

Maple Grove Indoor Farmers Market Market Information and Guidelines

All Markets 3-6 p.m.
November 12 & 19
December 10 & 17

Address for market correspondence:
Attn: Kirsten Bansen Weigle 12951 Weaver Lake Rd. Maple Grove, MN 55369

NEW Market Location: 12059 Elm Creek Boulevard N, D-6 (formerly Forever 21)

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. It 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 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 online at www.maplegrovefarmersmarket.com to be considered for participation.
- Vendors approved for participation will receive an “approved to sell” letter and invoice from the City of Maple Grove. These will be delivered by email. Payment may be made by check, money order, or credit card.
- Vendors must submit payment for their market stall *no later than the Thursday prior to the market day*. Payment may be made online at www.maplegrovefarmersmarket.com or by check or money order mailed or delivered to the Maple Grove Community Center, 12951 Weaver Lake Road, Maple Grove MN 55369. 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 2019-2020 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. 2020 markets are also subject to cancellation due to circumstances surrounding the COVID-19 pandemic. In the event a market day is cancelled, vendor fees will be refunded.

Market Goods

- The following items may be approved for sale:
 - Vendor grown fresh fruits, vegetables, and herbs.
 - 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
 - Non-food consumable items if made with farmstead products.
- 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 will be assigned a 15-minute arrival and unloading window on market day. Arrival and unloading will be scheduled between 1:15 p.m. and 2:30 p.m. Unloading will take place at the loading dock door. Specific instructions for market day arrival, unloading, and end-of-market reloading will be provided prior to November 12 and may be modified as we learn how best to use this new space. Leaving the market at the end of the day will likely be slower than usual as we seek to keep vendors spaced out to comply with COVID safety requirements.
- **Vendors must be unloaded and in their space by 2:55 p.m.** Late admittance will not be possible this year.
- 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 after closing time on market day.
- Vendors are required to take home and dispose of any spoiled, unusable, unsold products. Vendors will also be required to remove their own cartons and product packaging. 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. Customers will be asked to line up outside the market space and will be allowed to enter at 2:55 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 by email and/or phone or text message. 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 9 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 must supply their own tables, chairs, signage, display items, and small trash bin.
- Vendor stalls may include up to two six-foot product display tables or a combination of one display table and one freezer or cooler. In all cases, an empty 3'-wide table must be placed between the display table or cooler/freezer and the customer. This will help to guarantee six feet of physical distance.
- 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.
- Electricity is available upon request to vendors to supply their specific electricity needs (amps). Vendors must supply their own extension cords.
- 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.
- Vendors are not allowed to have pets/animals at the Market. 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.
- Vendors must provide proof of General Liability and Product Insurance in the minimum amounts of \$1,000,000 each occurrence AND \$1,000,000 aggregate of general liability insurance. The City of Maple Grove must be listed as an additional insured on the policy for the dates on the vendor will participate.

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>. Important: All sampling procedures must follow COVID-19 safety protocols. These are drawn from the State of Minnesota's COVID-19 guidance for grocery and convenience stores and are applicable to the farmers market setting. COVID-specific sampling requirements include the following:

- Food samples are covered or shielded according to the Minnesota Food Code
- Samples are pre-portioned
- Sample area is monitored by a vendor/worker to maintain social distancing and discourage congregating
- Vendor/worker is protected by social distancing and/or the use of barriers.

All samples must be 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. Two soap-and-water handwash sinks will be situated within the market, but vendors who have a portable handwash station are strongly encouraged to bring it along. Water and a sink are available for filling and emptying portable handwash stations.

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 2020 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 2020 winter Market Buck Coupon)

Only those vendors who signed an agreement with the Maple Grove Farmers 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.

Modified Procedures for 2020 INDOOR Maple Grove Farmers Market

Updated 10.13.2020

Please read these guidelines carefully as you consider whether you would like to participate in the Maple Grove Farmers Market during the 2020 INDOOR season. Because of the nature of the coronavirus, indoor rules are more detailed and will be more strictly enforced. It is critically important that you understand and agree to comply with the guidelines as stated below. If you decide not to participate in the indoor market for any reason, we hope you will return in the future.

