



January 7th, 2019

Happy New Year, and thank you for considering participation with the Midtown Farmers Market! Enclosed you will find the **2019 Midtown Farmers Market Vendor Information and Application Packet**. Please take time to review the packet carefully so that you are familiar with its contents. There are several exciting updates this year and we are looking forward to working with you!

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

- **Page 2 ... Market Site and Location**
- **Page 3 ... Contact Information and Market Hours**
- **Page 4 ... Important Dates and Information**
- **Page 5 ... Fee Schedule**
- **Page 6 ... Training Opportunities**
- **Page 7-8 ... TryIt! Program**
- **Page 9-17 ... Rules of Operation**
- **Page 18-20 ... Application***
 - **Token Agreement**
 - **MN ST-19**
 - **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.

*If you are in the process of applying for permits and licenses at the time you submit your application, please include a copy of your permits and/ or licenses in the application.

NOTE: Agricultural, Meat/Poultry, Cottage Food and Farm Product vendors may be exempt from licensing with the City/State if no additional ingredients are added to their products. Please check requirements by the City of Minneapolis to see if you are exempt here: www.minneapolismn.gov/health/inspections/farmersmarket. Additionally, Home Processors and MN Cottage Food Law vendors can access and complete training and registration forms at <http://www.mda.state.mn.us/licensing/licensetypes/cottagefood.aspx>.

Completed applications and fees (check or money order) can be mailed to: Midtown Farmers Market, 3451 Cedar Ave S, Minneapolis, MN 55407. Applications can also be scanned and emailed to manager@midtownfarmersmarket.org, with fees to follow by mail. We cannot accept credit cards as a form of payment at this time. Thank you for your cooperation!

Please connect with market staff if you have any questions. Stay tuned for updates and invitations to all the activities this coming year!

With gratitude and excitement,
Midtown Farmers Market Staff
Jenna Yeakle & Kate Sheldon

2019 Market Site and Location

We have a new, temporary home! Moon Palace Books at 3032 Minnehaha Ave will host the Midtown Farmers Market for the 2019 and 2020 seasons. Owners Jamie and Angela were once vendors at the market, and now they offer their space, connections and resources in this time of transition. We are so grateful for their hospitality and community leadership!

Why has the market moved? Since spring of 2016, the intersection at Hiawatha Ave and East Lake Street, Midtown's original corner of the world, has experienced big development changes. Construction has begun around the original market site as part of the county's multi-phase development plan for the 2200 block of East Lake Street. This development includes the Hennepin County Services Center South, multiple housing developments, and retail space. In 2021, the Midtown Farmers Market will move back to the block and into a permanent market plaza! More information and photos of the market plaza plans can be found at <http://midtownfarmersmarket.org>.

More information about our new home at Moon Palace Books and updates about our permanent market plaza will be shared at the Spring Vendor Meeting on Saturday, April 6th. Mark your calendars!



2019 Contact Information and Market Hours

Location	3032 Minnehaha Ave S Moon Palace Books Minneapolis, MN 55407
Hours	Saturdays, 8:00am to 1:00pm, May 4–October 26 Tuesdays, 3:00pm to 7:00pm, June 4–October 29
Contact	<i>Office & Mailing Address</i> Midtown Farmers Market c/o Corcoran Neighborhood Organization (CNO) 3451 Cedar Ave S Minneapolis, MN 55407 <i>Office Telephone</i> (612) 724-7457
Staff	Market Manager, Jenna Yeakle manager@midtownfarmersmarket.org Market Assistant, Kate Sheldon kate@midtownfarmersmarket.org CNO Executive Director, Alicia Smith alicia@corcoranneighborhood.org
Websites	www.midtownfarmersmarket.org www.corcoranneighborhood.org
Social Media	facebook.com/MidtownFarmersMarket twitter.com/midtownfarmmkt instagram.com/midtownfarmmkt

2019 Important Dates and Information

February 15	Priority Deadline for Vendors
February 15	Social Media Workshop for Vendors
March 1	Priority Vendor Acceptance Notice
March 15	Final Deadline for Vendors
March 29	TryIt! Program - First Deadline*
March 29	Final Vendor Acceptance Notice
April 6	Spring Vendor Meeting
April 6	TryIt! Vendor Orientation
May 4	Opening Day!!
October 26	Closing Day for Saturday Market
October 29	Closing Day for Tuesday Market
November 9	Fall Vendor Meeting

Applications received after the priority due date will only be considered if space is still available.

