



2017 Chanhassen Farmer's Market  
Food Truck Application  
[www.chanhassenfarmersmarket.org](http://www.chanhassenfarmersmarket.org)

Please complete application to be reviewed for approval as a Food Truck vendor. Completed applications should be e-mailed to [chanhassenfarmersmarket@gmail.com](mailto:chanhassenfarmersmarket@gmail.com). There will be limits on vendors with the same or similar products.

**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 78<sup>th</sup> street will be reserved for the market.

**Questions:** Market Manager: Jackie Coulter, Phone: (320) 761-0256, E-mail: [chanhassenfarmersmarket@gmail.com](mailto: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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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
- 

## 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.

## Stall Information

Weekly fee per stall for Food Trucks: \$0

### Space Assignment:

The Market Manager will assign stall spaces for all vendors.

Size of Space Needed: \_\_\_\_\_

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

Approximate arrival time: \_\_\_\_\_

### Farmer's Market Day Arrival/Departure Procedure:

The market hours are from 9:00 am – 1:00 pm, each Saturday. Depending on the type of food offered, Food Trucks can attend the market from 9:00 am – 1:00 pm or just for lunch, from 11:00 am – 1:00 pm. 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. For Food Trucks attending from 11:00 am – 1:00 pm, the market should be entered from the 2<sup>nd</sup> parking lot north on Market St and use the entrance on the west side of the lot to pull in/back in to the designated stall. 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 are available:

- |                                  |                                      |                                       |
|----------------------------------|--------------------------------------|---------------------------------------|
| <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: \_\_\_\_\_

## 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 within the area designated for the 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.**

<b>Print or type</b>	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			

<b>Merchandise sold</b>	Describe the type of merchandise you plan to sell.

<b>Sales tax exemption information</b>	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.

<b>Sign here</b>	<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](http://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](http://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.