



**MAPLE GROVE**  
FARMERS MARKET

# 2023 Vendor Rules and Guidelines

## ~ OUTSIDE ~

Thursdays May 11 thru October 19, 2023  
3 to 7 p.m. (thru September) 3 to 6 p.m. (in October)  
Maple Grove Community Center, 12951 Weaver Lake Road

## ~ INSIDE ~

Spring 2023: March 2, 16 & 30; April 13  
3 to 6 p.m. inside the Maple Grove Community Center

Winter 2023: Thursday Nov 9 & Tuesday Nov 21  
Thursday Dec 7 & Tuesday Dec 19  
3 to 6 p.m. inside the Maple Grove Community Center

[www.MapleGroveFarmersMarket.com](http://www.MapleGroveFarmersMarket.com)

763-494-5955

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## Mission Statement/Purpose

**The Maple Grove Farmers Market** is an initiative of the City of Maple Grove. It serves as a gathering place for consumers to purchase vendor-grown produce and vendor-made specialty foods and consumable items. The market promotes and supports healthy living, local agriculture, and community interaction all in an upbeat, welcoming atmosphere. Farmers and producers sell their products directly to the public, allowing consumers to have a direct relationship with the vendor.

## Contact Information

### Office and mailing address

Maple Grove Farmers Market  
12951 Weaver Lake Road  
Maple Grove, MN 55369  
Phone (office): 763-494-5955  
Phone (mobile): 763-442-7441  
Email: [farmersmarket@maplegrovern.gov](mailto:farmersmarket@maplegrovern.gov)  
Website: [www.maplegrovefarmersmarket.com](http://www.maplegrovefarmersmarket.com)

Market Manager direct line: (763) 494-5824  
Assistant Manager direct line: (763) 494-6535

## Important Dates 2023

January 3 and throughout season	<a href="#">Online application</a> opens. Assistance available by telephone ( <b>by appointment only.</b> ) Call (763) 494 - 5824 or email <a href="mailto:farmersmarket@maplegrovern.gov">farmersmarket@maplegrovern.gov</a> to schedule.
Feb 1	Priority deadline for returning vendors to sign up for the spring indoor market. New vendors will be accepted as space allows.
March 1	Priority deadline for returning outdoor market vendors. Returning vendors will be notified of their status shortly after a completed application has been submitted. <b>Payment for spring indoor market due.</b>  New vendors will be considered for acceptance throughout the season, as space allows.
March 2, 16, & 30; April 13 3-6 p.m.	Spring indoor markets, Maple Grove Community Center.
April 15	<b>Due date for payment for summer market season. If paying in two installments, first half is due April 15 and second half is due June 15. A 10% discount will be given to vendors who pay in full by April 15.</b>
April 27 6:30 - 8 p.m.	Vendor Orientation Meeting Location TBD!
May 5, 2022 6:30 – 8 p.m.	On-site orientation for new vendors. Meet in the market lot at the Maple Grove Community Center.
May 11 3-7 p.m.	Outdoor season begins. Maple Grove Community Center, 12951 Weaver Lake Road
September 1	Winter market application opens.
October 1	Priority deadline for winter applications for returning vendors. New vendors will be accepted as space allows.
October 5 3-6 p.m.	Market hours change – 3 to 6 p.m. (closes one hour earlier.)
October 19	Last outdoor market and annual trick-or-treat event.

Nov 9 & Dec 7 (Thurs) Nov 21 & Dec 19 (Tues) 3-6 p.m.	Indoor Farmers Markets. Maple Grove Community Center. <b>Payment for winter indoor market due.</b>
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## Overview

The Maple Grove Farmers Market guidelines and rules are intended to ensure:

- Residents and visitors may gather safely to purchase local food and farm products.
- The market and its vendors are in compliance with federal, state, county, and local regulations.
- The market plays a positive and welcoming role in the community.
- Vendors have a fair, equitable and respectful atmosphere in which to conduct their business.