Wellness	<p>Vendors must not attend if feeling sick or anyone in family or production staff is sick or has had significant exposure to someone diagnosed with COVID-19 in the past 14 days. Significant exposure is defined as closer than six feet for 15 or more minutes, with or without masks. When in doubt, STAY HOME. Vendors who miss one or more markets due to COVID exposure or illness may request a refund of their market fees for those dates.</p>
Personal Protection	<p>Well-fitting masks that snugly cover both mouth and nose are REQUIRED of all vendors, staff, and volunteers at the indoor market, from the time you enter the building until the time you leave the building. This is in compliance with state regulations for workers in grocery settings.</p> <p>Please note that clear plastic mouth shields are not adequate protection. Face shields that fully cover the face and extend below your chin may be considered as an accommodation for those who cannot tolerate masks.</p> <p>Customers will also be REQUIRED to wear masks at the indoor market.</p> <p>Masks, hand sanitizer, sanitizing spray and cleaning rags will be available for your use.</p>
Handwashing	<p>Vendors should bring their own handwashing station if at all possible.</p> <p>The market will provide handwashing stations for use by customers, vendors and staff.</p>
Market layout	<p>Vendor booths will be placed at least 10' apart. Foot traffic will be one-way only. Market staff will maintain a continuous count of the number of customers inside the market to prevent overcrowding.</p>
Vendor display	<p>Bare tables or cleansable (vinyl) tablecloths will be allowed. <i>No cloth tablecloths.</i></p> <p>Vendors must place an empty 3' wide table between their display and the customer (see attached diagram). The goal is to create a safe 6' distance to protect both vendors and shoppers and decrease the chance of product/surface contamination. If you would like to try another method of keeping customers 6' from you, please discuss your idea with market management.</p> <p>Vendors who wish to design plexiglass barriers or other unique safety measures should discuss their plans with market management.</p>
Physical distancing	<p>This one is important! Please stay six feet from staff, other vendors, and customers at all time. It's OK to ask people to step away from you.</p> <p>You can help us by being warm and welcoming but NOT CHATTY. We don't want crowds bunching up while they're waiting for you to finish your conversation. We know this is the opposite of our usual vibe and our instincts. Remember that it's temporary and that customers appreciate your care for their safety.</p>

Sales practices	<p>Vendors must handle all product, discouraging customers from touching the product (the market will provide signs for each vendor). If shoppers wish to use their own shopping bag, push the items to your “clean table” and allow them to pack into the bag. Sanitize the table after that customer.</p> <p>If you are able to accept pre-orders and pre-payment, please do so. The market will maintain and publish a list of vendor contacts and pre-order options. It is the vendor’s sole responsibility to keep this updated by providing information to market staff. Presales will reduce the number of “touches” in each transaction and move people through the market faster, allowing for more shoppers.</p> <p>Token programs will continue as in previous years, with a couple of modifications. Sue will not double-count the tokens with you at the end of the evening. Please carefully sort and count your tokens, complete the three-part form (press hard to be sure the printing transfers to your pink copy) and remove the pink copy for your records. Until further notice we will not be awarding \$2 Power of Produce or \$2 Frequent Shopper tokens but ask that you accept those currently in circulation.</p> <p>Credit card readers (including cell phones) should be sanitized after every use.</p> <p>Credit card readers (including cell phones) should be set for “no signature required” to eliminate the need for customer to touch your screen or device.</p>
Samples and Prepared Foods	<p>Sampling is now allowed, following all parts of Minnesota’s Safe Sampling at Farmers Market law and these additional COVID safety requirements:</p> <ul style="list-style-type: none"> • Food samples are covered or shielded according to the Minnesota Food Code • Samples are pre-portioned • Sample area is monitored by a vendor/worker to maintain social distancing and discourage congregating • Vendor/worker is protected by social distancing and/or the use of barriers <p>Prepared foods should be sold “to-go” only. Eating and drinking will not be allowed within the indoor market space.</p>
Other	<p>We are monitoring info from markets across the country and information from the CDC and the MN Department of Health. Our markets, like all public events and facilities, are subject to change as the nature of the pandemic and laws regarding health and safety continue to evolve.</p>