



September 2017

The City of Maple Grove invites you to be part of its 2017-2018 Indoor Farmers Market season, the 13th year of this wonderful winter tradition.

Enclosed please find indoor market guidelines and application materials. A few items to note:

- You may sign up for one or more dates—the indoor season does not require full-season participation or payment. Note: vendors signing up and pre-paying for the full ten-market season will receive a \$20 discount.
- Market hours are as follows: 3-6pm in November, December, February and March; 3-7pm in April and May.
- The annual May Spring Preview event is part of the indoor market season. We will reserve a small number of vendor spaces at the May market for new or returning 2018 outdoor season vendors, as we transition to a new season.
- Payment should not be submitted at the time of application. If you are accepted to participate in the market (on or about October 5) you will receive an invoice and directions for making payment.
- Product eligibility guidelines match those of the outdoor market.
- Licensing guidelines match those of the outdoor market.
- We are actively looking for vendors who can offer fresh produce items during the winter months.
- We welcome vendors' ideas about new and positive ways to promote the indoor market season.

We welcome your questions at (763) 494-5955. Please note that applications received by Tuesday, October 3 will receive first preference.

We look forward to receiving your application!

Kirsten, Carol and Paris
Maple Grove Farmers Market staff

**Maple Grove Indoor Farmers Market
Market Information and Guidelines**

Thursdays 3-6pm

2017: November 2 & 16 / December 7 & 21

2018: February 1 / March 8 & 29

Thursdays 3-7pm

2018: April 12 & 26 / May 10

Address for Market Correspondence: PO Box 1180, Maple Grove, MN 55311

Market Location: Maple Grove Community Center (INSIDE), 12951 Weaver Lake Road

The Maple Grove Indoor Farmers Market is a market in which farmers, growers and producers sell their products directly to the public. This market allows consumers to have a direct relationship with the producer/vendor. The market emphasizes quality and freshness and strives to provide customers with a unique shopping experience.

The rules, policies, and guidelines followed at the Maple Grove Farmers Market are administered and revised by the Market Staff with approval of the Maple Grove City Administrator.

Application and Fees

- Those wishing to participate in the Market must complete an application form and return it to the City of Maple Grove before consideration for participation.
- Vendors approved for participation will receive an "approved to sell" letter and invoice from the City of Maple Grove. Payment may be made by check, money order, or credit card. *Vendors who prepay for all 10 market dates by Thursday, October 3 will receive a \$20 discount.*
- Vendors must submit payment for their market stall *no later than the Thursday prior to the market day*. Payment may be made by calling the market manager or mailing cash or credit card authorization. Payment will not be accepted on market day. Vendors who have not paid will not be allowed to participate.
- The City of Maple Grove shall review and approve all vendor applications before a vendor can participate in the Market. Selection will be based on space available at the market, the items a vendor offers, and preference will be given to past participants with good attendance records.
- When selecting 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.
- Once a vendor is accepted the vendor fee is not refundable.
- A minimum of 12 approved vendors for each of the 2017-2018 market dates is required for the markets to take place. Should the market be cancelled due to low vendor participation, vendor fees for that date will be refunded.
- Should customer or vendor attendance fall below expectations, the Market Management reserves the right at any time to cancel the balance of the Indoor Farmers Market dates.

Market Goods

- The following items may be approved for sale:
 - Vendor grown fresh or dried fruits and vegetables
 - Vendor grown fresh or dried herbs, spices, and seasonings
 - Vendor produced products such as cheese, meats, fish, poultry, eggs, baked goods, honey, maple syrup, wild rice, and preserves, if prepared and packaged in accordance with rules established by the MN Department of Agriculture
 - Vendor grown bedding plants, hanging and potted plants, and cut flowers or dried flowers
- Products not listed above must receive approval from the Market staff before sale.
- Products purchased for resale at the market are generally not allowed and must have prior approval of the Market staff.
- Vendors may not sell any items not approved or shown in their market application. Market staff has the right to ask vendor to remove products.
- All items must be prepared, labeled, displayed and stored in accordance with Minnesota Department of Agriculture, Minnesota Department of Health and Hennepin County Environmental Health Department guidelines.
- 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" to only in reference to USDA-certified Organic farms and products.
- Items sold by weight units of measure (instead of bulk or bundle) require a Minnesota State Certified Scale.
- Market staff reserves the right to inspect crops and production areas.