*The TryIt! Program offers an opportunity for new entrepreneurs to try a market vending experience with limited investment. More information about the TryIt! Program on page 6.

2019 Fee Schedule

Application Fee for Arts and Crafts Vendors	\$30
Application Fee for Food Vendors Application Fee	\$60
Daily Fee, per Saturday (one stall only)	\$30
Daily Fee, per Tuesday (one stall only)	\$20
Season Fee, per Saturday (one stall)	\$575 (26 Saturdays)
Season Fee, per Saturday (second stall)	\$780 (26 Saturdays)
Season Fee, per Tuesday (one stall)	\$325 (22 Tuesdays)
Season Fee, per Tuesday (second stall)	\$440 (22 Tuesdays)

Late Fees

In order to encourage vendors to pay for and reserve their stalls in advance, a Late Fee of \$5/market day will be charged for vendors who have not paid for and reserved their stall in advance of any given market day.

Weekly and Annual Electricity Fee Schedule

To help offset the costs associated with electricity installation and utilization, all vendors who require to use electricity at the market will be charged for daily use as follows:

Daily Electricity Fee, per Market Day	\$5
Seasonal Electricity Fee, Saturdays	\$100
Seasonal Electricity Fee, Tuesdays	\$85
Seasonal Electricity Fee, Both	\$180

2019 Training Opportunities

Social Media Workshop - Getting Started and Advancing Your Practice

This workshop is for you! Our 2018 vendors expressed a strong interest in training on social media, so we are delivering. This hands-on event is for all levels of experience with social media. With tailored sessions for a range of experiences, you'll learn how collaborative marketing can extend your reach and how to build upon your brand, expand your network, and target messages for meaningful content.

Mark your calendars for **Friday, February 15th 1 - 4 PM**, with a happy hour to follow, at Moon Palace Books, 3032 Minnehaha Ave Minneapolis. Presented by Midtown Farmers Market and Neighborhood Roots with communications experts and vendor media pros. Sliding-scale fee, pay-what-you-can. Registration information will be sent out in early January.

Minnesota Farmers' Market Association: Upper Midwest Fruit and Vegetable Growers & Minnesota Cottage Foods Producers Conference

All are welcome! This is a two-day conference for growers and makers as well as farmers market employees. Hosted at the River's Edge Convention Center in Saint Cloud, **January 17-18**. More information here: <https://www.mfma.org/Annual-Conference>. Questions about the conference can be directed to Kathy Zeman, Executive Director (kzeman@mfma.org or 507-664-9446) or Jesse Davis, Director of Member Services (jdavis@mfma.org or 218-259-9675) at the Minnesota Farmers' Market Association.

Farmers Market Nutrition Program (FMNP) Training

All fruit and vegetable vendors are encouraged to participate in the Farmers Market Nutrition Program (FMNP). Vendors who wish to participate will be required to attend a training session this spring. The dates and times for these sessions are yet to be determined. For updated information about FMNP training sessions, please contact the Market Manager (manager@midtownfarmersmarket.org or 612-724-7457) or Ashley Bress (Ashley.Bress@state.mn.us or 651-201-6648) at the Minnesota Department of Agriculture.

As more training opportunities become available, the market will share these opportunities with you throughout the year!

2019 Try It! Program

Purpose

The Try It! Program seeks to give small businesses an opportunity to try a farmer's market experience at the Midtown Farmers Market with limited financial investment. Our goal is to help emerging entrepreneurs explore whether or not becoming a vendor at the Midtown Farmers Market is a good fit for them and their product. We prioritize Twin Cities residents who identify as having low-income, are black, indigenous and/ or people of color, identify as women, trans, femme, or gender non-binary. Since 2003, the Midtown Farmers Market has built a reputation for incubating small businesses, and we strive to ensure that the opportunity to innovate and grow is accessible and beneficial to all community members.

Program Benefits

Corcoran Neighborhood Organization (CNO) will pay for vendor fees, a tent, table, and program signage for 1-2 market days. Staff and volunteers offer assistance in completing the Farmer's Market application and provide guidance for obtaining insurance and the appropriate permits. A volunteer will also greet TryIt! participants and help with market day setup if needed. TryIt! orientation will be held in conjunction with the Spring Vendor Meeting on Saturday, April 6 and a post-market debriefing session will be held in conjunction with the Fall Vendor Meeting on Saturday, November 9.

