



January 10, 2012

Greetings and thank you for your interest in the Midtown Farmers Market!

In the Information and Application Packet you will find the following:

- **Important dates and information (pages 1-2).** Please keep this sheet for your reference.
- **Application (pages 3-8).** Fill this section out and return it to us along with the application fee and all permits, licenses, and insurance indicated on page 5.
- **Rules of Operation and site map (pages 9-16).** Review carefully and keep these pages for your reference.
- **Sample ACORD Certificate of Liability Insurance.** An example of what we will need from your insurer to indicate that you have adequate insurance coverage to participate in the market. The Corcoran Neighborhood Organization should be listed as the additional insured and you will need a coverage limit of \$1,000,000.
- **MN ST-19 form and Farmer's Licensing Exemption form.** You may need to fill out these forms and return them with your application. See chart on page 5.

If you have questions or would like assistance completing the application, let us know!

Sincerely,

Amy Behrens
Manager

Emily Kittleson
Assistant Manager

MIDTOWN FARMERS MARKET

2012 Vendor Information & Application Packet

Midtown Farmers Market Hours & Contact Information

Location 22nd Ave S and E Lake St
Minneapolis, MN 55407

Hours Saturdays, 8:00am to 1:00pm, May 5–October 27
Tuesdays, 3:00pm to 7:00pm, June 5–October 30

Contact *Office & Mailing Address*
Midtown Farmers Market
c/o Corcoran Neighborhood Organization
3451 Cedar Ave S
Minneapolis, MN 55407

Office Telephone
(612) 724-7457

Office Fax
(612) 721-7588

Market Site Cell — In Season Only, Sat. 6am–2pm; Tue. 2pm–8pm
(612) 275-3962

Staff Market Manager — Amy Behrens
manager@midtownfarmersmarket.org

Asst. Market Manager — Emily Kittleson (through Aug 2012)
info@midtownfarmersmarket.org

midtownfarmersmarket.org
corcoranneighborhood.org

twitter.com/midtownfarmmkt
facebook.com/MidtownFarmersMarket

2012 Important Dates

- March 7** Application Deadline (for all vendors except art & craft vendors)
- March 14** Acceptance Notification
- March 31** Annual Spring Vendor Meeting
- April 4** First Application Deadline for art and craft vendors
- April 11** Acceptance and First Half Schedule Notification for art & craft vendors
- May 5** Opening Day, Saturday Market
- June 1** Second Application Deadline for art and craft vendors
- June 5** Opening Day, Tuesday Market
- June 8** Second Half Schedule Notification for art and craft vendors
- August 11** Final Payments Due, Annual Vendors
- October 30** Closing Day, Tuesday Market
- October 27** Closing Day, Saturday Market

(continued on next page)



2012 Fee Schedule

Application Fee (art and craft vendors)	\$30
Application Fee (all other applicants)	\$60
Daily Fee , Saturday (one stall only)	\$25
Daily Fee , Tuesday (one stall only)	\$15
Annual Fee , First Stall, Saturday	\$475 (26 Saturdays)
Annual Fee , Second Stall, Saturday	\$650 (26 Saturdays)
Annual Fee , First Stall, Tuesday	\$235 (22 Tuesdays)
Annual Fee , Second Stall, Tuesday	\$315 (22 Tuesdays)

Farmers Market Nutrition Program (FMNP) Training Schedule

All fruit and vegetable vendors are encouraged to participate in the Farmers Market Nutrition Program (FMNP). Vendors who wish to participate in this program but did not attend the training in 2010 or 2011 will be required to attend a training session in April. *The exact dates and times for these sessions have not yet been determined.*

For updated information about FMNP training sessions, please contact the Market Manager (612-724-7457) or Carol Milligan (Carol.Milligan@state.mn.us or 651-201-6606) at the MDA.





The mission of the Midtown Farmers Market is to create a vibrant forum in South Minneapolis that connects community residents and nearby rural food producers in a mutually beneficial economic and cultural exchange.

2012 Vendor Application

/ / 2012					
application date	shaded area for office use	vendor no	amount paid with application	receipt number	FMNP number

Part 1: Contact Information

vendor name last first middle

farm, garden, or business name tax id number (if applicable)

farm, garden, or business address: street
 ***If you farm or create market products at more than one address, you must list **all** addresses in order to sell at Midtown Farmers Market.

 city state zip

mailing address (if different than above): street apt.

 city state zip

 primary contact phone text msg ok? phone 2 text msg ok?

 primary email address

List others who will sell for you at the market:

vendor designee name last first middle

vendor designee name last first middle

family member first name relationship to vendor **family member first name** relationship to vendor

family member first name relationship to vendor **family member first name** relationship to vendor

family member first name relationship to vendor **family member first name** relationship to vendor

Part 2: Nature of Business

I am a/an (check the appropriate boxes below):

<input type="checkbox"/>	Farmer , I produce (please check all that apply and complete Part 7):	
<input type="checkbox"/>	Fruits and/or vegetables	<input type="checkbox"/> Certified Organic (attach copies of certification documents)
<input type="checkbox"/>	Meat, dairy, and/or eggs	<input type="checkbox"/> Other certifications (attach copies of certification documents)
<input type="checkbox"/>	Grains and/or legumes	<input type="checkbox"/> I/we produce value-added goods using our farm products (please specify)
<input type="checkbox"/>	Other (please specify)	
		Number of acres grazed and/or cultivated _____
		Number of years farming _____

List other farmers markets attended

Prepared Foods Producer (see Definitions, p. 9)*

-or-

Immediately Consumable Foods Producer (see Definitions, p. 9)*

*Contact the Minneapolis Environmental Health & Food Safety Division at 612-673-3693 for information about any licensing requirements related to selling your products at farmers markets in Minneapolis.