Setup/tear down

- Vendors may begin setting up at 1:45 p.m. on Market days. A Market Manager will be at the Market location at 1:45 p.m. to check in vendors and assist with any questions they may have about setting up. **There will be no access to the market area until 1:45 p.m.**
- Vendors must exercise caution with their vehicles in the Community Center parking lot. DO NOT BLOCK the main pedestrian entrance to the building. Specific loading and unloading instructions will be provided prior to November 2.
- **Vendors must be unloaded and in their space by 2:45 p.m.** This is a courtesy to fellow vendors and because of space constraints. ***Failure to do so will result in a \$15 fine payable immediately and could result in loss of future selling privileges.***
- No presales are allowed.
- Vendors must remain until the Market closes and may not start tear-down until closing time.
- Vendors must remove all materials including paper, bags, boxes or miscellaneous debris as a result of their sales from the area by one-half hour after closing time on market day.
- Vendors are required to take home and dispose of any spoiled, unusable, unsold products. Incidental garbage, such as paper items, soda cans, etc. can be disposed of in the trash cans provided.

Market Operations/Set Up

- The Market will begin at 3:00 p.m. **No presales are allowed.**
- The Market may be cancelled due to severe inclement weather. If this occurs, every effort will be made to notify vendors, but it is suggested that vendors call (763-494-5955 or 763-442-7441) if the weather is questionable. Vendors will not receive refunds for weather-related cancellations.
- **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 11 a.m. on Market day:**
 - Call the farmers market voicemail (763-494-5955)
 - Call or text the farmers market mobile phone (763-442-7441)
 - Send an email to farmersmarket@maplegrovern.gov
- Each vendor will be provided with one 6' x 3' table and two chairs for the space they are assigned. Vendors are not permitted to bring extra tables unless specifically approved by Market staff.
- Solicitation unrelated to the sale of Market Goods is prohibited.
- All items must be contained within the vendor's assigned space and may not infringe on adjacent vendors.
- Vendors are responsible for providing any other items needed for their display.
- Electricity is available upon request, but vendors must supply their own extension cords. Water is not available.
- Stall space is assigned by Market staff.
- Stall space is not transferable.
- Market staff has the authority to move and reassign stall space to enhance or facilitate Market operations.
- All displays must be neat and tasteful.
- Market vendors must have signs displaying their name or farm name.
- 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.
- All Market vendors should represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn.
- Price, terms of sale, etc. are between buyer and seller only.
- All vendors agree to abide by fair business practices.
- Any vendor who the Market staff feels is not complying with the Market rules may be asked to leave. The vendor in turn may petition to be re-accepted to the Market.

Vendors

- Persons who apply to be a vendor must produce what they sell.
- The City reserves the right to refuse acceptance to any applicant or product that is not in keeping with the rules or standards of the Maple Grove Farmers Market.
- Vendors are expected to attend the market to sell their own products. Additional sellers must be listed on the vendor application. No one under the age of 18 may sell or maintain a stall without adult supervision.
- 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.
- Smoking is prohibited at the Market and Community Center.
- Vendors are not allowed to have pets/animals at the Market and Community Center. It is against Maple Grove Park Board policy as well as the Minnesota Department of Agriculture regulations.
- Vendors may be asked to donate product for market and/or distribute printed Maple Grove Farmers Market information.

Tax/Permits/Insurance

- 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.
- Any required sales tax collections and remittances are the sole responsibility of the sellers.
- The City of Maple Grove and the Maple Grove Park Board, and their respective officers, employees, agents and consultants are not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the Maple Grove Indoor Farmers Market; whether such injury, theft or damage occurred prior, during, or after the Maple Grove Indoor Farmers Market, Business/Farm further agrees to indemnify, defend and hold harmless the City of Maple Grove and the Maple Grove Park Board and their respective officers, employees, agents and consultants for and against any claims for such injury, theft or damage.
- All vendors should carry their own general liability and product liability insurance, as the City does not provide this coverage.