In return, TryIt! participants will be responsible for providing equipment needed on site beyond the materials provided by CNO as well as acquiring any required insurance or permits.

Eligibility

Eligible products include the following:

- Arts & Crafts
- Clothing
- Food products qualifying under the MN Cottage Food Law
- 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)
- Immediately Consumable Foods
- Other Prepared Foods

All vendor-applicants seeking to participate in the Try It! Program must:

- Produce their own goods
- 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 necessary insurance coverage

Selection Priorities

The Midtown Farmers Market is interested in receiving and reviewing a wide variety of applications; however, we will only be able to support a limited number of participants, so we will consider the following prioritization criteria when we review applications:

1. Previous farmer's market experience: We will prioritize applicants who do not have significant experience as a farmer's market vendor.

2. Fit with existing vendors: We will prioritize applicants who will compliment existing Midtown Farmers Market vendors.

3. Proximity to Corcoran: We will accept vendors from across the Twin Cities, but we will prioritize vendors who are based in or near the Corcoran neighborhood in Minneapolis.

4. Reflect our community: We will prioritize applicants who have been traditionally marginalized by institutions - applicants who identify as having low-income, are black, indigenous and/ or people of color, or identify as women, trans, femme, or gender non-binary.

Application

The online application can be found here: http://www.corcoranneighborhood.org/try_it.

Applications will be processed in rounds. We will accept applications on a first-come, first-serve basis, and that it is possible that spaces may fill up before the final deadlines. We encourage interested applicants to apply early for the best chance to participate.

- Round 1 application deadline: March 29
- Round 2 application deadline: April 26
- Round 3 application deadline: May 24

Next Steps

1. The application is reviewed by Midtown Farmers Market staff and the Corcoran Neighborhood Organization's Economic Development Committee.
2. Midtown Farmers Market staff notifies applicant of acceptance or not. Applicants that are not accepted have the opportunity for follow-up consultation and resources.
3. Midtown Farmers Market staff coordinate with participant 1-2 market days for the 2019 season.
4. Midtown Farmers Market staff and volunteers support participants in preparing for the market season. Participants are invited to attend a TryIt! Program orientation in conjunction with our Spring Vendor Meeting.
5. Post-market-season, the Midtown Farmers Market Staff will follow up with participants with an evaluation and an end-of-season debriefing session in conjunction with our Fall Vendor Meeting.

Important Dates

February 15	Social Media Workshop for Vendors
March 29	First TryIt! Program Application Deadline
April 6	Spring Vendor Meeting & TryIt! Program Orientation
May 4	Opening Day!!
May 24	Last TryIt! Program Application Deadline
November 9	Fall Vendor Meeting

Additional Support

Participants will be invited to training sessions in March and April, contingent on grant funding, to support their ventures. This information will be shared as it becomes available.

2019 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 and small, local businesses 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, a standing committee of the CNO Board of Directors, supports the market's goals and objectives. Monthly Advisory Committee meetings are open to all who are interested. Meetings take place at the CNO office 6:00–8:00pm on the fourth Wednesday of every month. Please contact Jenna Yeakle, Midtown Farmers Market Manager, to confirm meeting time and place at manager@midtownfarmersmarket.org or 612-724-7457. Agenda items for meetings may be submitted in writing five days in advance of any Midtown Farmers Market Advisory Committee meeting for consideration. Vendors are welcome to join at any time!

Rules of Operation Section 1: Purpose & Definitions

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

Definitions

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.

Seasonal 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, seasonal 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.

Rules of Operation 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 Cottage Food Law
- Arts & Crafts
- Immediately Consumable Foods
- Other Prepared Foods
- Services

Rules of Operation Section 3: Vendor Selection Guidelines

The vendor selection guidelines are reviewed once a year and revised if necessary by the Market Manager, the Midtown Farmers Market Advisory Committee, and the CNO Board of Directors. Using these guidelines, the Market Manager selects the market's daily and seasonal vendors.

The market has 10-13 stalls with truck access, a 10x30 ft space. Priority for these stalls will be given to seasonal and daily growers/producers. Truck stalls will be assigned by the Market Manager.

The market has 25-27 additional stalls, a 10x10 ft space. Typically, these stalls will be used for Prepared Food Vendors, Immediately Consumable Food Vendors, and Artists. Of course, 10x10 stalls may be used for farmers depending upon the needs of the market. Additional stalls will be assigned by the Market Manager.