Please list the products you would like to sell at the market

List ingredients I/we grow/produce

List ingredients sourced from local farmers/producers

List ingredients sourced from other vendors at Midtown Farmers Market

Other venues where your product(s) can be purchased

Artist or Craftsperson (please attach representative photos of the products you intend to sell)

Please describe the products you would like to sell at the market

List other venues where your product(s) are sold or shown

Any additional information about you or your business we should use in making an admissions decision or in promoting you at the market (attach additional pages, if desired):

Part 3: Permits, Licenses, and Insurance

Use the chart below to determine copies of which permits, licenses, and insurance forms you will need to submit with your application:

	Minneapolis Farmers Licensing Exemption Form ¹	MN Revenue Form ST-19 ²	Certificate of General Liability Insurance ³	MN Tax ID Number ⁴	Copy of Minneapolis Market Manufacturer/Distributor License ⁵	Nursery Stock Growers Certificate ⁶	Other Commercial Licenses ⁷
Fresh fruits & vegetables	X	X	X				
Meat, eggs, or dairy	X	X	X				
Honey, maple syrup, grains	X	X	X				
Fresh Cut Flowers	X	X	X	X			
Nursery Stock	X	X	X	X		X	
Prepared foods qualifying for exemption under MN "Pickle Bill"	X	X	X				
Other non-taxable prepared foods		X	X		X		X
Taxable prepared foods		X	X	X	X		X
Immediately consumable foods		X	X	X	X		
Clothing		X					
Arts and crafts		X		X			

¹Form attached. Meat/Poultry Processors, Home Processors, and MN "Pickle Bill" vendors need to contact the Minneapolis Environmental Health & Food Safety Division at 612-673-3693 and submit a Market Vendor Plan Review before completing the Farmers Licensing Exemption Form

²Form attached. Vendors selling non-taxable items must complete the form and check the box: "I am selling only nontaxable items."

³Your farm, garden, or business should carry General Liability Insurance with a coverage limit of \$1,000,000 that includes products & completed operations coverage. The Midtown Farmers Market requires each vendor to supply an Acord Certificate of Liability Insurance (sample document attached) naming the Corcoran Neighborhood Organization as an additional insured.

⁴If you are selling items or services that are taxable under MN state law (including massage), you must have a MN Tax ID number. You may apply online at http://taxes.state.mn.us/business_taxpayers/pages/business_registration_faqs_contents_howtoregister.aspx or contact the Minnesota Department of Revenue at (651) 282-5225.

⁵Minneapolis Market Manufacturer/Distributor application forms may be downloaded online at http://www.minneapolismn.gov/business-licensing/docs/Market_Manufacturer-Distributor.pdf

⁶Please see <http://www.mda.state.mn.us/licensing/licensetypes/nurseryprogram.aspx> for more information.

⁷Please contact Minneapolis Business Licensing, 612-673-2080, for more information about which types of licensing your products require.

Part 4: Attendance Dates

Please check off all the dates that you would like to attend the market.

2012 Saturday Dates

5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27
May				June					July				August				September					October			

Total number of Saturday dates requested: _____

2012 Tuesday Dates

5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30
June				July					August				September				October				

Total number of Tuesday dates requested: _____

For Artists: To assure a diverse art & craft vendor selection and to give many local artists a chance to sell at the market, market dates will be assigned in two rounds. Artist vendors who have submitted their applications by April 4 will be notified of their acceptance and assigned dates for May, June, and July by April 11. On June 8, these applicants and any new applicants whose paperwork has been received by June 1 will be assigned dates for August, September, and October. Applications received after June 3 will only be considered if space is still available.

Part 5: Payment

All vendors and prospective vendors:

All stall payments should be made according to the payment schedule on page 1 of this packet. Also see "Section 4: Application and Payment Process" on page 12.

All vendors and prospective vendors must include a check or money order covering the yearly application fee or your application will not be considered. For artists and craftpersons the fee is \$30, for all others, the fee is \$60.

Only checks or money orders from successful applicants will be deposited.

Please make checks payable to: Midtown Farmers Market.

Stall payments for Daily Vendors:

Option 1: You must pay at least one week in advance for any market day for which you are scheduled. Stalls are not reserved until they are fully paid.

Option 2: After you know which of the market days you requested we were able to schedule, you may decide it is more economical to pay the discounted seasonal rate than to pay by the market day. If you are interested in paying the discounted seasonal rate, you must make a payment of at least ½ the seasonal rate (\$237.50 for Saturdays and/or \$117.50 for Tuesdays) on or before May 1, 2012. The remainder of your stall fee must be paid by August 11, 2012 or you will forfeit your stall and be ineligible for future participation in the Midtown Farmers Market.

Stall Payments for Annual Vendors:

There is only one payment option for Annual Vendors. You must pay at least ½ of the total stall fees (the amount indicated on your stall renewal form) at the time you submit your application. Any remaining stall fees must be paid on or before August 11, 2012 or you will forfeit your stall(s) and be ineligible for future participation in the Midtown Farmers Market.

Please note: The market bears no responsibility for ensuring that vendor payments are made on time.

Types of Payment Accepted:

Stall fee payments may be made by check, money order, cash, or market tokens; however, the Midtown Farmers Market will **not** accept cash or tokens as a form of payment if they are sent through the mail. The fee for a returned check is \$30, and a bounced check may cause a vendor to forfeit their stall(s).