This document seeks to set forth a basic set of rules and guidelines to provide for the successful operation of the Maple Grove Farmers Market but cannot contemplate every possibility. **Therefore, the market reserves the right to do whatever may be additionally necessary to protect the intent and well-being of the market; its patrons and vendors; as well as the staff, volunteers, and the City of Maple Grove.**

## Application, Fees and Payment Process

1. Prospective vendors must submit a complete application to be considered for participation. The following criteria will be considered: Vendor product, vendor history with the market, number of vendors in each product category, and applicant's care and attention to detail in submitting a complete application.
2. Applicants must be actively involved and invested in the planting, growing, harvesting, and/or processing of products they wish to sell at the market.
3. Only one applicant per household and/or farm, garden or nursery will be allowed. Any household applying under multiple names will not be considered.
4. Applicants are required to choose specific dates for participation within the application. A minimum of three market dates must be chosen for your application to be considered.
5. An application fee of \$25 will be applied to new vendors applying for the first time. This fee will be collected after your application is approved.
6. Vendors who are accepted to participate will receive an invoice for fees due. Payment can be made online or with a check or money order. Failure to make payment by the stated due dates may result in suspension or revocation of a vendor's selling rights.
7. During the selection of a vendor, the City shall not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance.
8. Any form of refund would only be through a documented unusual hardship or compassionate reason on approval by market staff in their sole discretion. Any such refund request will be reviewed on a case-by-case basis.

In addition, changes in vendor participation may occur at the sole discretion of the market staff and/or City officials based on factors such as customer attendance, market vision or plans.

Stall Size	3 – 13 market days	14 – 24 market days
<b>Outdoor Market</b>		
Small Stall Fits one 10' x 10' canopy 18' wide	\$23/day	\$20/day
Medium Stall Fits two 10' x 10' canopies 27' wide	\$28/day	\$24/day
Large Stall First 3 10' x 10' canopies 36' wide	\$36/day	\$31/day
<b>Indoor Market</b>		
	\$22/day	\$22/day
<b>Electrical Fee</b>		
	\$2/day	\$2/day
<b>New Application Fee:</b>	\$25 (one time only)	*only for new vendors

## Market Goods

1. The following items are approved for sale:

- Vendor grown fresh fruits and vegetables.
- Vendor grown herbs and spices, fresh or dried.
- Vendor produced farmstead products such as cheese, meats, fish, poultry, eggs, baked goods, canned goods, honey, maple syrup, grains, preserves and specialty products, if prepared and packaged in accordance with rules established by the MN Department of Agriculture.
- Non-farmstead food items in which the vendor is actively involved and invested in the processing or production of the item, if prepared and packaged in accordance with local, state, and federal law.
- Vendor grown bedding plants, hanging and potted plants, perennials and cut flowers
- Vendor grown dried flowers or plants.
- Wild-caught, wild-harvested, or foraged food items if in compliance with all federal, state, and local laws and regulations.
- Non-food items which contains a product of the farm.

2. Vendors may sell only the items listed in their market applications and approved by market management. Market staff has the right to require a vendor to remove non-approved products.

3. Vendors may request permission to sell new items as the season progresses.

4. The Maple Grove Farmers Market does NOT accept the following products/vendors: arts, crafts, merchandise, independent distributor-type businesses

5. No live animals may be sold, displayed, or given away at the market.
6. Market staff reserves the right to inspect a vendor's greenhouse, garden, farm, field or other place of production to verify that the products being sold meet market qualifications.