Eligibility

Required: All applicants agree to abide by 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 20; remit required payments according to the payment and fee schedule set forth on page 5 and described on page 22.

Preferred: All applicants plan to sell products produced in either Minnesota or Wisconsin; products are vendor produced (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.

Diversity: The market will give 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 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 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 for special approval by the Midtown Farmers Market Advisory Committee. 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.

Additionally, 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, unless otherwise approved by the Market Manager.

Rules of Operation Section 4: Application and Payment Details

Application forms are available at the Midtown Farmers Market office, 3451 Cedar Ave S, Minneapolis, MN 55407 or online at www.midtownfarmersmarket.org. 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.

Submitting an application does not guarantee acceptance into the market. Only application fees from successful applicants will be deposited. Vendors may apply to reserve stalls for any combination of market day(s); however, the market does not guarantee that the dates requested will be available.

Vendors must pay fees according to the fee schedule on page 5 (or by prior arrangement) or risk stall forfeiture. The market is not responsible for ensuring that vendor payments are made on time. Daily fees must be paid in advance to avoid the additional \$5 Late Fee.

Vendors may request their payment status at any time. Stall payments may be made by check, money order, cash, or market tokens; however, the Midtown Farmers Market cannot accept cash or tokens as a form of payment if 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.

Stalls may not be transferred, 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; however, market stalls and fees may be shared under the following circumstances with prior approval:

- 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.

Rules of Operation Section 5: Attendance, Refunds, and Cancellations

Attendance and No Shows

The strength of the Midtown Farmers Market depends on the reliable presence of vendors and a diversity of products. Farmers market customers and visitors must be able to count on vendors being present at the market. Continuity and reliability are critical to gaining a regular customer base. Vendors are expected to attend all markets for which they are scheduled. Please show up when you are scheduled, and let us know how we can support you! Vendors are required to notify the Market Manager of a planned or unexpected absence at least 72 hours before the opening of a market day.

Vendors who do not comply will be considered a no-show and subject to a \$10 No-Show Fee. Vendors are also responsible for their reserved stall fees. The no-show fee and the stall fees for the missed date and the current date will be due prior to set up on the vendor's next date at the market. There are no refunds for no-shows.

Vendors who no-show twice in one market season may lose their space or their right to sell at the market. 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.

Refunds and Cancellations

Stall fee refunds for daily vendors' cancellations will be issued only if and when a vendor cancels by phone or email one week 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.

Cancellations of seasonal vendors are not generally refunded; however, the Market Manager may determine on a case-by-case basis to offer full or partial refunds due to unusual hardship, crop failure, etc.

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 the market 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 is closed early.

Rules of Operation Section 6: Reimbursement and Check Handling Procedures

All vendors are responsible for making sure that the market has their current and correct address on file to mail checks to the appropriate address.

After a vendor reimbursement check has been mailed, it is the responsibility of the vendor to be sure they receive their check in the mail.

Any lost or expired checks will be charged a \$35 reissuance fee to cover bank charges associated with stopping payment on a lost or stolen check.

Rules of Operation Section 7: Market Cancellation Policy and Procedures

Under extreme weather conditions the market may be cancelled at the discretion of the Market Manager. If conditions are prohibitive to the operation a safe and successful market, the Market Manager may cancel market under the following circumstances:

- Heavy Rain at the open of market with a forecast of rain of 80% or greater throughout the hours of operation.
- Flash flood warnings throughout the hours of operation.
- Thunder and visible lightning storms in the immediate vicinity of the market during which the manager deems conditions unsafe for vendors, patrons and market staff.
- Gale force winds with speeds over 40 mph.
- Tornado warnings during any hours of operation of the market.
- Extreme heat conditions in which risk of heat related illness is high (heat index of 103°F to 115°F) to very high or extreme (heat index greater than 115°F).

The Market Manager will notify vendors and patrons through the following avenues of communication:

- Vendors will be notified via email distribution to vendors, text message and/or phone call according to their communication preferences.
- Community members will be notified via e-newsletter mailing list, market website, and social media.

