

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

**Thursdays 3-6pm**

**2018: November 15 / December 6 & 20**

**2019: March 21 / April 4 & 18**

Address for market correspondence:

Attn: Kirsten Bansen Weigle 12951 Weaver Lake Rd. Maple Grove, MN 55369

**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 Superintendent of Recreation.

**Application and Fees**

- Those wishing to participate in the Market must complete an application form and return it to the City of Maple Grove to be considered 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 participate in all 6 market dates and paying in full prior to November 1 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 a check 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 and the items a vendor offers. 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 2018-2019 market dates will be required for the market 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, salsas, entrees, and preserves, if prepared and packaged in accordance with rules established by the State of Minnesota and Hennepin County Environmental Health.
  - Vendor grown bedding plants, hanging and potted plants, and cut flowers or dried flowers
- Products purchased for resale at the market are generally not allowed and must have prior approval of the Market staff.
- Vendors may sell only the items listed in and approved as part of 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 15.
- **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.***
- 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 30 minutes 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

- 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](mailto:farmersmarket@maplegrovern.gov)
- Each vendor will be provided with one 6' x 3' table and two chairs for the space they are assigned, as well as space for a small cooler if applicable. 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. 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.
- 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.
- 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.

## 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.

## 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.

## Maple Grove Farmers Market 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 2018 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 2018 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. Tokens must be pre-sorted and counted prior to submitting to the Market cashier. The Market cashier will re-count tokens with vendors upon submission. 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.