## Vendor Behavior

1. Vendors or their family members or paid staff may attend the market to sell products. Everyone who sells products at the market must understand and follow market rules, procedures, and guidelines.
2. Alcohol and drugs (unless used with prescription) are prohibited at the market. Vendors must be drug-free and sober upon arriving at the market. Violation of this policy is grounds for suspension from the market or immediate revocation of vendor access, in the sole discretion of market staff.
3. Smoking is prohibited at the market, including in a vendor vehicle or stall.
4. Sexual Harassment by any market vendor or participant is prohibited. Sexual Harassment is any unwelcome advance, sexually suggestive or lewd comment, or physical contact of a sexual nature which creates or has the tendency to create an intimidating, hostile, or offensive environment, whether any such conduct is directed at market staff, vendors, or participants. Market management has the authority to investigate and make final determinations regarding any claims of Sexual Harassment as it may see fit. Market management may take appropriate action, in management's sole discretion, to prevent any reoccurrence of Sexual Harassment, including by removing the perpetrators of Sexual Harassment from the market, prohibiting their re-entry to the market, or contacting appropriate authorities.
5. Vendors are not allowed to have pets/animals at the market, including in a vendor vehicle located anywhere on City property or in vendor stall. It is against Maple Grove Park Board policy as well as Minnesota Department of Agriculture regulations.
6. No one under the age of 18 may sell or maintain a stall without adult supervision.
7. Vendors are expected to treat other vendors politely and use a problem-solving approach to any problems that arise. If a vendor is experiencing a problem with a fellow vendor or customer, he or she must notify market management. In the event that vendor behavior is offensive or threatening to other members of the market community, management reserves the right to permanently reassign the vendor to a new space or remove the vendor from the market.
8. Music, news broadcasts, or other audio may not be played at any booth or in the general market area, except with prior permission from market management. Also note: digital distractions (phones, earbuds, headphones, other) create a barrier between vendors and shoppers. Please use only when absolutely necessary.
9. Vendors may be asked to distribute printed Maple Grove Farmers Market information.

## Attendance

1. Vendors are expected to attend all markets for which they are scheduled/listed on application.
2. **Vendors must notify market staff if they are NOT coming to the market. Notice must be given in one of the following ways NO LATER than 9:00 a.m. on market day:**

- Call or text the farmers market mobile phone (763-442-7441)
  - Send an email to [farmersmarket@maplegrovern.gov](mailto:farmersmarket@maplegrovern.gov)
3. Repeated, chronic late arrivals or absences by a vendor, *with or without notice*, may result in:
    - a. Verbal and/or written warning
    - b. Possible suspension or removal of vendor from market
  4. If a personal emergency situation arises after the market opens and a vendor feels they must leave, please notify Market staff who will do their best to facilitate safe departure.

## Labeling and Sales Practices

1. All items must be prepared, labeled, displayed and stored in accordance with Minnesota Department of Agriculture, Minnesota Department of Health and Hennepin County Community Health Department guidelines.
2. Products sold as Certified Organic must have originated from a USDA Certified Organic farm, and the vendor must provide a copy of the farm's National Organic Standard certificate as provided by a USDA accredited agent. The market will use the term "Organic" only in reference to USDA-certified Organic farms and products.
 

Vendors who meet the federal exemption because they follow organic practices and have less than \$5,000 in gross sales of organically grown products should contact the Market Manager. The vendor will be asked to sign a statement indicating that organic practices have been followed.
3. Items baked/processed at home must meet the requirements of the Minnesota Cottage Food exemption and must be labeled with date of production, the name, complete home address of the producer, and a list of ingredients. For more information: <https://www.mda.state.mn.us/food-feed/cottage-food-producer-registration>
4. Items sold by weight units of measure require a Minnesota State Certified Scale.
5. Solicitation unrelated to the sale of market goods is prohibited. This is true for vendors, staff, volunteers, and attendees of the market. Persons soliciting support (financial, political, or otherwise) for causes, campaigns or ideas unrelated to market goods will be asked to cease.
6. Price, terms of sale, etc. are between buyer and seller only.
7. All vendors agree to abide by fair business practices.

## Market Operations

1. Vendors may set up starting at 1:00 p.m. on market days. Vendors must wait until the staff moves the parking barriers to enter the market area. A Market Manager will be available at 1:00 p.m. to check in vendors and assist with any questions. If less time is needed, vendor may arrive no later than 2:30 p.m.
2. The market will begin at 3:00 p.m. when market staff sounds the air horn. No presales of market goods or exchange of money are allowed prior to 3:00 p.m.
3. There will be no moving vehicles in the market area between 2:40 p.m. and 7:05 p.m. If you arrive after 2:40, you must park in an adjacent area and walk your merchandise and supplies (tents, tables, etc.) to and from your stall location.

