor agreement for EBT payments and a direct deposit vendor form must be signed and a W9 provided to AEOA as part of the membership application.

5.Membership forms (basic membership, code of conduct, ST19, EBT agreement, direct deposit form, W9) are available from the market manager and on our website at www.virginiamarketsquare.com.

GENERAL EXPECTATIONS OF MEMBERS:

1. Provide own tables, tents, tent weights, signage
2. Keep vending area clean and walkways clear
3. One vendor per booth/table/10x10 ares
4. All products must comply with any applicable federal, state and local regulations.

SEASON: June through October as decided by the membership; Thursday afternoons weekly with hours determined by paid members. 2024 hours 2:30-6pm Thursdays.

LOCATION: Silver Lake Park, 111 S. 9th Ave W, Virginia, Minnesota (the Kline-Cuppoletti Park Facility).

MANAGER RESPONSIBILITIES:

1. Collect fees, maintain records of income and expenses, pay expenses, administer grants, complete required reporting, report to IRPS Board as requested.
2. Promote the market via print and social media and other means as available; maintain media relations.
3. Monitor member Code of Conduct compliance.
4. Monitor appropriate licensing compliance.
5. Set up and take down manager, handwashing, PoP booths, signage and banner(s) each market day, coordinate clean up at end of market.
6. Be present during market hours.
7. Act as liaison with City of Virginia for VMS use of city park space and facility.
8. Ensure that EBT/PoP agreements are signed and that EBT and PoP operate smoothly at the market. Ensure that FMNP operates within MDA guidelines.
9. Keep market equipment in good repair; arrange for storage of equipment.
10. Develop and circulate an emergency plan for use in the event of storms, disasters, disturbances.
11. Resolve disputes.
12. Maintain records of paid members and weekly fees.
13. Communicate with vendors by email or phone.
14. Supervise volunteers helping with children’s activities.