



2017 Elk River Parks and Recreation Farmers Market Application



Business/Farm Name:					
Name of Sellers:					
Mailing Street Address:					
City:				St:	Zip:
Growing Area Address if Different from above:					
Home Phone:			Cell Phone:		
Email:			Website:		
Please answer the following questions.				YES	NO
Do you grow and produce all your items? If not please explain below:					
Are you selling any processed food items?					
Are your items organic or certified organic? If so please include proper documentation with application.					
Do you have any additional licenses required for selling at the market? If so please include copies of licenses.					
Please list the items and products you plan to sell at the farmers market.					
Please mark the dates you will be in attendance:					
June 8__	June 15__	June 22__	June 29__	July 6__	July 13__
July 20__	July 27__	Aug 3__	Aug 10__	Aug 17__	Aug 24__
Aug 31__	Sept 7__	Sept 14__	Sept 21__	Sept 28__	Oct 5__

#315007-1B	Cash		Check: #
Thursdays, June 8 – October 5, 2017	Credit Card : Visa or MasterCard		
2:00 – 6:00 p.m.	Name on Card:		
Downtown Elk River: 716 & 720 Main St.	Card #:		
Fee: \$100.00 per stall for season	3-digit code on back:	Exp. Date:	
Signature:			

In the space below please mark your 1st, 2nd, and 3rd location request using the stall location map. Also, please note if you would like to be placed by certain vendors. This must be included on both your application and the other vendors' application to be considered. Electricity is available with stalls 1-5, 17-34. Vehicles will be allowed to park behind stall location in the following stalls: 1-4, 11-16. In order to reserve one of these you will need to purchase two stalls; 1-2, 3-4, 11-12, 13-14 or 15-16. This will also be granted on a first come first serve basis when the application is turned in with the proper fee paid. Please mark your location requests below:

1st Stall ____ 2nd Stall ____ 3rd Stall ____

Other important notes for consideration in stall placement:



I have read and agree to abide by all City of Elk River 2017 Farmer Market Policies

Signature of Primary Seller _____ Date _____

Submit Application:	
In-person	In-person registration is accepted Monday through Friday between 8 a.m. and 4:30 p.m. at City Hall Parks and Recreation Department.
Mail	Mail-in registrations can be sent to: Elk River Parks and Recreation 13065 Orono Parkway Elk River, MN 55330
Drop Box	Place your registration in a sealed envelope and drop it in the after hour deposit box (within the registration dates) at the City Hall entrance doors.

Market Information and Guidelines

The Elk River Farmers Market allows farmers, growers, and producers to sell their own products directly to the public.

Market Location and Operating Hours

Elk River Farmers Market will be located at Downtown Elk River in the parking lot of 716 & 720 Main Street, Elk River, MN 55330. The operating hours will be from 2:00 – 6:00 p.m.

Market Eligibility and Rules

The following guidelines have been established to determine vendor participation in the Farmers Market. Vendors that violate the market rules may be removed from participation in the Market, without refund, at discretion of the Farmers Market Coordinator.

1. Vendors may not sell any items not approved or shown in their market application.
2. All items must be prepared, displayed, sold, and stored in accordance with the guidelines established by the Minnesota Department of Agriculture, and the Minnesota Department of Health.
3. Livestock animal sales or domestic animal sales are prohibited.
4. Craft items sold must be designed and made by hand by the vendor.
5. A market permit will be provided to each vendor. This must be visible in the stall at all times and is not transferable.
6. All vendors are required to participate in the token programs. This includes credit card tokens and EBT tokens (if applicable to your business). Please complete the attached w9 if you are a new vendor and the electronic deposit form if you would like to have funds directly deposited instead of a check issued. More information on the token program will be included in the welcome letter to vendors prior to the season start date.

General Policies

1. No smoking or consumption of alcoholic beverages allowed in the market area.
2. Contact the market coordinator if you are unable to attend a market date either by email to kwingard@ElkRiverMN.gov or by phone at 763.218.2662
3. All vendors must represent themselves in a professional manner. Shirts and shoes must be worn at all times. Discourtesy, swearing, shouting, or harassment is not permitted.
4. Price, terms of sale, etc., are solely between the buyer and seller. All vendors agree to abide by a fair business practices.
5. Set up begins at 1pm. Vehicles must be unloaded and moved from the market location by 1:50pm. If you arrive after 1:50 you will need to walk your merchandise to your location.
6. Market vendors must be ready to sell at 2pm. No presales allowed. Vendors must remain until 6pm. No early clean up.
7. Animals are not allowed in the market area.
8. Tents and canopies must be weighted down.
9. Market staff reserves the right to inspect crop and production areas.
10. There is a porta potty located in the parking lot that is for vendor and customer use. We ask that you do not use the local businesses for their restrooms.
11. Vendor parking locations will be highlighted in the welcome letter to vendors and we ask that you follow this to allow parking for our customers.

Permits and Licenses

All permits and licenses required by the State of Minnesota are the sole responsibility of the vendors. You will be asked to provide copies of such required licenses. If you have questions regarding what is required please contact the market coordinator.

Taxes

Any required sales tax collections and remittances are the sole responsibility of the vendors.

Insurance

1. Vendors assume full liability for the products they sell and hereby agree to hold the City of Elk River harmless against any claim of injury or damage by any buyer, seller, or other persons resulting from the vendor's participation in the market.
2. It is required that vendors carry their own insurance, as the city does not provide this coverage.
3. The City of Elk River is 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 Elk River Parks and Recreation Farmers Market; whether such injury, theft, or damage occurred prior, during, or after the Farmers Market, seller further agrees to indemnify and hold the City of Elk River harmless for and against any claims for such injury, theft, or damage.

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: <ul style="list-style-type: none"> _____ 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 of \$10,000 or less per year (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.