4. Vendors must remain until the market closes even if sold out. Absolutely no break-down of vendor displays allowed prior to market closing. Use this time to promote your product and encourage future visits from customers.
5. Restrooms are available inside the Maple Grove Community Center.
6. Electricity is available for an additional nominal fee and must be requested on the vendor application. *In most cases, vendors who require electricity are required to use the market's plug-ins.* Generators are allowed only in rare cases with the permission of market management. It is the responsibility of the vendor to ensure that their equipment/electrical needs are compatible with the market's electrical poles.

## Stalls and Set Up

1. Having a stall in one season is no guarantee that a vendor will have the same stall in any subsequent season.
2. Stall space is assigned by market staff to allow for the best product mix, traffic flow, electrical needs, etc.
3. Every effort is made to keep full-season vendors in the same location throughout the market season. However, vendors may be temporarily or permanently reassigned at the sole discretion of market management.
4. Vendors may not transfer, assign, sell, rent or lease their stall. Transfer within a vendor family or to a new farm or business owner may be allowed at the discretion of market management.
5. All items must be contained within a vendor's assigned space. Market staff may ask that unsightly, inappropriate, unauthorized, or unsafe materials be removed.
6. Vendors are allowed one vehicle in their assigned space. Vendors with large stalls may be allowed two vehicles with the permission of market management. **If your vehicle does not fit in your stall space, you will be required to purchase additional space.** Oversized or extra vehicles may be parked at the far west end of the market lot or in an adjacent lot.
7. Vendors may request one of the following stall options (see application for complete details)
  - a. SMALL stall (two parking spaces approx. 18' wide, fits ONE 10' x 10' canopy)
  - b. MEDIUM stall (three parking spaces approx. 27' wide, fits TWO 10' x 10' canopies)
  - c. LARGE stall (four parking spaces approx. 36' wide, fits THREE 10' x 10' canopies)
8. If a vendor sets up in the wrong location, market staff will make the decision on what occurs depending on how many other vendors are present and set-up.
9. In certain weather conditions market staff may require vendors to take down canopies. Broken or compromised canopies are not allowed and vendors will be asked to take them down.



10. No stakes may be pounded into the tarmac, parking lot, or grass.

**The market site is very windy. Tents and canopies must be weighted. Each canopy leg must be secured with 20 to 25 pounds of weight.** If your vehicle is in your stall, please bring ropes or bungee cords to secure the tent to your vehicle. Vendors will not be allowed to set up or will be asked to take down their canopies if they do not have adequate weights.

Vendors assume full responsibility for any injury, loss, or damage of any kind that may result from improperly or insufficiently securing tents, awnings, display equipment, products, or other items.

## Displays

11. Vendors are responsible for providing all tables, chairs, canopies, signs, tent weights, cash, and other items needed for their display.
12. Vendors must post clear, visible, professional-quality signs with their business name and location. Hand-written signs on paper or cardboard will not be allowed. Failure to do so will result in a \$10 fine, payable immediately each week that a sign is not displayed.
13. The signs displayed in each vendor booth should be related ONLY to products for sale and the vendor's business. Signs, flags, or literature unrelated to product or business may not be displayed.
14. All food must be stored/displayed 6" off the ground in order to eliminate potential contamination from dirt, ground debris, and other contaminants. Use a pallet or empty crates/containers to raise items off of the ground.
15. Prices must be prominently and clearly displayed. Signs with product prices may not be larger than 8in x 11in.
16. Those selling homemade or home-processed items falling under the Cottage Foods Exemption must display a placard stating: "These products are homemade and NOT subject to state inspection."
17. Vendors are required to maintain a clean and attractive booth display at all times.
18. Vendors must represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn.
19. Vendors offering samples must follow all Safe Food Sampling guidelines, including an approved portable handwashing station, no bare-hand contact with foods, and adequate garbage receptacle(s) accessible to customers. (See page 13)
20. The general cleanliness of the market area is everyone's responsibility. All vendors must keep their area neat while selling and make certain that the area is clean before leaving.

# Sales Reporting

Vendors may be asked to periodically report gross market sales for one market date through an online form emailed to the vendors. These sales reports are used to gauge the volume and financial impact of the market. No records will be kept identifying the sales history of any individual vendor.

## Tokens

Tokens are an important part of the market’s promotional strategy. All vendors are required to participate in the token program. See “Tokens Explained” fact sheet, attached to this packet.