Part 6: Agreement and Release and Waiver

By signing this agreement I,

_____ please print name above

- authorize the Midtown Farmers Market to use information I have provided in this application and photos that may be taken of me or my stall area during the season to promote the market or my participation at the market;
- authorize a designated agent of the Midtown Farmers Market to enter and inspect my greenhouse(s), garden(s), farm(s), or other place(s) of production at any time in order to assess the accuracy of the information provided in my application or to determine if I am in compliance with the Midtown Farmers Market Rules of Operation; (Failure to allow inspection upon demand may cause you to forfeit your stall and any fees you may have paid.)
- guarantee that I will not sell goods at the market that I have purchased, bartered for, been given, or otherwise come into possession of, but have not produced myself unless the Midtown Farmers Market Advisory Committee and the Corcoran Neighborhood Organization Board of Directors have approved my request to sell such products as a distributor, and I have received a Minneapolis Market Distributor License; (Selling goods that you have not produced, for which you have not been approved, or for which you have not received proper licensing, may cause you to forfeit your stall and any fees you have already paid.)
- acknowledge I have read, understand, and agree to abide by the Midtown Farmers Market Rules of Operation;
- warrant that to the best of my knowledge the information I have provided in this application and in any attachments made hereto is accurate, that my business is fully compliant with all relevant federal, state, and local regulations, and that I have applied for and obtained any necessary permits, licenses, and insurance required to conduct business at the Midtown Farmers Market;

Furthermore, by signing below,

- I hereby release, forever discharge and hold harmless the Midtown Farmers Market, the Corcoran Neighborhood Organization, Minneapolis Public Schools, and their successors and assigns, from any and all liability, claims and demands of whatever kind or nature, which arise or may hereafter arise from or in connection with my participation in the Midtown Farmers Market. I take full responsibility for my rented stall space at the market, my equipment and supplies, and all products that I bring to sell at the market.

signature of vendor/applicant

date

Part 7: Vendor Publicity

We want to promote you, because you make the market great! We are in the process of formatting our website so that it can include a list of our current vendors with some of their basic information. While your information may not appear on the website immediately, we will work to include it as soon as possible.

Please check which pieces of information you would like to share with the public.

We will not share any information that is not checked below.

- | | | |
|--|---|--|
| <input type="checkbox"/> Your name | <input type="checkbox"/> Your farm or business name | <input type="checkbox"/> Your farm or business location |
| <input type="checkbox"/> Your phone number | <input type="checkbox"/> Your email address | <input type="checkbox"/> Your farm or business website |
| <input type="checkbox"/> Your social media accounts/pages (e.g. Twitter, Facebook) | | <input type="checkbox"/> What you sell (describe in a few words below) |

 The dates you will be available at the market (as indicated on page 6)

A picture or logo (vector [.eps] graphics preferred) email to manager@midtownfarmersmarket.org

Please write a few sentences describing your products, your farm, or your family to market shoppers. Feel free to use additional paper, but know that we may edit for length:

MIDTOWN FARMERS MARKET

2012 Rules of Operation

The mission of the Midtown Farmers Market is to create a vibrant forum in South Minneapolis that connects community residents and nearby rural food producers in a mutually beneficial economic and cultural exchange.

The Midtown Farmers Market (MFM) is a project of the Corcoran Neighborhood Organization (CNO), which opened the market in 2003 with the support of six other neighborhood organizations and the Minneapolis Municipal Market. The MFM Advisory Committee (MFMAC), a standing committee of the CNO Board of Directors, supports the market's mission. Monthly MFMAC meetings are open to all interested parties. In general, meetings take place at the CNO office, from 6:00pm–8:00pm on the third Wednesday of every month. *Please contact the CNO office (612-724-7457) to confirm meeting time and place.* Agenda items for meetings may be submitted in writing ten days in advance of any scheduled meeting to manager@midtownfarmersmarket.org or to MFMAC, c/o Corcoran Neighborhood Organization, 3451 Cedar Ave S, Minneapolis, MN 55407 for consideration.

Section 1: Purpose & Definitions

The Midtown Farmers Market Rules of Operation are intended to ensure 1) the market is a safe and enjoyable place for neighbors to gather and purchase great, locally grown and produced food and merchandise; 2) that the market and its vendors are in compliance with federal, state, and local regulations; 3) that the market is able to play a positive role in the community; 4) that vendors have a fair, equitable, and respectful atmosphere in which to conduct their business.

Producer an individual who grows, raises, manufactures, or crafts goods intended for sale at the market by the force of his or her own labor, who has control over the means and methods of production, and who assumes principal financial and liability risk for the production enterprise.

Specialty Producer an agriculture producer whose core products fill a need specifically identified by the market and/or a need unmet by any other current vendors.

Prepared Food Producer a producer who transforms raw ingredients into a finished food product meant for consumption off the market site. Examples include but are not limited to: jams, jellies, pickles, other fruit and vegetable preserves, baked goods, confections, cured or smoked meats, etc.

Immediately Consumable Food Producer a producer who transforms raw ingredients into a finished food product intended for consumption at the market. Examples include but are not limited to: any foods sold heated or prepared on-site, drinks, ice cream and other single serve frozen desserts, etc.

Farmer a producer whose principal products are agricultural in nature.

Vendor a producer whose goods or services are sold at the market.

Daily Vendor a vendor who has been selected by MFM to hold a stall on an as available basis. (Please see “Section 3: Vendor Selection Guidelines” for more information.)

Annual Vendor a vendor who has been selected by MFM to hold a specific stall(s) for the duration of the season. (To ensure that the overall best interests of the market are served, annual stalls may be temporarily reassigned by the Market Manager.)

Vendor Designee a person who represents a vendor at the market and who is not an immediate family member of that vendor.

Stall any space designated by the market from which a vendor may make sales. A single stall generally corresponds to the size of a 10'x10' canopy tent and may or may not include adjacent space for vehicle parking. Farmers will be given preference in assigning stalls with parking availability.

Local produced in MN or WI.