Tokens

Market tokens are sold to customers at the Market Cashier table. The purpose of the tokens is to increase vendor sales by offering an alternate (and convenient) means of payment to our shoppers. Shoppers purchase tokens with their credit/debit/EBT card from the Market Cashier or may receive tokens as a part of the Market's overall promotions strategy.

Vendors should accept ONLY tokens labeled "Maple Grove Farmers Market," pictured below.

ALL VENDORS MUST ACCEPT:



\$5 tokens are just like cash. All vendors must accept. Change can be given; no expiration.



\$2 tokens are promotional rewards earned by market customers and should be treated like cash. All vendors must accept these tokens. Change can be given; no expiration.

SOME VENDORS MAY ACCEPT:



\$2 Power of Produce tokens (larger than others) were awarded to children during the 2016 outdoor season. Vendors may accept ONLY for fresh fruits and vegetables at the indoor market.



\$1 tokens are only for EBT eligible items. Participating vendors do not give change, and there is no expiration. To participate in this program, vendors must have a current signed agreement on file with the Maple Grove Farmers Market. The program is optional.

\$1 Market Bucks are provided to EBT card holders through a grant and may be accepted for EBT-eligible items. Please accept them only if you accept \$1 EBT tokens. Same rules apply. (We have not yet received an image of the 2017 winter Market Buck Coupon)

Only those vendors who have a signed agreement with the Market to participate in the EBT program can accept the \$1 tokens and market bucks AND only for EBT eligible items.

Vendors are reimbursed for MGFM tokens when accepted according to the program guidelines for each token type. Vendors will be notified of any promotional currency that may be in circulation. **Vendors should ask the Market Manager for assistance with any token-related questions.**

Vendors are not permitted to use tokens received from shoppers as currency in making their own purchases. Vendors are not permitted to use tokens as change for shoppers' purchases. Make sure to have enough cash on hand to make change for customer purchases.

All tokens/promotional currency should be turned into the Market cashier (preferably each Market day) for recording and future reimbursement. Tokens can be turned into the Market cashier only once each Market day, between 5:30 and 6:15pm. Vendors will receive a receipt for tokens submitted.

Vendors will be reimbursed via check for tokens they have turned in to the Market Cashier. Reimbursement will take about 7-10 days. Please make sure to notify us of any address changes.

It is a vendor's responsibility to keep their tokens secure, to turn them in regularly and to address any questions with Market staff.

Sampling

Vendors who wish to provide samples of their products to customers are encouraged to do so and required to follow the State of Minnesota's Safe Food Sampling legislation, which is specific to farmers markets. Information about the law and the procedures that must be followed to ensure safe sampling can be found here: <http://www.mfma.org/files/632.pdf>.

Vendors must bring their own utensils for any sampling (i.e., gloves, spoons, cups, napkins, etc.) as well as conduct any sampling. Vendors are strongly encouraged to take any steps possible to help reduce waste at the Market.

Vendors must provide or have immediate access to a portable handwashing station to ensure proper sanitation. The Maple Grove Farmers Market does not supply handwashing stations to vendors. Though restrooms are available inside the Community Center, these do NOT meet the law's requirement for immediate access to handwashing facilities.

Vendors should be aware that Hennepin County officials visit the farmers market without advanced notice throughout the season to assess sampling procedures, and Market staff monitors vendors continually for compliance with sampling guidelines.