**Additional Promotional Programs:** The Maple Grove Farmers Market reserves the right to participate in other “promotional currency” programs and will provide detailed information to all vendors about the use and redemption of tokens, coupons, or other promotional currency.

## Permits, Licenses, Taxes and Insurance

The market may be inspected by City, Hennepin County, or State inspectors on any day without advance notice. Inspectors may have the authority to temporarily close vendor businesses. To avoid disruption and lost income, it is important to seek all appropriate licensing and permits prior to the beginning of the market season. Copies of these licenses must be submitted to market organizers.

All permits and licenses required by the City of Maple Grove, Hennepin County, the State of Minnesota or the Federal Government are the sole responsibility of the vendors. Vendors must work directly with the issuing agency to seek proper licensing.

The table below is intended as a guide for vendors when determining which forms, licenses and permits to submit with vendor application. This guide may not be accurate for every vendor or product. Please confirm your licensing requirements by calling Hennepin County Environmental Health, (612) 543-5200. The Minnesota Department of Agriculture’s Food Licensing Wizard may also be helpful: <http://www2.mda.state.mn.us/webapp/foodlicensingwizard/>

	MN Revenue Form ST-19	Proof of Insurance	MN Cottage Foods Producer Registration	MN Dept. Ag Retail Mobile Food Handler License	Hennepin Co. Itinerant License	MN Dept Health License AND Henn. Co. Mobile Food Unit Reciprocity	MN Dept. Labor & Industry Portable & Temp. Power Inspection	MG Fire Dept. Mobile Food Preparation Unit Permit (NEW)
Fresh fruits and vegetables, fresh-cut flowers	X	X						
Meat or dairy products	X	X		X				
Pure honey or maple syrup	X	X						
Farmstead products with added ingredients (for example, flavored honey or maple syrup)	X	X	Consult Henn Co. Environmental Health	Consult Henn. Co. Environmental Health				

Non-potentially hazardous home-baked and home-processed foods	X	X	X					
Concession items	X	X		X --OR--	X			
Non-edible items	X	X						
Food trucks or mobile food units	X	X		X --OR--	X --OR--	X	X	X

*Vendors must provide a copy of all applicable licenses to the Maple Grove Farmers Market no later than May 1, 2023. Vendors must also have licenses available for review in person on every market day.*

Vendors operating food trucks (self-contained mobile food units where foods are cooked or served ready-to eat to market customers) will be required to display a current inspection sticker from the MN Department of Labor and Industry. Find an inspector and learn more by contacting one of the four state electrical inspectors listed at the bottom of this resource page:

[http://www.dli.mn.gov/CCLD/PDF/eli\\_area\\_reps.pdf](http://www.dli.mn.gov/CCLD/PDF/eli_area_reps.pdf)

New since 2022: Maple Grove Fire Department will require annual inspection of Mobile Food Preparation Vehicles (food trucks). To secure this inspection, please contact Patrick Farrens, Deputy Fire Chief, at [pfarrens@maplegrovern.gov](mailto:pfarrens@maplegrovern.gov).

Any required sales tax collections and remittances are the sole responsibility of the vendors.

The City of Maple Grove and the Maple Grove Parks and Recreation Board are not liable for any injury, illness, theft, loss, or damage of any kind to either the buyer or seller, or their property, arising out of or pertaining to preparation for, participation in, or use or consumption of products bought, sold, or provided at the Maple Grove Farmers Market; whether such injury, illness, theft, loss or damage occurred prior, during, or after the Maple Grove Farmers Market. By participating in the Market, seller further agrees to indemnify and hold the City of Maple Grove and the Maple Grove Parks and Recreation Board harmless for and against any claims for such injury, illness, theft, loss or damage.

Insurance: Each vendor must carry General Liability/Product Insurance as follows. A certificate of insurance must accompany the vendor application.

- \$1,000,000 (1 million dollars) each occurrence **AND**
- \$1,000,000 (1 million dollars) aggregate of general liability insurance.
- The City of Maple Grove **MUST BE LISTED** as an additional insured on your policy for the dates of the Maple Grove Farmers Market and shown on the Certificate of Insurance as such.