Section 2: What can be sold at the market*

Fresh Produce

Annual and Perennial Plants, Rootstock, Shrubs, and Trees

Other Farm Products honey, eggs, meat, flowers, and other goods that would qualify under the Minneapolis Farmers Licensing Exemption

Food products qualifying under the MN “Pickle Bill”

Arts & Crafts

Immediately Consumable Foods

Other Prepared Foods

Services

***In general, all products sold at the Midtown Farmers Market must be:**

- 1) vendor produced,
- 2) itemized by type on the vendor application,
- 3) approved by the Market Manager.

Section 3: Vendor Selection Guidelines

The vendor selection guidelines are reviewed once a year and revised if necessary by the Market Manager, MFMAC, and CNO Board of Directors. Using these guidelines, the Market Manager selects the market’s daily and annual vendors.

The market has 33–35 grower/producer stalls (stalls with truck access). These stalls will be for Annual and Daily Vendors and will be assigned by the Market Manager.

The market has 24–26 other stalls (stalls without truck access). In general, these stalls will be used for artists, Prepared Food Vendors, and Immediately Consumable Food Vendors and will be assigned by the Market Manager. They may also be used for farmers depending upon the needs of the market.

Initial vendor eligibility and selection guidelines

Requirements:

★ **Basic:** All vendor-applicants seeking to participate at MFM must:

- agree to abide by all of the rules and regulations as outlined in the Midtown Farmers Market Rules of Operation;
- comply with applicable local/state/federal laws and licensing/permitting requirements;
- submit a complete and accurate application;
- provide insurance coverage as indicated on page 5 of the application;
- remit required payments according to the payment and fee schedule set forth on page 2 and described in Section 5 (page 6).

★ **Local:** All products sold at MFM must be produced in either Minnesota or Wisconsin.

★ **Vendor Produced:** A Vendor must produce all products he or she intends to sell at the market.

- Products made under license, franchise, or any other types of controlling agreement with a third party are not allowed.
- Prepared Food Vendors utilizing co-packing/processing arrangements will be considered for approval on a case-by-case basis but preference will be given to Producers who do not use co-packing/processing arrangements.
- Vendors may not sell goods at the market that they have purchased, bartered for, been given, or otherwise come into possession of, but have not produced themselves.

(continued on next page)

(Section 3: Initial vendor eligibility and selection guidelines, continued...)

Preferences:

- ★ **Diversity:** The market will give selection preference to vendors who reflect and cater to the diversity of the market's surrounding community.
- ★ **Continuity and Commitment:** The vendor selection process will account for the benefits that vendor continuity and commitment accrue to the market, to vendors, and to stability and sustainability in small-scale production; Therefore, preference will be given to returning vendors that are in good standing.
- ★ **Unique:** The market will give selection preference to vendors whose goods are unique, contribute to the market's product diversity, and that are not generally available through other retail venues.
- ★ **Locally sourced:** In considering Prepared and Immediately Consumable Food Vendors, the market will give preference to applicants who can demonstrate that a substantial portion of their raw ingredients are locally produced.

Other considerations:

- ★ **Cooperatives:** The market will give consideration to applications submitted by cooperative producer organizations on a case-by-case basis.
- ★ **Community Involvement:** The market will give consideration to applicants representing youth or community involvement programs on a case-by-case basis and may also contemplate non-conforming participation of such programs at the discretion of the market manager.

Non-conforming vendors and products: vendors and/or products that do not conform to the selection criteria may be considered in rare cases for special approval by the MFMAC. The Market Manager cannot approve non-conforming vendors or products. Non-conforming vendors must apply for special approval each season and for each non-conforming product.

Section 4: Application and Payment Process

1. Application forms are available from the Midtown Farmers Market office, 3451 Cedar Ave S, Minneapolis, MN 55407, online at www.midtownfarmersmarket.org, or by calling 612-724-7457.
2. Anyone interested in participating in the Midtown Farmers Market must submit an application fee and a completed application to the market at least ten calendar days prior to the first desired date of attendance in order to be considered.
3. Submitting an application does not guarantee acceptance into the market.
4. Only application fees from successful applicants will be deposited.
5. Vendors may apply to reserve stalls for any combination of market day(s); however, the market does not guarantee that the dates requested in particular or any dates in general will be available.
6. After vendors are notified of acceptance, they must make any necessary payments before selling at the market.
7. Vendors must pay fees according to the fee schedule on page 1 (or by other prior arrangement) or risk stall forfeiture. The market bears no responsibility for ensuring that vendor payments are made on time.
8. Stalls for Daily Vendors are not considered reserved until they are paid.
9. Stall payments may be made by check, money order, cash, or market tokens; however, the Midtown Farmers Market will not accept cash or tokens as a form of payment if they are sent through the mail. The fee for a returned check is \$30, and all subsequent stall payments must be made by money order, with cash, or with market tokens.
10. Vendors may request their payment status at any time.
11. Stalls may not be transferred, assigned, sold, rented, or leased by anyone other than the Midtown Farmers Market. Any representations to do so by any person or entity other than the Midtown Farmers Market are null and void.

(continued on next page)

(Section 4: Application and Payment Process, continued...)

12. As noted above, no stall shall be sublet by any vendor; however, with prior approval, market stalls and fees may be shared under the following circumstances:
 - There are no full stalls available;
 - Each vendor has completed an application, paid an application fee, and been approved to vend at the market;
 - Each vendor (or vendor designee) is present in the stall on any market day during which that vendor's products are on display;
 - The Market Manager determines that it is in the best interest of the market to permit vendors to share a stall.

The market will bear no responsibility for resolving disputes that may arise between vendors sharing a single stall.

The market will hold all or any one of the vendors liable for any unpaid fees at its discretion.

