



## 2018 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:	
<b>Please answer the following questions.</b>			YES
Do you grow and produce all your items? If not please explain below:			NO
Do you give permission to the market manager to release your name, phone number and/or email to customers interested in contacting you for product information?			
Are your products certified organic? * A copy of your National Organic Standard Certificate must be supplied with the application.			
Are you a registered Farmers Market Nutrition Program Vendor? ( produce only)			
Are you a MN Grown Member?			
Do you sell any canned or processed food items? If yes please provide cottage foods license.			
Do you sell meat? If yes where is the meat processed.			
Please list the items and products you plan to sell at the farmers market.			
<p>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 near another vendor. Please note that requests for a particular space will be given consideration but the market manager reserves the right to assign spaces and locate vendors. Electricity is available with stalls 1-6 and 18-35. Vehicles will be allowed to park behind stall location in the following stalls: 1-6, 12-17. In order to reserve one of these you will need to purchase two stalls; 1-2, 3-4, 5-6, 12-13, 14-15 or 16-17. 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:            1<sup>st</sup> Stall ____ 2<sup>nd</sup> Stall ____ 3<sup>rd</sup> Stall ____            Other important notes for consideration in stall placement:</p>			

Please mark the dates you will be in attendance:

June 7__	June 14__	June 21__	June 28__	July 5__	July 12__
July 19__	July 26__	Aug 2__	Aug 9__	Aug 16__	Aug 23__
Aug 30__	Sept 6__	Sept 13__	Sept 20__	Sept 27__	Oct 4__

Please note the following must be completed and turned in with application for the application to be valid:

- Vendor Application with Signature and Stall Payment Fee
- Paper copies of any food or product license needed for items you plan to sell. Please consult the Permit/License section in the Market Information and Guidelines.
- Completed MN Revenue ST 19 Form
- W9/Direct Deposit form if new applicant or information has changed

#315007-1B	Cash	Check: #
Thursdays, June 7 – October 4, 2018	Credit Card : Visa or MasterCard	
<b>Time TBD *plan for between 2-7pm</b>	Name on Card:	
Downtown Elk River: 716 & 720 Main St.	Card #:	
Fee: \$125.00 per stall for season	3-digit code on back:	Exp. Date:
	Signature:	

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**I have read and agree to abide by all City of Elk River 2018 Farmer Market policies and understand that the Market stall fee is non-refundable.**

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

<b>Submit Application:</b>	
<b>In-person</b>	In-person registration is accepted Monday through Friday between 8 a.m. and 4:30 p.m. at City Hall Parks and Recreation Department.
<b>Mail</b>	Mail-in registrations can be sent to: Elk River Parks and Recreation 13065 Orono Parkway Elk River, MN 55330
<b>Drop Box</b>	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 products directly to the public.

## Market Location and Operating Hours

Elk River Farmers Market is located at Downtown Elk River in the parking lot of 716 & 720 Main Street, Elk River, MN 55330. The operating hours are between 2-7pm. The exact hours will be set this off-season and relayed to vendors.

## Market Eligibility and Rules

The following guidelines were established to determine vendor participation in the Farmers Market. Vendors who 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. 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](mailto: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 fair business practices.
5. Set up begins one hour prior to Market opening time.
6. Market vendors must be ready to sell at opening time. No presales allowed. Vendors must remain until Market close. 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 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 Market customers.

## Permits and Licenses

All permits and licenses required by the State of Minnesota are the sole responsibility of the vendor. Please consult the table below for information on what you need to submit with your application.

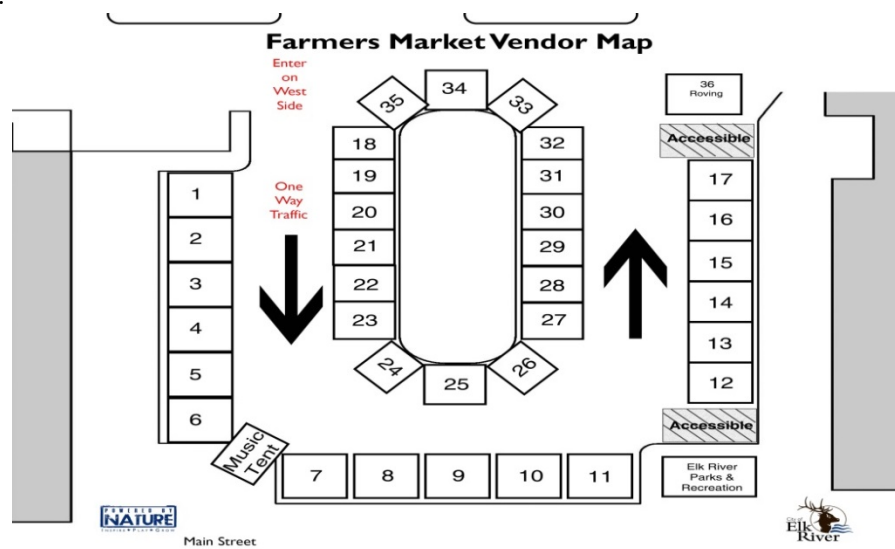
Product	License / Permit/ Certificate Required
Canned / processed/ baked items produced in a licensed and inspected commercial kitchen	MN Dept of Ag Retail Mobile Good Handler License and/ or other applicable license
Canned / processed/ baked items produced in a home kitchen	MN Dept of Ag Cottage Goods Producer Registration
Eggs and/or poultry	MN Dept of Ag Exempt Processor Form
Concession/Food Truck Type	MN Dept of Health Temporary Food Stand and/or Retail Mobile Food Handler
Meat Product	MN Dept of Ag Retail Mobile Good Handler License and/or other applicable license such as Wholesale Food Handler

## Taxes

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

## Insurance

- 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.
- It is required that vendors carry their own insurance, as the city does not provide this coverage.
- 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: _____ 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.