

Mandan Market Nights 2025 Rules and Policies

Dykshoorn Park
511 West Main Street Mandan, ND
Tuesdays 5:00 PM – 8:00 PM
June 10th – September 16nd

These rules govern the operation, administration, and management of Mandan Market Nights (MMN). MMN may change, delete, or modify these Market rules and policies at any time, and take any reasonable action to enforce them. MMN requires all participants in the Market to be in good standing as set forth in these rules and policies.

Market Contact Information

Email: eric@mandanprogress.org
Facebook: Mandan Market Nights
Instagram: @MandanMarketNights
Address: 411 W Main Street Mandan, ND 58554

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About the Market

Mandan Market Nights works to cultivate a thriving community by providing a platform for local farmers, artisans, and entrepreneurs to showcase their products and talents while fostering connections among neighbors. We envision a lively gathering where families, friends, and individuals from all walks of life come together to celebrate the bounty of our region and the spirit of community. Whether you are a seasoned farmer, a budding entrepreneur, or simply someone who enjoys good food and company, there will be a place for you.

Mission – to cultivate a vibrant community hub that connects local farmers, artisans, and consumers. By fostering direct relationships between growers and customers, we aim to enhance the local economy, encourage healthy living, and create a shared space for education, engagement, and enjoyment.

2024 Market Dates, Hours, and Location

Vendor Logistics Meeting: May 29th 5:15 PM at 411 W Main St Mandan, ND 58554

Market Dates: Every Tuesday Evening from June 6th through September 16th weather permitting.

Hours: 5:00 PM to 8:00 PM

Location: Dykshoorn Park – 511 W Main Street Mandan, ND 58554

Admission of Vendors and Products

Application Process

Those wishing to participate in MMN must complete an annual application form, receive a letter of acceptance, and make the appropriate vendor payment before selling at the Market. The application can be found at <https://www.visitmandan.com/mandan-market-nights>.

Applications will be reviewed weekly and responded to within ten business days from May through September.

Admission Considerations

Food products are subject to restrictions by Western Plains Public Health.

Admissions priority is on:

Compliance of guidelines

An understanding and adherence to the MMN mission

High quality local products or products that use locally made materials

Ability to engage and educate customers about products and their production

Space availability at the market

Market needs and overall vendor assortment

Prohibited Products:

- a. Resale products
- b. Products processed and sold under a brand name other than a vendor's unless approved by market management
- c. Live animals
- d. Franchise and direct sales business
- e. Any product or items deemed inappropriate by MMN manager(s)

Eligible Products

- a. Vendor grown fruits, vegetables, and herbs
- b. Vendor prepared tea and spice blends
- c. Vendor produced farmstead products such as eggs (as long as they are kept at 41 degrees F), honey, and maple syrup if prepared and packaged in accordance with rules established by the ND Department of Agriculture
- d. Vendor produced baked goods, canned goods, dried pasta, preserves, and other cottage foods if prepared and packaged in accordance with ND Cottage Food Laws (Century Code Chapter 23-09.5-01)
- e. Vendor grown bedding plants, hanging and potted plants, and cut flowers
- f. Vendor grown dried flowers or plants
- g. Vendor made beverages
- h. Vendor made crafts and artwork
- i. Vendor made health and body care products
- j. Vendor designed and/or made clothing
 - i. All designs must be original
 - ii. Any logo used must be licensed
- k. Vendor made ready-to-eat foods
 - i. That do not compete with the Dacotah Lions fundraising efforts when they are in the park
 - ii. The vendor must be up to date and licensed with the state and send a copy of their license to MMN before vending

Vendor Requirements

1. All vendors must abide by all applicable federal, state, and local health regulations and laws in the harvest, preparation, labeling and safety of the product(s) they bring to MMN.
2. All permits and licenses required by Morton County, the State of North Dakota, or the Federal Government are the sole responsibility of the vendors.
3. Any required sales tax collections and remittances are the sole responsibility of the vendors.
4. All vendors must carry their own insurance.

Reporting

After each market, vendors will be sent or handed a survey that they are required to fill out and return to the Market Manager within two weeks of the vending date. The survey will remain anonymous and be used to collect gross sales figures for each category of vendor. This information will be used to better our market by seeing where demand lies and being able to apply for grant and sponsorship funding.

Labeling Requirements

Cottage Foods - If your items were not made in an inspected kitchen, the following statement needs to be displayed at your booth using a font size that is prominent, conspicuous and easy to read: "This product is made in a home kitchen that is not inspected by the state or local health department".

Organic – Only USDA certified organic growers may display signs that use the word "organic".