Section 5: Attendance, Refunds, and Cancellations

1. Vendors are expected to attend all markets for which they are scheduled. **Vendors who have not notified the Market Manager of a planned or unexpected absence by noon the day before any scheduled market will be considered a no-show.** May and June markets are not exempt from this rule—vendors must notify the Market Manager of their absence before **any** scheduled market date.
2. Vendors who have not notified the Market Manager of a planned or unexpected absence by noon the day before any scheduled market will be considered a no-show.
 - Vendors who are a no-show twice will not be able to schedule additional dates at the market for the 2012 season.
 - Vendors who are a no-show three times will not be allowed to participate in the market for the remainder of the season, will forfeit any fees already paid, and may jeopardize their status as an annual vendor in subsequent seasons.
 - There are no refunds for no-shows.
3. Vendors who are repeatedly absent, with or without notice, may be caused to forfeit their stall, any fees paid, and/or Annual Vendor status (if any) at the discretion of the Market Manager.
4. Refunds for vendors paying per market day: a stall reservation may be cancelled by phone or email no later than noon seven days prior to the market day in question for a full refund. Cancellations by mail should be postmarked at least 10 days prior to the date in question. (Credit card service fees will not be refunded.)
5. Refunds for vendors paying annually: there are generally no refunds to annual vendors after opening market day; however, the market may determine on a case-by-case basis to offer full or partial refunds in cases of unusual hardship, crop failure, etc.
6. The Market Manager will handle refunds for cancellations due to weather or emergencies on a case-by-case basis. Please ensure that your contact information remains up-to-date in the event the market is cancelled unexpectedly. Refunds will be available for daily vendors only if market management makes the decision to cancel the market before 8:00am on a Saturday or 3:00pm on a Tuesday. There will be no refunds if the Market Manager closes a market early.

Section 6: Arrival, Set-up, and Break-down

1. Vendor vehicles that will not remain within the market area during market hours must be parked as close as possible to the market's storage area in order to ensure ample customer parking.
2. Vendors may not enter the market area to begin setting up until the market manager or assistant manager has arrived.
3. Vendors may not begin setting up before 6:00am on Saturday mornings or 2:00pm on Tuesday afternoons.
4. Annual Vendors will generally set up in their assigned stall(s); however, the Market Manager reserves the right to temporarily re-assign any vendor to a different stall in order to serve the market's overall best interests.
5. The Market Manager will assign Daily Vendors upon arrival to a stall for the day.
6. Set-up shall be complete fifteen minutes before the market opens. On Saturdays, this means set-up shall be completed by 7:45am. On Tuesdays, this means set-up shall be completed by 2:45pm. PLEASE ALLOW AMPLE TIME TO SET UP YOUR STALL. Vendors who have not arrived at the market or contacted the Market Manager by 7:30am on a Saturday or by 2:30pm on a Tuesday risk forfeiting their stall.
7. **No vehicles will be allowed in or out of the market area after the market is open.**
8. If the Market Manager makes an exception to allow a late-arriving vendor to set-up, the vendor must carry any equipment and product into the market by hand.
9. Vendors shall not begin breaking down before market closing time, generally 1:00pm on Saturdays and 7:00pm on Tuesdays, unless the Market Manager determines to close the market early as may be the case in adverse weather conditions.
10. If the Market Manager makes an exception to allow a vendor to leave before market closing, the vendor must hand carry any equipment and product out of the market.
11. Vendors should begin breaking down promptly at market closing time. In general, vendors should have vacated the market area within 1 hour of market closing.

Section 7: Stalls and Display

1. Having a stall(s) in one season(s) is no guarantee that a vendor will have the same stall(s) specifically or any stall(s) generally in any subsequent season.
2. In general, Annual Vendors will be assigned to a specific stall for the duration of the season; however, in order to ensure the overall best interests of the market are served, the Market Manager may temporarily or permanently reassign any vendor to a different stall(s).
3. **All products shall be displayed and sold within the confines of the stall.**
4. Vendors shall keep any licenses, permits, or proof of insurance necessary to conduct business at the Midtown Farmers Market readily available in their stall.
5. Each vendor must provide a covering for their stall, such as an E-Z Up or Caravan canopy tent, that is suitable for any weather condition.
6. For your safety and the safety of others, tents, awnings, and other protective covers must be weighted down and/or securely fastened at all times. **Vendors assume full responsibility for any damage or injury that may result from improperly or insufficiently securing tents, awnings, display equipment, products, or other items.**
7. In certain high wind conditions, the market manager may require vendors to take down tents, awnings, etc.
8. Each vendor shall display a sign indicating the name and location of his or her farm, business, or production facility.
9. Vendors who represent their products as certified organic, certified naturally grown, etc. must display corresponding certification documents.
10. Each vendor is responsible for clean-up of his or her stall including sweeping up and disposing of vegetable trimmings. No garbage may be left behind. All vendors must have a broom and dustpan for clean-up.
11. Vendors may not smoke in stalls or in the general market area.

Section 8: Health and cleanliness rules

1. There is no water available at the market. Please come to the market with adequate water for cleaning and hand washing.
2. Market management encourages vendors to sample product in order to boost sales; however, you must meet all applicable health code requirements. Contact Minneapolis Environmental Health and Food Safety Division for more information.
3. Vendors who are preparing food on-site for sampling or serving must have either 3 gallons of chlorinated water available for sanitizing equipment or must have additional clean utensils to replace any that become dirty.
4. Any vendor who is selling food other than fresh produce and/or is sampling food or produce is required to have a Minneapolis Health Department compliant hand-washing station. The hand washing stations next to the market's port-a-potties do not meet city requirements to serve as vendor hand washing stations.
5. All containers and spray bottles used to store or mist vegetables must be of an approved type and cleaned regularly.
6. Only disposable paper towels may be used to clean produce at the market.
7. All vendors must wear clean clothing and footwear. No bare feet are allowed.