The Market Manager and/or Market Assistant will be present at the market site for no less than one hour into market hours of operation (with the exception of a cancellation due to a tornado warning or dangerous wind speeds). A market cancellation will be made at the earliest possible time in order to avoid costs incurred by vendors related to preparation and travel to the market: by 6:00am on a Saturday market day and by 1:00pm on a Tuesday market day. If weather conditions worsen during or immediately prior to a market, the Market Manager will give vendors notice as soon as possible and market operations will cease. The Market Manager will communicate all relevant updates to vendors and give instruction regarding a cancellation and next steps to undertake for a safe and orderly break-down and exit of the market.

The Market Manager has the final authority to cancel a market and will do so within the guidelines stated above. The Manager will take all and any necessary actions and precautions in order to ensure regular and safe operation of the market.

Rules of Operation Section 8: Arrival, Set-up, and Break-down

Arrival

- Vendors may not enter the market area to begin setting up until the market manager or assistant manager has arrived.
- Vendor vehicles that will not remain within the market area during market hours must be parked in the designated vendor parking area.
- Due to the location of the 2019 market, vendors will be assigned to designated set-up times between 6:00am and 7:45am on Saturdays and 1:00pm and 2:45pm on Tuesdays to ensure a smooth process for all. Set-up times will be discussed and assigned at the Spring Vendor Meeting on April 6. Assignments will consider vendor travel time, product(s), and time needed

for set-up. Vendors may not begin setting up before 6:00am on Saturday mornings or 2:00pm on Tuesday afternoons.

- Seasonal Vendors will generally set up in their assigned seasonal 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. Daily Vendors will be assigned a stall(s) for the day upon arrival.

Set-up

- Set-up shall be completed 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.
- Vendors who have not arrived at the market or contacted the Market Manager by 7:45am on a Saturday or by 2:45pm on a Tuesday risk forfeiting their stall. 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.
- No vehicles will be allowed in or out of the market area after the market is open.

Break-down

- 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.
- 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.
- As with set-up, vendors will be assigned to designated break-down times between 1:00pm and 2:00pm on Saturdays and 7:00pm and 8:00pm on Tuesdays to ensure a smooth process for all. Break-down times will also discussed and assigned at the Spring Vendor Meeting on April 6. Assignments will consider vendor travel time, product(s), and time needed for break-down.
- In general, vendors should vacate the market area within one hour of market closing.

Rules of Operation Section 9: Stalls and Display

- 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.
- Seasonal Vendors will generally 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 re-assign any vendor to a different stall(s).
- All products and signs shall be displayed and sold within the confines of the stall.
- Each vendor shall display a sign indicating the name and location of his or her farm, business, or production facility.
- Vendors must keep licenses, permits, or proof of insurance necessary to conduct business at the Midtown Farmers Market readily available in their stall.
- Vendors must provide a covering for their stall, such as an E-Z Up or Caravan canopy tent, that is suitable for any weather condition.
- 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.
- In certain high wind conditions, the market manager may require vendors to take down tents, awnings, etc.

- Vendors who represent their products as certified organic, certified naturally grown, etc. must display corresponding certification documents.
- Vendors who accept EBT or WIC-FMNP must display corresponding signs.
- Vendors are responsible for clean-up of their stall, including sweeping up and disposing of vegetable trimmings and all other trash or debris. No garbage may be left behind. All vendors must have a broom and dustpan for clean-up.
- Vendors may not smoke in stalls or in the general market area.

Section 10: Zero Waste and Composting Requirements

As a market vendor, you play a critical role in supporting our Zero Waste goals at the Midtown Farmers Market. By supporting this program, you are helping the market dramatically reduce its waste and show your customers that waste is preventable, not inevitable.

Compostable Products

In compliance with Minneapolis city ordinance Green To Go, the Midtown Farmers Market requires that all ready to eat food sold or sampled at the market is served in packaging that will be easy for customers to compost or recycle at the market. By participating, you will show your customers that you are part of the solution, and allow them to enjoy great food at the market without creating any waste. More information here: <http://www.minneapolismn.gov/health/inspections/greentogo>

All beverage cups and foodservice ware must be compostable.

This includes paper cups, paper boats, wax paper, plain wooden toothpicks (no plastic frills), and other items made from natural materials, as well as bio-based plastic products that are BPI certified, such as clear cups, utensils, and straws.

Beverages sold in cans and bottles can be recycled at the market. Please note that any bio-based plastic products you purchase need to be certified by the Biodegradable Products Institute (BPI). This certification ensures that they have been scientifically tested and fully compostable.

Look for the BPI logo (shown below) or visit www.bpiworld.org for a complete list of certified products.

