



2017 Chanhassen Farmer's Market Rules, Regulations and Application www.chanhassenfarmersmarket.org

Please complete application to be reviewed for approval as a vendor. Completed applications should be e-mailed to chanhassenfarmersmarket@gmail.com. If your application is approved you will be sent a PayPal invoice for stall fees. There will be limits on vendors with the same or similar products. All fees must be paid in advance before stall spaces will be assigned. Returning vendors will have until April 30th, 2017 to return applications and payment to reserve a stall. New vendor applications will be reviewed starting May 1st, 2017.

Time and Place: Saturdays, June 3 through October 14, 2017; 9:00 am – 1:00 pm at City Center Park, Chanhassen, Minnesota. The first parking lot north of 78th street will be reserved for the market.

Questions: Market Manager: Jackie Coulter, Phone: (320) 761-0256, E-mail: chanhassenfarmersmarket@gmail.com or Bill Schmidt at (952) 217-0653.

Applicant Contact Information

Date: _____

Business Name: _____

Primary Contact Name: _____

Cell Phone: _____

Email Address: _____

Vendor Business and Product Information

Selling Privileges: Only members of the Chanhassen Farmer's Market are extended selling privileges. Membership is included in the stall fee.

What Can Be Sold:

- 1) Produce
- 2) Plants and flowers
- 3) Processed or Prepared Food
- 4) Handmade goods
- 5) Local business products approved by market representatives

Products (Please list all products, products not listed cannot be sold): _____

Address where products are grown/made: _____

Minnesota Sales Tax ID Number (if applicable): _____

Required Forms:

- ST-19 Minnesota Revenue Operator Certificate of Compliance Form
- Certificate of Liability Insurance with 'Chanhassen Farmers' Market, City Center Park, Chanhassen, MN 55317' named as Certificate Holder

Please Check the appropriate box for your vendor type and provide all additional information requested:

Produce

Fruits and Vegetables grown by Farmers on land within 50 miles of Chanhassen, Minnesota.

Plants and Flowers

Plants and cut flowers grown on land within 50 miles of Chanhassen, Minnesota. Plant sellers must grow bedding plants and potted plants from seed, plug, cutting, bulbs or bare root. No resale of prefinished plants is allowed. Transplanted plants must be grown to the point where the roots fill the pot (roots hold the soil when the pot is removed).

Processed Food

Those who sell processed food, which they have prepared. Processors are person or entities offering fresh food products (such as meats, seafood, ciders, baked goods, jams, etc.) that have added value to their product through some sort of "hands-on" processing (e.g., smoked or butcher meats, handmade candies, etc.). All processors' permits and licenses shall be displayed whenever a processor is selling at the Chanhassen Farmers' Market. Processors must produce their products in Minnesota or be Minnesota based. Processed food products should use ingredients from Minnesota farms as much as possible. The Chanhassen Farmers' Market shall give stall preference to processors using ingredients from Minnesota farms or waters.

These include raw agricultural products that have been processed by the vendor, or any product, the sale of which a government agency regulates. Examples are milk, cheese, oils, vinegars, meats, poultry, eggs, honey, soap, and herbal preparations. Agricultural products licensed, inspected or otherwise regulated by the federal government, the State of Minnesota, Carver County, or the City of Chanhassen may be sold only upon the Farmer's Market's receipt and acceptance of required documentation of compliance with all regulations. Vendors must abide by all applicable federal, state, and local health regulations. In addition, they must adhere to federal guidelines on all labels.

If you are selling any canned, processed, or baked food items:

Are these items made in a licensed and inspected commercial kitchen? (please circle) 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 Agriculture Retail Mobile Food Handler and/or applicable license with this application.

Are these items prepared in your home? (please circle) Yes No

If yes, you must provide a copy of your Cottage Food Producer Registration from the MN Dept. of Agriculture with this application.

If you are selling any meat products:

Are they USDA-inspected and approved? (please circle) Yes No

If yes, you must provide a copy of applicable licenses.

Prepared Food (Concessionaires)

Prepared food vendors offer freshly made foods, available for sale and immediate consumption on-site at the Chanhassen Farmers' Market. Prepared food vendors shall process and maintain all required state, county, and local permits. Prepared food vendors should use ingredients produced in Minnesota as much as possible. When selecting prepared food vendors, the Chanhassen Farmer's Market will encourage vendors to provide a good variety of healthy goods, and will give preferences to vendors using ingredients produced in Minnesota. Certain vendors may be restricted due to contractual obligations of the farmers' market.

You must provide a copy of all applicable licenses.

Handmade Goods

Non-profit Organizations:

Tax ID #: _____

Community Booth: 501c's can sign up for a booth at no charge once per season. Priority will be given to those organizations that reside in Chanhassen and/or support Chanhassen. Non-profit organizations may not sell anything. Organization will need to provide booth supplies: tent, table, chairs, etc.

Stall Fees

Full-season or Weekly vendor? (please circle below)

Full-season fee per stall: \$150

Weekly fee per stall: \$25

Fees and Space Assignment:

Stalls are approximately 10 x 10 feet in size. Limited stalls with access to electricity or room for vehicles are available. Returning vendors must return application and pay full fee by April, 30th, 2017 to reserve a stall as well as product exclusivity. Stall spaces for full-season vendors will be reserved for the full season. Weekly vendors must pay at least one week in advance to reserve a stall space. The Market Manager will assign stall spaces for all vendors.