Section 9: Other general rules

1. No person or entity other than the Midtown Farmers Market or the Corcoran Neighborhood Organization or agents thereof may make use of the Midtown Farmers Market name or logo without the express permission of the Corcoran Neighborhood Organization.
2. No hawking or exuberant pressure intended to persuade customers to buy products is allowed.
3. Neither customers nor vendors may engage in solicitation or political activities that have not been approved by market management anywhere within market grounds during market hours.
4. No live animals may be sold or given away at the market.
5. No radio or music may be played unless approved by market management.
6. No one under the age of 16 may sell or maintain a stall without an adult supervisor present.
7. Vendors must guarantee customer satisfaction for all goods sold.
8. Neither customer or vendor dogs nor other pets are allowed anywhere on the market site.
9. Vehicles are limited to one-ton or smaller and a 5-mile per hour speed limit is enforced on market grounds.
10. No honking anywhere on the market site.
11. Vendors must act respectfully toward other vendors, CNO and market staff, volunteers, and patrons at the market and at all market events. Examples of disrespectful behavior include but are not limited to: yelling, swearing, meeting disruption, racial slurs, and name calling. If a vendor observes a market customer behaving disrespectfully to anyone at the market site, they should notify the Market Manager immediately. The Manager will then take the necessary steps to remove the offender from the market site.

Section 10: Enforcement and Grievance Procedures

This document seeks to set forth a basic set of rules, regulations, requirements, and guidelines to provide for the successful operation of the Midtown Farmers Market but cannot contemplate every possibility; therefore, the Market reserves the right to do whatever may be additionally necessary to protect the intent and well-being of the Market, its staff and management, its patrons, and its vendors.

The Market Manager will have the final authority to interpret and enforce any of the Market's Rules of Operation at the market site.

The MFMAC reserves the right to change, amend, or delete rules as needed, subject to the approval of the CNO Board of Directors, and will notify vendors of any changes that are made and the date any changes become effective.

The Market Manager reserves the right to cause any vendor to stop selling items that do not fit the guidelines above, pose a risk to patrons, or violate any municipal agency's regulations.

The Market Manager may suspend a vendor's privilege to vend at the Midtown Farmers Market if that vendor poses a continual risk to patrons, is unwilling or unable to follow the guidelines above, or is repeatedly in violation of any municipal agency's regulations.

The Market Manager reserves the right to take what steps may be necessary to determine whether a vendor is in compliance with the rules outlined above. This may include the inspection of a vendor's greenhouse(s), garden(s), farm(s), field(s), or other place(s) of production to verify that the product(s) being sold meets market qualifications. Vendors must allow for inspection when requested, or they will not be allowed to sell at the market.

A violation of any rule above may cause the Market to assess a penalty as follows:

- First offense \$25.00
- Second offense \$50.00
- Third offense will cause the vendor to lose his/her privilege to sell at the market and to forfeit any fees already paid.

Penalties must be paid prior to returning to market.

A person(s) wishing to file a complaint or grievance with the Corcoran Neighborhood Organization (CNO) should do so in writing, addressed to the CNO Board of Directors, c/o Corcoran Neighborhood Organization, 3451 Cedar Ave S, Minneapolis, MN 55407. The written document should list the person's specific concerns and should be sent or delivered to the CNO office.

Manager concerns can be directed to Amy Arcand (amy@corcoranneighborhood.org or 612-724-7457). If additional attention is needed for a complaint or grievance in regards to a CNO staff person (e.g.: the Market Manager or Assistant Manager), the CNO Personnel Committee will review the complaint/grievance at their next scheduled meeting and take appropriate action. The committee will send a written response to the person(s) filing the complaint/grievance following the review.

If the complaint/grievance is in regards to CNO more broadly, the issue will be brought before the CNO Executive Committee at the next scheduled meeting and if necessary, brought before the CNO Board of Directors. The Executive Committee or board will decide how to handle the complaint/grievance and if needed, set up a committee to fully review the issue. The final decision and actions will be documented in writing and sent to the person(s) filing the complaint or grievance.



Vehicle Entrance

22nd Avenue S

Property Line

Stall Key:

1-33B
Farmer Stalls

100-117
Prepared Food
and Artist
Stalls

201-206
Immediately
Consumable
Foods

*non-
conforming
and/or may be
combined into
double stalls

13A*

13B*

14A*

14B*

12

11

10

9

8

7

6

5

4

3

2

1

116

117

114

115

112

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23

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27

28

29

30

31

201

202

203

204

205

206

Customer Entrance

Market and Info Tents

Market Stage

33B*

33A*

32

School Building

E
L
a
k
e
S
t
r
e
t



City of Minneapolis
 Licenses and Consumer Services
 350 South 5th Street – Room 1C
 Minneapolis, MN 55415–1391
 Phone: 612-673-2080
 Fax: 612-673-3399 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

Expiration: April 1
License Code: 034
Rev Code: 311009
MCO: 343
Adm Issuance: Yes
LICENSE ID #

Permit Application Guidelines and Checklist

Permit Type: Farmer’s Licensing Exemption

The farmers’ market vendors listed below are exempt from licensing requirements and fees. However, prior to selling exempted farm products in the City of Minneapolis, you are required to complete the Farmer’s Licensing Exemption Form and submit it to your primary Farmer’s Market Manager located in Minneapolis. Upon approval by the City of Minneapolis, a permit will be mailed to you.