## Enforcement of Market Rules

Market staff members value our good relationship with vendors and make every effort to educate vendors about the market guidelines before and during the season. Staff reserves the right to

suspend or revoke the selling rights of any vendor who repeatedly disregards one or more of the rules as outlined in these guidelines.

If market staff suspends or revokes a vendor's selling rights for any reason, the selling rights of all working at that booth—primary seller and additional sellers, whether it be family, friends, agents, employees, etc.—are likewise suspended or revoked.

The rules, policies, and guidelines are determined, and may be changed, by the market staff with approval of the Maple Grove Parks and Recreation Board. Vendors will be notified of any significant changes and the date they become effective.

No person or entity other than the City of Maple Grove, Maple Grove Farmers Market or agents thereof may make use of the Maple Grove Farmers Market name or logos without the express permission of the City of Maple Grove.

## **Feedback**

The City of Maple Grove encourages feedback about the farmers market. Both positive comments and constructive criticism about all aspects of market management may be sent the following ways:

By phone: 763-494-5955

By email: [farmersmarket@maplegrovern.gov](mailto:farmersmarket@maplegrovern.gov)

By mail: Maple Grove Farmers Market, 12951 Weaver Lake Road, Maple Grove MN 55369

A vendor may be asked to provide their comments in writing. Market staff will share the information with appropriate City personnel for follow up.

## **Market Staff Responsibilities**

The City of Maple Grove hires staff members to manage and oversee operations of the farmers market.

The Market Manager supervises operations and plans for development and promotion of the market. The Assistant Manager (Special Events Assistant) supports all aspects of the market and may be designated the on-site manager.

The Manager/Assistant Manager apply the rules and guidelines of the market and have the authority to interpret and implement policy. The Market Manager/Assistant Manager are the final authority on market day. Market staff members are responsible for public and vendor concerns. Staff members also serve as liaisons between vendors/customers and City staff/officials.

The Market Cashier coordinates sales and reimbursement of all market tokens. The cashier guides token submission and reimbursement procedures and secures the safety of valuable market currencies.

Market staff shall notify vendors of any rule violations.

Market staff has the authority to request any person to leave the market operating area and, if necessary, call the police for assistance.

Vendors are encouraged to approach market staff if they encounter a problem. Any discussion of problems in front of customers or other vendors is strongly discouraged and shall be avoided.

Market staff assigns all stall spaces. All vendors, musicians, entertainers, chefs, sponsors, community organizations, etc. must have the prior approval of the market staff.

## Weather Policies

While the market is rain or shine, instances of severe weather can affect market operations. The manager will decide whether to hold the market or delay the opening. *This determination will generally not be made until set-up time, 1:00 pm, on market day. Every effort will be made to provide ample time for vendors and customers to safely respond to hazardous weather conditions.*

The following weather conditions may cause the market to be delayed, suspended, or cancelled: audible thunder and/or visible lightning; thunderstorm or tornado watch/warning; high winds; heavy rains or snow; heat index of 103 to 115 degrees F; other as determined by management.

### Delay of Market Opening:

Market staff will notify vendors in person and by email if the opening of the market will be delayed due to weather. Opening will be delayed until 30 minutes after thunder is heard. Vendors should remain in their vehicles during this time or take cover in the Community Center. Vendors may also choose to excuse themselves from the market on that date. Such an absence will be considered "excused."

### Suspension of Market:

In the event that market management determines severe weather will be of short duration, the market may be suspended. The market may be suspended for up to 30 minutes after a severe weather event. At which time market management will determine if it's safe to resume the market. In the event of a suspension, market staff will sound an air horn to alert customers to stop shopping and take cover. Staff will quickly notify all vendors and provide instruction. Vendors should be prepared to:

- Collapse all tents/canopies
- Secure all product by placing it in their vehicles or under tarps that are securely fastened to tables
- Take cover in vehicles or inside the Community Center
- Vendors may choose to excuse themselves from the market instead of waiting out a suspension. Such an absence will be considered "excused."