Office Use Only	
Date rcvd _____	
Check/MO <input type="checkbox"/>	Credit Card <input type="checkbox"/> Amount paid _____
Electric needed <input type="checkbox"/>	

2017-2018 *Indoor Farmers Market* Application

THURSDAYS (Hours: 3 to 6 p.m. November - March / 3 to 7 p.m. April & May)

2017: November 2 & 16 / December 7 & 21

2018: February 1 / March 8 & 29 / April 12 & 26 / May 10

Maple Grove Community Center (**INSIDE**)

Mailing Address for Market Correspondence: PO Box 1180, Maple Grove, MN 55311

Physical address of Market: 12951 Weaver Lake Road, Maple Grove, MN 55369

Phone: 763-494-5955 Fax: 763-494-6421 Email: farmersmarket@maplegrovern.gov

Website: www.maplegrovefarmersmarket.com

PLEASE PRINT

Date: _____

Business/Farm name: _____

Name of primary seller: _____

Street address: _____

City: _____ State: _____ Zip: _____

Home phone: _____ Cell phone: _____

Email: _____ Website: _____

You are being asked to supply certain information about yourself that may be private information. The requested information may be used by the Farmers Market staff, Administration department, and other City employees as reasonably necessary. The purpose of this requested information is to compile a list to allow the City to contact you with information regarding your status as a vendor, market related updates/questions, weather related closures, etc. Failure to supply the requested data may result in the delay of the City supplying you with information.

Do you give permission to release your name, phone number, email and website to customers interested in contacting you for information and/or special orders? Yes _____ No _____

List additional sellers and indicate relationship to primary seller (spouse, child, parent, friend, employee, etc.)

Name of additional seller	Relationship to primary	Name of additional seller	Relationship to primary

Each vendor will be provided with one 6'x3' table and two chairs.

Do you need electricity? ☐ no ☐ yes (You must provide your own extension cord.)

Please list all items you intend to sell at the market. Add additional page if necessary. Items *not* listed may *not* be sold without market staff approval. If application is accepted, any additions to items sold must be submitted in writing and cannot be sold until approved by market staff.

- Do you grow or produce all your items? ☐ yes ☐ no

If no, please explain _____

Address where crops are grown or items produced: _____

(We reserve the right to inspect location at any time before or during the market season.)

- Do you intend to offer samples of your product at the market? ☐ yes ☐ no

- Are you selling any canned, processed, or baked food items? ☐ yes ☐ no

Are these items made in a licensed and inspected commercial kitchen? ☐ yes ☐ no

If yes, provide the name and address of the commercial kitchen:

If yes, you must provide a copy of your MN Dept. of Ag Retail Mobile Food Handler and/or other applicable license with this application. (Disregard if your license is on file from participation in previous 2017 Maple Grove Farmers Markets.)

OR

Are these items prepared in your home? ☐ yes ☐ no

If yes, you must provide a copy of your Cottage Foods Producer Registration from the MN Dept. of Ag. with this application. (Disregard if your license is on file from participation in previous 2017 Maple Grove Farmers Markets.)

- Are you selling meat products? ☐ yes ☐ no

If you are selling meat, please indicate name/address of processor: _____

With this application NEW VENDORS must include a copy of all relevant food licensing or exemptions, including MN Cottage Foods Registration, MDA Retail Mobile Food Handler License, and applicable Hennepin County food licenses. What food related licenses do you currently hold?

You need not provide copies of licenses if you have already done so in calendar year 2017.

Additional licensing from the Hennepin County Community Health Department may be required to participate in the market. Please contact this department at 612-543-5200 to ensure that you are fully licensed.

Please check **ALL** weeks you plan on attending the market.

- | | | |
|---|---|--|
| <input type="checkbox"/> November 2, 2017 (\$20) | <input type="checkbox"/> December 21, 2017 (\$20) | <input type="checkbox"/> March 29, 2018 (\$20) |
| <input type="checkbox"/> November 16, 2017 (\$20) | <input type="checkbox"/> February 1, 2018 (\$20) | <input type="checkbox"/> April 12, 2018 (\$20) |
| <input type="checkbox"/> December 7, 2017 (\$20) | <input type="checkbox"/> March 8, 2018 (\$20) | <input type="checkbox"/> April 26, 2018 (\$20) |
| | | <input type="checkbox"/> May 10, 2018 (\$20) |

If you are accepted to participate in the market, you will receive an acceptance letter, invoice, and payment directions. *A \$20 discount (one market fee) will be provided for vendors who pay in advance, in full, for all 10 market dates.*

Otherwise, payment for each market day must be received **NO LATER** than the Thursday prior to the market. Payment will not be accepted the day of the market and unpaid vendors will not be allowed to participate.