Market Logistics and Policies

Daily Operations

Weather Policy

Market will occur rain or shine.

If needed, a day-of cancellation of market due to weather decisions will be made by 2:00 PM. Vendors will be notified via email if they are signed up to sell that day. A Facebook post will also be made.

The Market Manager will determine if the weather becomes too inclement during market hours to stay open. In case of emergency, early departures must be cleared by the Market Manager.

Set Up and Break Down

In order to set up, vendors must have received Market approval and scan their ticket or pay cash to the Market Manager.

Parking for set up can be found in the Mandan Progress Organization lot at 411 West Main Street OR you can park on Main Street in front of the park

Vendors can set up starting at 2:30 PM and all must be completed in their set up by 4:25 PM

No sales are permitted to customers before 5:00 PM.

All vendors must stay open until the Market closes at 7:00 PM. Early breakdown is strongly discouraged, exceptions may be made if informed and approved by a MMN staff member. Market Nights officially close at 8:00 PM and MMN staff will no longer be present. Vendors are permitted to stay after official hours.

Spaces

All spaces are 10' by 10', excepting ready-to-eat food vendors

All equipment is the responsibility of the vendor. MMN will not provide tables, chairs, extension cords, or canopies.

A canopy is recommended but not required. If you have a canopy, it must have weights of at least 15 pounds on each leg. Stakes cannot be used.

Vendor spaces will be assigned by the Market Manager on or before each market day. Vendor locations may be altered at the discretion of the Market Manager or MMN staff. The following factors will be considered when making booth space determinations:

- Total vendor count for the date of the market
- MMN product assortment and customer traffic flow
- Booth electricity needs

Cancellation Policy

If you need to cancel, please provide at least 48 hours notice, you will be refunded the fee for that market if you are a per day vendor. See Enforcement Policy for more information on failure to comply.

Vendor Practices

No smoking (including electronic cigarettes) by vendors in the market. Move outside the park to smoke.

Vendors are not permitted to play music at their booths during the market.

All vendors must abide by fair business practices.

Neither the vendor nor their representatives may be impaired by alcohol, marijuana, or illegal substances any time while on market premises.

All properties of the vendor must be contained in their designated space.

“Hawking” (calling attention to your products in a loud, repetitive manner) is discouraged and may be limited or restricted by the Market Manager or MMN staff.

All vendors must make certain the area is clean before leaving.

MMN is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate unlawful harassment of our employees, farmers, and producers by anyone, including any farmer/grower, producer co-worker, or an external third party.

Vendor Fees

<i>Vendor Status</i>	<u>Per Market</u>	<u>Half Season</u>	<u>Full Season</u>
MPO Non-member	\$15	\$120	\$240
MPO Member	\$10	\$100	\$200

Vendor fees can be paid by cash, check, or by credit card on the day the vendor has signed up for, **prior to set-up**, through the on-site MMN staff member. As shown in the table above, Mandan Progress Organization members receive a greater discounted rate.

Vendors will be able to choose which Market days to attend through the Jotform located on the [Visit Mandan](#) website. All outstanding questions, concerns, or more information about MMN sign-ups should be directed to eric@mandanprogress.org.

Half Season and Full Season vendors will receive an invoice that must be paid prior to their first Market Night.

Enforcement Policy

The submission of the Vendor Application serves as the vendor's agreement to abide by the rules of the Market, enforced by market management. Violations of the rules of the MMN may be grounds for warnings, dismissals, or both.

1st Violation – A verbal warning will be issued by the Market Manager.

2nd Violation – A written warning, signed off on by the Market Manager and co-signed acknowledgement by the offending vendor. The fine associated with the violation will be assessed and must be paid before the next market the vendor attends.

3rd Violation – Another written warning and fine will be assessed. A meeting with MMN staff will be called with the vendor to discuss subsequent steps, which may include dismissal from the Market.

<u>Fine Name</u>	<u>Fine Reasoning</u>	<u>Fine Amount</u>
No Call/ No Show	Failure to notify at least 7 hours before market and not showing up for market	\$35
Late Cancellation	Cancelling market participation between 7 and 48 hours before market.	\$15
Late Set Up	Finishing set up after market has begun	\$10
Early Breakdown	Dismantling booth before 7:00 PM without approval	\$35
Selling Before Market Hours	Engaging in sales to customers before market hours	\$50
Failure to Submit Sales Report	Failing to submit sales report to MMN staff in the two week period following the market in which you vended	\$35

Grievance Policy

All complaints should be addressed in writing or email to the Market Manager. All complaints will be reviewed by the Market Manager who will work with MMN staff to address and resolve the complaints.