### Cancellation of Market:

If market staff determine that cancellation is necessary, an air horn will be sounded three times to alert customers to quit shopping and leave the market area to take cover. Staff will quickly notify all vendors and provide instruction. Vendors should:

- Collapse all tents/canopies
- Take down and repack all displays
- Take cover in vehicles or inside the Community Center, or leave the market site.

Note: In the event of a tornado warning or sudden hazardous weather event, vendors should pack up money, nothing else, and move to shelter inside the Community Center. Staff inside the community center will direct vendors and customers to safe shelter.

- In the event the market is closed or delayed, vendors are prohibited from setting up stalls or selling any product.
- In the event the market is closed or delayed, vendors who make weekly (non-retail) CSA deliveries will be asked to move to an inconspicuous location in another lot and are prohibited

from setting up stalls or selling any product. These vendors will receive guidance directly from the Market Manager.

- It is acceptable for a vendor to call and say they are not comfortable attending because of weather conditions. Also, if a vendor arrives at the market and conditions are not good for their product or set up, they should decide if it is conducive for them to participate and notify staff accordingly.
- Vendors should call the market voicemail (763-494-5955) or market mobile phone (763-442-7441) for updates.

No refunds will be given if the market is cancelled, delayed, or closed early for any reason. It is the vendor's responsibility to keep their contact information up to date in the event the market is cancelled. Staff will make every effort through phone and email to notify vendors of any cancellations or changes.

## Sampling

Vendors are encouraged to provide samples of their products. Samples are very appealing to shoppers and offering samples gives vendors a reason to engage shoppers in conversation about the product. *Sampling will increase your sales.*

According to state law, vendors may sample their wares at the farmers market if the following rules are followed. For more information about the state's Safe Food Sampling at Farmers Market law and requirements, visit <https://www.extension.umn.edu/food/food-safety/courses/safe-food-sampling-farmers-markets/>

1. If you plan to sample, please note the follow:
  - a. You are required to have your own portable handwashing station which contains a minimum of five gallons of warm water. (**Note that water is not available on site and must be brought to the market.**) The handwashing station must have a toggle-type spigot that allows water to run over both hands as they are washed. Vendors must provide their own soap, disposable paper towels, and wastewater catch basin. All open samples must be prepared on site at the farmers market.
2. Sampling must occur under a tent or canopy and must be covered in order to prevent contamination.
3. Store all foods, beverages, ice, utensils, and paper products at least 6 inches above the ground.
4. Always keep potentially hazardous foods such as meats, fish, poultry, or salads at 41 degrees F or colder or 140 degrees F or hotter. Use a metal-stem thermometer to monitor product temperatures and use mechanical refrigeration for cold items.
5. Hot items must be discarded after four hours. Cold items must be discarded if they have been displayed outside of mechanical refrigeration for four hours.
6. No bare hand contact with foods. Vendors must provide their own gloves, serving papers, toothpicks, or other means to avoid touching food with bare hands.
7. For sampling utensils, vendors must provide a three-compartment sink or bring extra sanitized utensils in the event that one becomes soiled.

8. Samples must be three ounces or less.
9. Samples must be provided at no cost.

## Maple Grove Farmers Market **Token Programs**: Important Information for Vendors

Please review this important information about token and payment programs at the Maple Grove Farmers Market. The Maple Grove Farmers Market offers shoppers the convenience of using their credit, debit and EBT cards to purchase tokens at the Market Information Booth.

**Why offer tokens?** Shoppers carry little cash. Offering tokens provides a source of currency at the market and allows folks to make larger and/or impulse purchases. It also allows our customers who participate in the Supplemental Nutrition Assistance Program (SNAP) food support dollars at the market. Token sales increase the amount of money in circulation, which means that you can sell more!

**Vendors will be reimbursed for Maple Grove-issued tokens by check every two weeks.** Other markets issue their own tokens, but we will reimburse only tokens printed with “Maple Grove Farmers Market” as in the examples on the reverse side of this page. The exception to this rule is Market Bucks, which you may redeem at any participating market.