Please check:

- ☐ I have read and agree to abide by all City of Maple Grove 2017-2018 Indoor Farmers Market policies and guidelines.
- ☐ I understand that, once I receive written confirmation of my acceptance, fees paid are non-refundable, even if a conflict prevents me from attending one of the market dates I've chosen.
- ☐ I agree to accept Maple Grove Farmers Market tokens (debit, credit, promotional and if applicable, EBT tokens) from customers for payment of goods purchased and understand that I will be reimbursed for any market tokens submitted to Market staff. EBT token acceptance requires a separate agreement between Market and Vendor.
- ☐ I agree that the City of Maple Grove and the Maple Grove Park Board, and their respective officers, employees, agents and consultants are not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the Maple Grove Indoor Farmers Market; whether such injury, theft or damage occurred prior, during, or after the Maple Grove Indoor Farmers Market, Business/Farm further agrees to indemnify, defend and hold harmless the City of Maple Grove and the Maple Grove Park Board and their respective officers, employees, agents and consultants for and against any claims for such injury, theft or damage.
- ☐ I understand that it is recommended that I carry my own general liability and product liability insurance, as the City of Maple Grove does not provide this coverage.
- ☐ I understand that 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.
- ☐ The City of Maple Grove takes pictures and videos of people participating in/attending the Maple Grove Farmers Market for use in marketing and promotional purposes. I grant permission to use the name, pictures, videos and quotes of my employees and myself for this purpose.

Completed applications are due by Tuesday, October 3, 2017. Preference will be given to past participants with good attendance records and vendors that will enhance the variety of the market. **Space is limited!** Once a vendor is accepted, the fee is non-refundable.

Vendors accepted to participate will receive an invoice and payment instructions. Once received, the vendor fee is non-refundable.

Applications received after October 3 will be given consideration if space allows. Call 763-494-5955 or email farmersmarket@maplegrovern.mn.gov with questions.

Mail the following to:

City of Maple Grove Farmers Market, P.O. Box 1180, Maple Grove, MN 55311

- This **completed application** (above boxes must be checked and signature/date below required)
- **MN Department of Revenue Form ST-19** (submit only if you have NOT participated in a calendar year 2017 Maple Grove Farmers Market)
- **Photo of your booth/product/display (new applicants only)**

Signature of primary seller: _____

Date: _____

Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type

Name of business selling or exhibiting at event

Minnesota tax ID number

Seller's complete address

City

State

Zip code

Name of person or group organizing event

Name and location of event

Date(s) of event

Merchandise sold

Describe the type of merchandise you plan to sell.

Sales tax exemption information

Complete this section if you are not required to have a Minnesota tax ID number.

- ☐ I am selling only nontaxable items.
- ☐ I am not making any sales at the event.
- ☐ I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.

- ☐ This is a nonprofit organization that meets the exemption requirements described below:

_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]).

_____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]).

_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign here

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Signature of seller

Print name here

Date

Daytime phone

()

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for sellers and event operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

Sales tax registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at www.revenue.state.mn.us.

Information and assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at www.revenue.state.mn.us.

For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.

Vendor Profile Builder

Maple Grove Farmers Market

For NEW vendors or vendors who wish to provide an update

September 2017

Business Name	
Vendor Name (s)	
Additional Seller names to be listed in profile	
Address	
Web Site	
Other social media or promotional sites (please list)	
Vendor at MGFM since	
Products sold at MGFM INDOOR markets (please use space to provide more detailed descriptions if you wish)	
How did you begin your farm or business?	
Why do you do what you do?	
What is special about your product or production methods?	
What do you enjoy about the farmers market setting?	
What else would you like folks to know about you?	