



**MAPLE GROVE**  
FARMERS MARKET

# 2025 Vendor Rules and Guidelines

## ~ OUTSIDE ~

Thursdays May 8 - October 16, 2024

3 to 7 p.m. (thru September) 3 to 6 p.m. (in October)

Church of the Open Door (9060 Zanzibar Ln Maple Grove MN 55311)

## ~ INSIDE ~

Spring 2025: March 13 & 27 and April 10 & 24

3 to 6 p.m. inside the Maple Grove Community Center

Winter 2025: November 13 & 25 and December 11 & 23

3 to 6 p.m. inside the Maple Grove Community Center

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

763-494-6500

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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

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 For 2025

## Application due date

- Returning vendors for priority consideration – Feb 1
- All vendors – April 30
- The application for the summer market will close May 1

## Vendor fee due date (*Vendors may not begin selling until all fees are paid*)

- Indoor spring market fees – Feb 28
- Summer outdoor market fee – April 30
- Indoor winter market fee – Oct 31

## Vendor Orientation

- May 1 – stay tuned for more details

## 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.
- 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

1. All vendors must submit complete an annual application to be considered for participation. Incomplete applications may not be considered.
2. An application fee of \$25 will be applied to new vendors applying for the first time. This fee will be collected if your application is approved.
3. Vendor applications are considered based on product and space availability. We place a strong emphasis on local farms and food made with locally sourced ingredients. The following criteria will also be considered: 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.
4. Applicants must be actively involved and invested in the planting, growing, harvesting, and/or processing of products they wish to sell at the market.
5. Only one applicant per household and/or farm, garden or nursery will be allowed. Any household applying under multiple names will not be considered.

6. 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.
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.

Please note: 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.

## Payment Process

1. Vendors who are accepted to participate will receive an invoice for fees due. Instructions to make payment online, or via check will be provided. Failure to make payment by the stated due dates may result in delay, suspension or revocation of a vendor’s selling rights.
2. Vendors will not be reimbursed for market dates they voluntarily cancel.
3. No refunds will be given if the market is cancelled, delayed, or closed early for any reason. Any form of refund would only be through a documented unusual hardship or compassionate reason with approval by market staff at their sole discretion. Any such refund request will be reviewed on a case-by-case basis.

## Fees

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, and must be made in compliance with all federal, state and local laws and regulations:
  - Vendor grown fresh fruits, vegetables, herbs, spices, bedding plants, hanging and potted plants, perennials and cut flowers.
  - Vendor produced *farmstead* products such as cheese, meat, honey, maple syrup, and grains in which they are actively involved in producing.
  - \*Vendor produced products such as baked goods, canned goods, preserves and other specialty products in which they are actively involved in producing.
    - ***\* If your products are not 100% of the farm (produce you grow) or a byproduct of the farm (brats w/added seasoning made from the animals you raise), your products must contain at least one locally sourced ingredient, either directly from a farmer or another vendor.***
  - Wild-caught, wild-harvested, or foraged food items.
  - Non-edible farmstead products in which the vendor is actively involved in the processing or producing (beekeeper selling wax candles).
  - The Maple Grove Farmers Market is not accepting arts, crafts and other similar items, or food trucks for the 2025 summer market season.
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. No live animals may be sold, displayed, or given away at the market.
5. 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, drugs (unless used with prescription) and cannabis use 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, at 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 market dates selected in their 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. No call - no show, unexcused absences, and/or repeated late arrivals by a vendor may result in:
  - a. Verbal and/or written warning.
  - b. Dismissal of participation at the market. Vendors with chronic attendance issues may not be invited back the following season.
4. If a personal emergency situation arises after the market opens and a vendor must leave, notify Market staff who will 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.
3. Non-potentially hazardous food made 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 visit:  
<https://www.mda.state.mn.us/food-feed/cottage-food-producer-registration>
  - a. 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."
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

### Indoor Markets:

1. Vendors may not begin setting up until 1:30pm on market day. A market manager will be on site to check in vendors and answer questions.
2. Vendors must exercise caution with their vehicles in the community center parking lot. Do not block the main entrance as you load in and out.
3. Vendors must be unloaded and in their space by 2:45pm.
4. Vendor may not tear down until the market closes at 6pm (even if sold out).
5. Vendors are responsible for removing and disposing large amounts of debris (cardboard boxes, damaged products etc.) resulting from their business or operation.
6. **Vendors may not begin selling until 3pm. No pre-sales are allowed.** Market staff will sound a bell to begin selling.

### Summer Outdoor Markets:

1. Vendors may begin setting up at 1:00 p.m. on market days. Vendors must wait until market 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, vendors may arrive no later than 2:30 p.m.
2. **Vendors may not begin selling until 3pm. No pre-sales are allowed.** Market staff will sound a horn to begin selling.
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 to and from your stall location.
4. Vendors must remain until the market closes at 7p.m., 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. *\*For the 2025 summer outdoor market season, porta potties will be available; vendors are permitted to use the restrooms inside the Church of the Open Door.*
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. ***\*For the 2025 summer outdoor market season, there is no electricity available at the market site; vendors are responsible for providing their own source of power.***

## Stalls and Set Up

1. All vendors are required to have a tent with the appropriate weights.

**The market site is very windy. Tents and canopies must be weighted. Each canopy leg must be secured with a min. of 30 pounds of weight.** If your vehicle is in your stall, 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.

2. Having a stall in one season is no guarantee that a vendor will have the same stall in any subsequent season.
3. Stall space is assigned by market staff to allow for the best product mix, traffic flow, electrical needs, etc.
4. 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. **If your vehicle (s) does not fit in your stall space, you will be required to purchase additional space.** Large vehicles have a hard time parking in smaller spaces when their neighbors are already in place and fully set-up. Make sure to select your stall size accordingly.
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.