Number of stalls required: _____

Stall space preference: _____

Do you **need** a space for a vehicle in your stall? (please circle) Yes No

Do you **need** electricity? (please circle) Yes No

Approximate arrival time each Saturday: _____

Farmer's Market Day Arrival/Departure Procedure:

The market hours are from 9:00 am – 1:00 pm, each Saturday. Arrival and setup time will be 7:00 am to 8:45 am. All vendors **must be** ready for business by 9:00 am. For safety reasons the designated parking lot area for the market will be closed to **ALL** traffic starting at 9:00 am through 1:00 pm. Early take-down and departure before closing time will not be allowed. Exceptions may be made in case of emergency – please see the Market Manager. **No sales should be made prior to 9:00 am.**

Please check the Saturdays you will be in attendance (full-time vendors must complete also):

- | | | |
|----------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> June 3 | <input type="checkbox"/> July 22 | <input type="checkbox"/> September 9 |
| <input type="checkbox"/> June 10 | <input type="checkbox"/> July 29 | <input type="checkbox"/> September 16 |
| <input type="checkbox"/> June 17 | <input type="checkbox"/> August 5 | <input type="checkbox"/> September 23 |
| <input type="checkbox"/> June 24 | <input type="checkbox"/> August 12 | <input type="checkbox"/> September 30 |
| <input type="checkbox"/> July 1 | <input type="checkbox"/> August 19 | <input type="checkbox"/> October 7 |
| <input type="checkbox"/> July 8 | <input type="checkbox"/> August 26 | <input type="checkbox"/> October 14 |
| <input type="checkbox"/> July 15 | <input type="checkbox"/> September 2 | |

If you cannot attend a market you were originally scheduled to be at, you **must** notify the market manager one week in advance.

Vendor Publicity

Both the market and the vendor can benefit from promotion. We are regularly updating our website, planning social media efforts, and considering new forms of promotion. Please check the pieces of information that we may share with the public. We will not share any information that is not checked below:

Website: _____

Facebook: _____

Twitter: _____

Instagram: _____

Other: _____

Adopt-a-Sign Program

All full-season vendors will be required to participate in the Chanhassen Farmers' Market Adopt-a-Sign Program. Each vendor will be given a sign promoting the Farmer's Market that they will be responsible for the season. The vendor will also be provided with a location with-in the city where they will need to drop off the sign at on their way to the market and pick-up the same sign as they leave the market every Saturday. If a vendor forgets to pick-up their sign on their way home, they **must** notify the Market Manager immediately so that alternate arrangements can be made to retrieve the sign.

Rules and Regulations

Miscellaneous/Appearance and Conduct:

1. Vendors will be neat, suitably dressed (shirt and shoes), and deal with the public and fellow vendors in a courteous and appropriate manner at all times.
2. All vendors will display their products neatly and attractively, with consideration for the other vendors and public. Vendors must remain at their stall for the duration of each market.
3. Vendors are responsible for their own stalls, will supply all necessary trash containers, and will leave their site clean and in a condition suitable to the Market Manager and the City of Chanhassen. Each member will remove containers, waste, and trimmings before leaving the market.
4. Vendors will in no way cause detriment to other vendors.
5. No rummage sale, second hand, or flea market type items may be sold.
6. Space dimensions must be respected. Do not block the view of other vendors, the flow of traffic, or encroach on areas assigned to other vendors.
7. Alcoholic beverages may not be sold, consumed, or advertised at the market.
8. Vendors are required to post an identification sign in a prominent place stating the vendor name, product, and area they are from.
9. All vendors are expected to clean up in and around their stall after usage. This includes the parking lot.
11. All vendors are responsible for providing, setting up, and taking down their own display/stall materials. Vendors must provide tent weights for any tent structure.

12. No smoking will be allowed with-in the area designated for the market.

Membership

- Membership fee is included in stall fees. By becoming a member, the vendor agrees to the terms of the Rules and Regulations and the Bylaws of the Chanhassen Farmers' Market.
- All vendors need to provide their own insurance.
- As condition of membership, the member agrees to release and hold the Chanhassen Farmers' Market, its directors, officers, agents, and employees harmless from all claims related to or arising from such membership. Chanhassen Farmers' Market reserves the right to prohibit anyone from selling at the Farmers' Market.
- Members are expected to comply with any government regulation that may be in effect for activities that take place at the Farmers' Market. These include certification of scales, health rules applicable to samples and food display, statements about being organically grown, eggs, etc.
- Food vendors are responsible for providing proper "product liability" insurance. Product liability insurance is necessary because customers may have allergic reactions or illness due to some chemical residue, product-acidity, food spoilage, or other food-safety relate issue.
- Compliance with all Health, Fire, and Police Department codes and regulations as well as state Health and Revenue Departments, and the Center for Disease Control codes and regulations is required. These agencies have the final say in any dispute in the operation of the Farmers' Market. These codes and regulations will also apply to the preparation of food on-site including food samples.
- Vendors found to be in violation of one or more rules may be suspended from selling at the Farmers' Market.
- Anyone who fails to comply with the Rules and Regulations or the Bylaws may have their membership terminated with no refund of dues or fees.

Market Rules

Please initial each statement:

_____ I understand that I must be actively involved in the planting, growing, harvesting, processing and/or making of products I sell at the market. Reselling is prohibited unless I receive express permission from the market management.

_____ I agree that the City of Chanhassen and its 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 2017 Chanhassen Farmers' Market; whether such injury, theft or damage occurred prior, during, or after the 2017 Chanhassen Farmers' Market. Applicant further agrees to indemnity, defend and hold harmless the City of Chanhassen and its respective officers, employees, agents, and consultants for and against any claims for injury, theft or damage resulting from my fault.

_____ I have read and agree to abide by all City of Chanhassen 2017 Farmers' Market rules.

(Signature of applicant)

(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.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> 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.
	<input type="checkbox"/> 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>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.</i>	
	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.