***Vendors cannot use tokens as change for a customer’s purchase (you should provide change ONLY in cash) nor should a vendor use tokens to make their own purchases or transfer tokens to another vendor for any reason.***

### **Vendor Reimbursement Procedure (HOW TO TURN TOKENS INTO REAL MONEY!)**

1. Accept the various tokens from customers, according to the specific instructions on the back of this page.
  - a. You **MUST** accept \$5 and \$2 tokens.
  - b. If you sell fresh produce, you **MAY** accept the \$2 PoP Club tokens.
  - c. You may accept \$1 EBT tokens and Market Bucks if you sell qualifying products—edible items for home consumption—and have a signed agreement on file with Maple Grove FM.
2. Each vendor will receive a token baggie kit and daily submission form. Tokens must be sorted and pre-counted and the form completed before they will be accepted by the market cashier.
3. At the end of each market day, bring all tokens to the Farmers Market Cashier between 6:30 and 7:15 p.m. (between 5:30 and 6:15pm in October-April.) Vendors should bring their tokens to the cashier only once each Market day.
4. Tear off and retain the pink copy of the token receipt form for your records. Market staff will contact you within five three business days if there is any discrepancy between your form totals and the number of tokens in the bag.
5. The City of Maple Grove will mail a reimbursement check every two weeks to the address provided by the vendor. You may update your “payable” information or address at any time by contacting market management. Please deposit or cash your checks promptly.



All vendors are **REQUIRED** to accept \$5 and \$2 tokens. You may make change in cash.



\$5 Tokens are issued when a customer swipes their credit or debit card at the Market Information Booth. *Per your signed vendor application ALL VENDORS agree to accept these tokens*, even if your business accepts credit/debit cards. As noted on the token, you may make change in cash. \$5 tokens do not expire. Vendors will be reimbursed for \$5 tokens.



\$2 Tokens are Maple Grove Farmers Market promotional tokens and are given as customer loyalty rewards. *Per your signed vendor application ALL VENDORS agree to accept these tokens*, even if your business accepts credit/debit cards. As noted on the token, you may make change in cash. \$2 tokens do not expire. Vendors will be reimbursed for \$2 tokens.

Vendors with eligible products may choose to accept \$1 EBT tokens. You must sign an EBT agreement form if you wish to participate in the EBT program. **Do not make change in cash.**

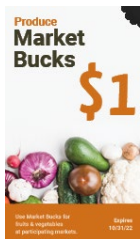


**\$1 Tokens** are issued when a customer swipes his or her SNAP/EBT (food support) card. \$1 Tokens may be used to purchase any grocery item that will be prepared at home (fresh or preserved produce, meats, eggs, cheese, breads, sauces, pickles, jams, juices, prepared foods that are packaged to take home, etc.)

\$1 EBT Tokens may **NOT** be used for items that will be consumed on-site at Market (prepared drinks, hot foods, single cookies or snacks, for example.) They may NOT be used for decorative items such as non-edible pumpkins or gourds, decorative corn or non-edible flowering plants. **DO NOT** use these tokens to make change for transactions or to make your own



*Market Bucks are a special incentive for SNAP/EBT customers. These shoppers will receive a FREE match of up to \$10 when they use their EBT card at market. As in the past, Market Bucks Coupons are worth \$1 in EBT-eligible products. They follow all the same rules as the \$1 tokens and you will be reimbursed for them. Unlike tokens, they have an expiration date.*



***Market Produce Bucks** are another incentive for SNAP/EBT customers. These shoppers will receive a FREE match of up to \$10 when they use their EBT card at market. Market Produce Bucks are worth \$1 and is eligible for **FRESH PRODUCE ITEMS ONLY**. They look similar to Market Bucks but Market Produce Bucks have a “bite” removed from them the upper right hand corner. Market Produce Bucks have an expiration date.*

**Vendors who sell fresh produce or food-bearing plants may accept \$2 Power of Produce Club tokens.**



Power of Produce (PoP) tokens are issued to children during the outdoor market season. They should be accepted ONLY for fresh vegetables or fruits or food-bearing plants. PoP tokens are larger than other tokens and state “produce only.” As the token states, you may make change—but we prefer that you sell young customers the full \$2 in produce.

**Questions? Contact Market staff at [farmersmarket@maplegrovern.gov](mailto:farmersmarket@maplegrovern.gov) or please take time to ask for assistance on market day.**