## Displays

1. Vendors are responsible for providing all tables, chairs, canopies, signs, tent weights, cash, and other items needed for their display.
2. 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.
3. 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.
4. 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.
5. Prices must be prominently and clearly displayed. Signs with product prices may not be larger than 8in x 11in.
6. Vendors are required to maintain a clean and attractive booth display at all times.
7. Vendors must represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn.

8. 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.

## Permits and Licenses

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.

***Vendors must provide a copy of all applicable licenses to the Maple Grove Farmers Market before they can begin selling. Vendors must also have licenses available for review in person on any given market day.***

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.

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

Vendors operating food trucks (self-contained mobile food units where food is cooked or served ready-to-eat) will be required to display a current inspection sticker from the MN Department Health.

There is a table at the end of this section intended as a guide for vendors when determining which forms, licenses and/or permits are required for their operation. This guide may not be accurate for every vendor or product. Confirm your licensing requirements by calling the appropriate agency.

Hennepin County Environmental Health: (612) 543-5200

Minnesota Department of Health: (651) 201-4500

<https://www.health.state.mn.us/communities/environment/food/license/index.html>

Minnesota Department of Agriculture: (651) 201-6000

The Minnesota Department of Agriculture's Food Licensing Wizard may be helpful:

<http://www2.mda.state.mn.us/webapp/foodlicensingwizard/>

<b>Vendor Permit, License &amp; Insurance Guide</b>	MN Revenue Form ST- 19	Proof of Insurance	MN Dept. of Ag Cottage Foods Producer Registration	MN Dept. of Ag Wholesale Food Manufacturing License	MN Dept. Ag Retail Mobile Food Handler License	MN Dept Health License OR Henn. Co. Reciprocity	Hennepin County Itinerant License (if less than 10 days)	Hennepin County Short Term Food License
100% products of the farm such as fresh produce, pure honey and maple syrup	X	X						
Meat, dairy products, baked goods, products not registered as CF, farmstead products with added ingredients (flavored honey)	X	X		X If more than 50% of sales are from wholesales	X Consult MDA			
Cottage Foods (non-potentially hazardous home-baked/processed foods)	X	X	X					
Concession items and operating with a tent (ready to eat food/food intended to be eaten on site)	X	X				X If already licensed with MDH, apply for reciprocity from Hennepin Co.	X --OR--	X --OR--
Food trucks or mobile food units	X	X				X If already licensed with MDH, apply for reciprocity from Hennepin Co.		

## Insurance

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.

## 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, delay opening, or cancel. *This determination will generally not be made until set-up time, 1:00 pm, on market day.*

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.

Every effort will be made to provide ample time for vendors and customers to safely respond to hazardous weather conditions. It is the vendor's responsibility to keep their contact information up to date in the event the market is cancelled.

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. These absences will be considered excused.

No refunds will be given if the market is cancelled or delayed due to weather.

Vendors may call/text the market mobile phone (763-442-7441) for updates.

### **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 resume once it is safe. Vendors may choose to excuse themselves from the market instead of waiting out a suspension. Such an absence will be considered "excused." If

you decide to leave, make sure to take precaution while driving as there may still be customers and other vendors on site.

### **Cancellation of Market:**

If market staff determine that cancellation is necessary, an air horn will be sounded to alert customers to stop shopping and leave the market area. Staff will notify all vendors and provide further instructions. Once a market has been cancelled, vendors are prohibited from setting up stalls or selling any product.

Note: In the event of a tornado warning or sudden hazardous weather event, vendors and customers should take shelter inside the Community Center. Staff inside the community center will provide further instructions for the safety of everyone.

## **Sampling**

Vendors are encouraged to provide samples of their products. Sampling can be a good way to engage shoppers in conversation about your business and offerings.

If you plan to sample, note the following:

- If your samples are open and/or prepared on site, you are required to have a washing station.
  - Vendor must bring their own water, soap, catch bucket and paper towels.
  - Washing station must have toggle type spigot.
  - Samples must be less than 3 oz. and free.
- If your samples are in a closed container and prepared at home, you are not required to have a washing station.

## **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 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.

## **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.

## **Dismissal and Grievances**

Vendors not in compliance with the rules and regulations outlined in this guide may be dismissed from the market.

Vendors who misrepresent their product or bring products they are not approved to sell may be asked to remove such products, and may be dismissed from the market.

Any vendor to vendor issues may be brought to the attention of the Market Manager.

Any vendor to Market Manager issues may be brought to the attention of the Assistant Parks and Recreation Director.

## **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 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.

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

### Tokens

Tokens are an important part of the market's promotional strategy. All vendors are required to participate in the token program.

**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.

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) to purchase fresh and local goods 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 every two weeks.** Other markets may issue their own tokens, but we will only reimburse tokens printed with "Maple Grove Farmers Market" (see next page for examples). The exception to this rule is Market/Produce 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 back copy of the token receipt form for your records. Market staff will contact you within 3-5 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. Vendors who opt for direct deposit will receive their funds directly in their account. You may update your “payable” information or address at any time by contacting market management.

**All vendors are REQUIRED to accept the \$5 and \$2 tokens. You may only 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. *Change may not be given.*



**\$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 is intended to 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). 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 purchases.



*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. Market Bucks are worth \$1, and can be used to purchase EBT-eligible products. They follow all the same rules as the EBT \$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 can be used to purchase only **FRESH PRODUCE ITEMS**. 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. *Change may be given.*



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@maplegrovemn.gov](mailto:farmersmarket@maplegrovemn.gov) or please take time to ask for assistance on market day.**