DEFINITION REQUIREMENTS (Check all that apply to you)

- Farmer** Persons who sell products (e.g. eggs, fruits, vegetables, herbs etc.) from a farm or garden occupied and cultivated by them.
- Meat Poultry Processor:** Persons who sell the meats of animals raised on their farm and processed/packaged at a licensed facility inspected by MDA/USDA or equivalent agency.
 - Complete and submit a Market Vendor Plan Review Application and fees with your application.
 - Attach a letter from the operator of the facility where your meat/poultry is processed stating that the products you are selling is slaughtered and processed at their facility. The letter must contain the name, address and contact phone number for the facility.
 - A copy of the facility’s license
- Home-Processor:** Persons who prepare and sell food that is NOT potentially hazardous food (jams, jellies, cakes, cookies, etc.)
 - Complete and submit a Market Vendor Plan Review Application and fees with your application.
 - Attach a letter stating that gross receipts from your prepared food items will not exceed \$5,000.00 in a calendar year.
 - You must post in your booth a visible sign stating: “THESE PRODUCTS ARE HOMEMADE”.
 - All foods must be labeled to include name and address of the person preparing and selling the foods.
- Pickle Bill:** Individuals who prepare and sell home-processed and home-canned food product that meet the following requirements:
 - Complete and submit a Market Vendor Plan Review Application and fees with your application.
 - Attach a letter stating that gross receipts from your canned food items will not exceed \$5,000.00 in a calendar year.
 - Products MUST be home-processed and home-canned in Minnesota
 - Pickles, vegetables or fruits MUST have an equilibrium pH value of 4.6 or lower
 - You MUST post in your booth a visible sign stating “THESE CANNED GOODS ARE HOMEMADE”.
 - Each container MUST be labeled with: the name and address of the person who processed and canned the goods and date of processing and canning.

The following types of foods CANNOT be sold under either of the above exemptions: apple or fruit juice, pumpkin pies, custard pies, cream puff’s, low acid canned foods such as green beans, corn, peas, mushrooms, soups, meat, fish, eggs or any other ready-to-eat potentially hazardous foods products containing meat, eggs, dairy or any product that requires refrigeration.

Staff Initials	Application Checklist
<input type="checkbox"/>	1. Permit Application (Form #1 attached) Exempt vendors must complete this application and submit it to the Market Managers of the markets in Minneapolis where they want to sell their farm products. DO NOT FILL OUT MORE THAN ONE APPLICATION. Make a duplicate copy of this packet for your personal records and if selling at multiple markets submit a copy of the application to each additional market manager of the markets you plan to sell at.
<input type="checkbox"/>	2. Licensing Fee _____
<input type="checkbox"/>	3. Market Vendor Plan Review FEES (ONLY HOME-PROCESSORS, MEAT/POULTRY PROCESSORS AND PICKLE BILL VENDORS ARE REQUIRED TO SUBMIT THE MARKET VENDOR PLAN REVIEW APPLICATION & FEES).
This Section To Be Completed by City of Minneapolis Staff	
Date Received by EHFS _____ EHFS Staff Initials _____ Date Sent to Licensing _____	

Additional Information

1. **our permit Application**

- a. Incomplete applications will be returned.
- b. All applications must be signed by an owner, partner or principal.
- c. Permits are not transferable.
- d. Make a duplicate copy of this packet for your personal records before submitting.
- e. If you are applying for multiple licenses/permits, applications may be combined. Talk to License Staff at 300 Public Service Center.

2. **Information in Other Languages**

Yog xav paub tshaj nos ntxiv, hu 612-673-2800. Macluumaad dheeri ah, kala soo xiriir 612-673-3500. Para mas información llame al 612-673-2700.

CHECK TYPE
NEW
RENEWAL *



DEPARTMENT OF REGULATORY SERVICES
 ENVIRONMENTAL MANAGEMENT & SAFETY
 250 S. 4TH STREET, MINNEAPOLIS, MN 55415
 PHONE: 612-673-3000, FAX: 612-673-2635

FOR OFFICE USE ONLY
REGISTRATION NUMBER:
EHFS STAFF:
DATE:

CHECK ONE: FARMER/GROWER HOME PROCESSOR MEAT/POULTRY PROCESSOR PICKLE BILL **

* RENEWALS: please highlight any changes or additional information not included in your last year's application

** Pickle Bill Applicants MUST complete Plan Review Application

FARMER'S LICENSING EXEMPTION FORM

APPLICANT INFORMATION

Applicant Name		Home Number	
Business Name (If different from above)		Cell Number	
Mailing Address		Work Number	
City	State	Zip	Email

FARM/GARDEN INFORMATION

Name of Farm/Garden		Name of Owner of the Farm/Garden	
Address of Farm/Garden		City	State
		Zip	
Email of Farm/Garden Owner		Telephone of Farm/Garden Owner	
Approximate Total Acres of Farm/Garden		Percent You Cultivate	

FARM PRODUCTS SOLD IN MINNEAPOLIS LOCATIONS

LIST OF FARM PRODUCTS SOLD (Fruits, berries, vegetables, root/vine crops, etc)	MPLS LOCATION WHERE PRODUCTS ARE SOLD	
	Market Name	Address of Market/Event

LIST VEHICLES USED FOR DELIVERY OF FARM PRODUCTS

State	Plate Number	Year	Make/Model	Color

I certify that I have read and understand every question in this application and have answered every question truthfully to my own knowledge and belief. I also certify that I have read and agree to follow the attached food safety guidelines for exempt vendors.

Growers & Meat/Poultry Processors: I understand and agree that I shall only peddle or sell farm products of a farm or garden that I or my family have cultivated and harvested. I further understand that peddling or selling products that have not come from a farm or garden that I or my family have cultivated and harvested may result in the confiscation of such products and a citation for operating without a license.

Home Processors and Pickle Bill Applicants: I certify and agree that my gross annual receipts for the products I sell under this permit will not exceed of \$5,000 in a calendar year.