A directory list of retailers and restaurant suppliers who sell compostable products is available from the market upon request. If you would like more information or have any questions, contact Market Manager Jenna Yeakle at manager@midtownfarmersmarket.org or 612-724-7457.



Rules of Operation Section 11: Health and Cleanliness

- There is no water available at the market. Please come to the market with adequate water for cleaning and hand washing.
- 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:

<http://www.minneapolismn.gov/health/inspections/foodsafety>.

- Vendors who are preparing food on-site for sampling or serving must have 3 gallons of chlorinated water available for sanitizing equipment or have additional clean utensils to replace any that becomes dirty.
- 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. More information here: <http://www.minneapolismn.gov/health/inspections/WCMSP-195952>.
- All containers and spray bottles used to store or mist vegetables must be of an approved type and cleaned regularly.
- Only disposable paper towels may be used to clean produce at the market.
- All vendors must wear clean clothing and footwear. No bare feet are allowed.

Rules of Operation Section 12: Personal Safety

- In the event that an individual attending the market becomes ill or is in need of immediate medical attention, vendors should contact the market manager.
- If the individual is unconscious, in need of serious medical attention or in immediate danger, vendors should also dial 9-1-1.
- All medical situations are unique and the action steps above are intended for guidance.
- Vendors should always use their best judgment and if warranted, contact emergency services.
- In the event that an individual is posing a threat or harm to others, vendors should immediately dial 9-1-1 and inform the market manager of the situation.

Rules of Operation Section 13: Misc. General Rules

- 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.
- No hawking or exuberant pressure intended to persuade customers to buy products is allowed.
- 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.
- No live animals may be sold or given away at the market.
- No radio or music may be played unless approved by the market .
- No one under the age of 16 may sell or maintain a stall without an adult supervisor present.
- Vendors must guarantee customer satisfaction for all goods sold.
- Vendors may not have dogs nor other pets on the market site. Customers may bring dogs; however all pets are not allowed at designated eating spaces.
- Vehicles are limited to one-ton or smaller and a 5-mile per hour speed limit is enforced on market grounds.
- No honking anywhere on the market site.

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 Market Manager will then take the necessary steps to remove the offender from the market site.

Rules of Operation Section 14: Enforcement and Grievance Procedures

This section 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 Midtown Farmers Market Advisory Committee reserves the right to change rules of operation 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 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
- Second offense \$50
- Third offense will cause the vendor to lose the 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 the CNO Executive Director (info@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.



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 and small, local businesses in a mutually beneficial economic and cultural exchange.

2019 Vendor Application

/ / 2019			
application date	shaded area for office use	amount paid with application	receipt 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*	<input type="checkbox"/> text msg ok?	phone 2	<input type="checkbox"/> 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

**please provide number where you can be reached on market days.*

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)	Number of acres grazed and/or cultivated
<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 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 Market Manager regarding any questions and 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 you 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:

	Copy of Minneapolis Seasonal Food Permit ²	Copy of Minnesota Dept. of Agriculture Mobile Retail Food Handler's License ²	MN Revenue Form ST-19 ³	Certificate of General Liability Insurance ⁴	MN Tax ID Number ⁵	MN Cottage Food Producer Registration ⁶	Nursery Stock Growers Certificate ⁷
Fresh fruits & vegetables ¹			X	X			
Meat, eggs, or dairy ¹	X	or X	X	X			
Honey, maple syrup, grains ¹			X	X			
Fresh Cut Flowers			X	X	X		
Nursery Stock			X	X	X		X
Home-processed or home-canned foods qualifying for exemption			X	X		X	
Other non-taxable prepared foods	X	or X	X	X			
Taxable prepared foods	X	or X	X	X	X		
Immediately consumable foods	X	or X	X	X	X		

Clothing			X				
Arts and crafts			X		X		

¹Agricultural, Meat/Poultry, Cottage Food and Farm Product vendors may be exempt from licensing with the City if no additional ingredients are added to their products. Please check requirements by the City of Minneapolis to see if you are exempt here: www.minneapolismn.gov/health/inspections/farmersmarket.

²**Vendors who sell only in Minneapolis:** Only need a City of Minneapolis Seasonal Food Permit. They are not required to be licensed by the Minnesota Department of Agriculture (MDA) as an MDA Retail Mobile Food Handler.

