

Application Process

Apply for Pride of Dakota membership at <https://www.prideofdakota.nd.gov/members/>.

After you fill out your application, it will become your landing page on the Pride of Dakota website under Companies.

1. Fill out your contact information
2. Write a company description
 - a. You will need this for your Pride of Dakota application
 - b. Have it prepared before you start your application
 - c. Be thorough about what you do and why you are passionate about your company and products
3. Write your company history
 - a. You will need this for your Pride of Dakota application
 - b. Have it prepared before you start your application
 - c. When did you get started? How has your company developed over the years?
4. Things to think about;
 - a. How do you want Pride of Dakota customers contacting you?
 - i. Phone
 - ii. Email
 1. Do you have a business address?
 2. Is the address professional and relevant to your business?
 - b. What email address do you want Pride of Dakota staff contacting you at?
 - i. It can be different than the customer email
 - c. Do you have a website?
 - i. It is not required
 - ii. Only create one if you are going to update it and do it well
 - iii. You can use a URL link to your business Facebook page

There is a \$100 annual membership fee due every January 1st; this fee is not pro-rated.

Once your application is approved, and you want to take part in Pride of Dakota showcases and Pride of Dakota Holiday showcases, you can register for the showcases on the Events tab on our website.

The North Dakota Login you created in the Registration process will be used to pay your annual membership fee, update your Pride of Dakota profile and products listings, register for Pride of Dakota events and purchase point of sale materials.

NORTH DAKOTA DEPARTMENT OF AGRICULTURE Pride of Dakota

600 E. Boulevard Ave., Dept. 602

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(701) 328-2231

(800) 242-7535

FAX: (701) 328-4567

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pod@nd.gov

*The North Dakota Department of Agriculture
is an equal opportunity employer and provider.*



IS PRIDE OF DAKOTA RIGHT FOR YOUR BUSINESS?



Agriculture Commissioner
Doug Goehring

Do I Qualify for Pride of Dakota Membership?

You qualify for membership if you:

1. Make, manufacture, process or produce products in the state of North Dakota, or
2. Are headquartered in North Dakota

Pride of Dakota Benefits:

- Vendor Showcases/Networking
- Networking Opportunities
- Seminars/Workshops
- Tradeshow Assistance Grant
- Visit www.prideofdakota.nd.gov/whoweare/MembershipBenefits for a full list of benefits

Are You Retail Ready?

- How's your packaging? We're here to help!
- To purchase barcodes, visit <https://www.nationwidebarcode.com>

Food Businesses

For information on how to start a food business in North Dakota, go to <https://www.hhs.nd.gov/health/food-and-lodging/food-and-beverage-establishments/start-food-business>.

If your food company is looking to sell retail:

1. The food products must be made in an inspected kitchen
2. You should work closely with your local food unit
3. You must establish Hazard Analysis Critical Control Point (HACCP) for the control of food safety hazards



Cottage Food: Sales direct to the consumer

The North Dakota Cottage Food Production and Sales Law allows for the sale of uninspected, homemade cottage food products to an informed end consumer for at-home consumption.

1. For more information, go to <https://www.hhs.nd.gov/health/food-and-lodging/cottage-food>
2. Follow the North Dakota Century Code for the production and sale of cottage food
3. You cannot sell retail if you are working under the North Dakota Cottage Food Production and Sales Law
4. For help listing your ingredients, contact NDSU Health, Nutrition, and Exercise at 701-231-8592

Meat Products

For information on meat products, please visit the North Dakota Department of Agriculture website at <https://www.ndda.nd.gov/divisions/livestock-industries/meat-inspection> and reach out to our Meat Inspection Team at 701-328-4767.

Animal Food

For information on animal and pet food, please visit the North Dakota Department of Agriculture website at <https://www.ndda.nd.gov/divisions/grain-livestock-licensing/pet-food-program> and reach out to our Feed Specialist at 701-226-7337.

Alcohol

Are you licensed with the North Dakota Office of State Tax Commissioner? They may be reached at 701-328-7088 or taxinfo@nd.gov.

Registration Checklist

- Create a North Dakota Login: This login will be used for your North Dakota Secretary of State registration, Sales Tax ID and Pride of Dakota website
- Register with the North Dakota Secretary of State: All trade names must be registered with the North Dakota Secretary of State before doing business in North Dakota according to the North Dakota Century Code Chapter 47-25, Trade Names
- Obtain a North Dakota Sales Tax ID (food companies do not need to register for a sales tax ID)

Once all boxes have been checked, move on to the application process.