APPLICANT NAME - PRINT	SIGNATURE	DATE
------------------------	-----------	------

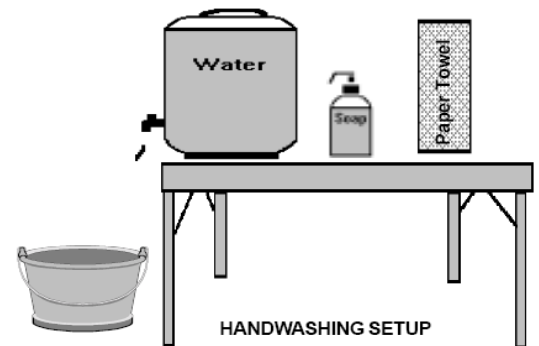
GUIDELINES FOR EXEMPT VENDORS AT EVENTS & FARMERS MARKETS

(Vendors, Event Sponsors and Market Managers are responsible for Implementing Food Safety Standards)

1. Provide a tent or canopy for the food stand. If at an event where the tent/canopy is on grass or dirt surface, you **MUST** provide flooring (mats, plywood, etc.) for the booth.
2. Transport all food products in clean and sanitized containers and vehicles.
3. Store all foods, equipment, utensils and paper products at least **six inches above the ground/floor**.
4. Label and store all chemical containers and spray bottles away from foods and food containers.
5. Wash all vegetables and fruits such as berries, melons, apples, grapes etc., before selling/sampling.
6. All **EGGS** MUST be candled, graded, properly labeled and kept at 45°F or less.
7. Keep all potentially hazardous foods, such as meats and poultry at **41°F or colder**. Provide a metal-stem food thermometer.
8. Sample and serve all foods out of reach of the customers. No self-service by consumers. Dispensing/sampling of foods must be done by the vendor. Use only single-service, disposable utensils (paper plates, soufflé cups, napkins, toothpicks, spoons, etc.)
9. Wear clean clothing and practice good personal hygiene. No smoking is **ALLOWED** in the food booth. **NO** eating or drinking (from open containers) at the food service/display counters.
10. **HOME-PROCESSORS** must POST a visible sign in their booth stating: "THESE PRODUCTS ARE HOMEMADE AND NOT SUBJECT TO STATE INSPECTION". Foods must be labeled to include name and address of the person preparing and selling the foods.
11. **PICKLE BILL VENDORS** must POST a visible sign in their booth stating: "THESE CANNED GOODS ARE HOMEMADE AND NOT SUBJECT TO STATE INSPECTIONS." Pickles, vegetables or fruits **MUST** have an equilibrium pH value of 4.6 or lower
 - o Each container must be labeled with the date of processing/canning and the name and address of the person who did it.



12. **LABELING:** All packaged foods must have basic labeling that includes:
 - o Name, address and zip code of producer or distributor
 - o Name of product
 - o Net contents
 - o List of ingredients in descending order of predominance.
 - All ingredient statements **MUST** accurately identify allergenic ingredients (eggs, peanuts, tree nuts, soy, milk, fish, shellfish, and wheat) to protect customers with food sensitivities or allergies.



SAMPLING REQUIREMENTS:

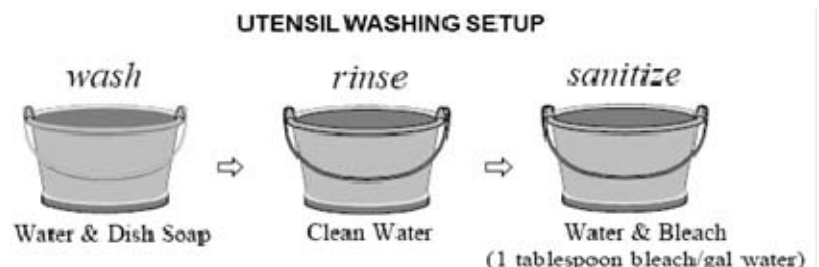
All vendors wishing to sample their products **MUST** have handwashing equipment setup in their food stand and use it **PRIOR TO HANDLING FOOD ITEMS**. Vendors must also have utensil-washing equipment unless sufficient number of clean, sanitized equipment and utensils are provided.

13. Provide **HANDWASHING EQUIPMENT** in the booth (within 10 feet) and *wash hands frequently with soap, running water and paper towels.* (See illustration above).

14. **UTENSIL WASHING EQUIPMENT:** Provide three labeled buckets big enough to accommodate the largest utensil unless a sufficient number of extra clean/sanitized utensils are provided. (See illustration.)



- o Wash bucket: dish soap and water
- o Rinse bucket: clean water
- o Sanitizer bucket: bleach/quat and water (e.g. 50-200 PPM Chlorine, 200-400 PPM Quat)
- o Provide **test strips** to monitor sanitizer concentration



15. **CLEAN WATER:** Water used for hand and utensil washing must be potable from an approved source.

16. Failure to comply with the above guidelines can result in a (1) citation, (2) closure of food booth, (3) revocation and/or denial of permits.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/7/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER ABAC Agency	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID#:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Name of Entity Street Address City ST 55555	INSURER A:	ABC Company
	INSURER B:	DEF Company
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 11-12 Sample REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			1234567	4/1/2011	4/1/2012:0	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	\$
	<input type="checkbox"/> OCCUR							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DEDUCTIBLE							\$
	RETENTION \$							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			5566778-01	4/1/2011	4/1/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	<input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Certificate Holder is Additional Insured with respect to general liability.

CERTIFICATE HOLDER Corcoran Neighborhood Organization 3451 Cedar Ave. South Minneapolis, MN 55407	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



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>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.

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.taxes.state.mn.us**.

Information and assistance

If you have questions or want fact sheets on specific sales-tax topics, call 651-296-6181. TTY: Call 711 for Minnesota Relay.

Most sales tax forms and fact sheets are also available on our website at **www.taxes.state.mn.us**.

For information related to sellers and event operators, see Fact Sheet #148, *Special Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.