MDA Retail Mobile Food Handler licensed vendors who sell in Minneapolis and other areas of the state: Should retain their Minnesota Department of Agriculture (MDA) Retail Mobile Food Handler license and do NOT need to obtain a Minneapolis Seasonal Food License for 2018. City of Minneapolis Seasonal Food Licenses were formerly issued as Market Manufacturer's or Distributor's Licenses.

³Form attached. Vendors selling non-taxable items must complete the form and check the box: "I am selling only nontaxable items."

⁴Your 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 Acorad Certificate of Liability Insurance (sample document attached) naming the Corcoran Neighborhood Organization as an additional insured.

⁵If you are selling items or services that are taxable under MN state law (including massage), you must have a MN Tax ID number.

You can find more information and application instructions at

<http://www.revenue.state.mn.us/businesses/Pages/Starting-a-business.aspx> or contact the Minnesota Department of Revenue at (651) 282-5225.

⁶Minnesota Department of Agriculture Cottage Food Law training, registration forms and other information can be found at <http://www.mda.state.mn.us/licensing/licensetypes/cottagefood.aspx> or by calling 651-201-6027.

⁷Please see <http://www.mda.state.mn.us/licensing/licensetypes/nurseryprogram.aspx> for more information

Part 4: Attendance Dates

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

2019 Saturday Dates

	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	5	12	19	26
May				June				July				August				September				October					

Total number of Saturday dates requested: _____

2019 Tuesday Dates

4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24	1	8	15	22	29
June				July				August				September				October					

Total number of Tuesday dates requested: _____

Part 5: Payment

All vendors and prospective vendors:

All stall payments should be made according to the payment schedule on page 5. Also see “Section 4: Application and Payment Process” on pages 11-12.

All vendors and prospective vendors must include a check or money order covering the application fee or your application will not be considered. For artists and craft persons the fee is \$30, for all others, the fee is \$60. Only checks or money orders from accepted 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. **If stall payments are not made at least one week in advance, a \$5 late payment fee will be added to your stall fee.**

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 seasonal rate than to pay by the market day. If you are interested in paying the seasonal rate, you must make a payment of at least half the seasonal rate (\$287.50 for Saturdays and/or \$162.50 for Tuesdays) by April 26, 2019. The remainder of your stall fee must be paid by August 2, 2019 or you will forfeit your stall and be ineligible for future participation in the Midtown Farmers Market.

Stall Payments for Seasonal Vendors:

You must pay at least half of the total stall fees at the time you submit your application. Any remaining stall fees must be paid on or before August 2, 2019 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;

- 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;
- 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 are the soul of market! Our website currently includes a list of our vendors and their websites. If you are a new prospective vendor or would like to make changes to how your business is listed on our website, 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:

Your farm or business website: _____

Your social media accounts (e.g. Facebook, Twitter, Instagram): _____

Customers often ask us for additional information about our vendors. 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.*

- ☐ Your phone number ☐ Your email address ☐ Your farm or business website
- ☐ The dates you will be available at the market (as indicated on page 21)

Part 8: Vendor Communications

The Midtown Farmers Market is offering a Vendor Newsletter this year! If you would like to stay connected to the activities and events at the market as well as a place to provide your feedback, please sign up for our monthly email newsletter.

☐ Sign me up! ☐ Not today

What are you most interested in?

☐ Training opportunities
Operations

☐ Networking opportunities

☐ Market Day

☐ Market Day Activities and Events

☐ Other _____

If you are a farmer, complete the chart below. You will only be allowed to sell products that you have listed here, produced yourself, and that have been approved by market management. Please be as specific as possible.

* Attach additional sheets as necessary

Don't Forget!

The following documents are attached and are to be completed and included in your application:

- Vendor Token Agreement
- MN ST-19
- 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.

If you are in the process of applying for permits and licenses at the time you submit your application, please include a copy of your permits and/ or licenses in the application.

Submission

Completed applications and fees (check or money order) can be mailed to: Midtown Farmers Market, 3451 Cedar Ave S., Minneapolis, MN 55407. Applications can also be scanned and emailed to manager@midtownfarmersmarket.org, with fees to follow by mail. We cannot accept credit cards as a form of fee payment at this time. Thank you!

Vendor Token Agreement

To certify vendors to participate in the Midtown Farmers Market token program who are eligible to accept **RED and GREEN tokens and Market Bucks**

The Midtown Farmers Market began accepting credit, debit, and EBT cards in 2006 as part of a token system. Markets across the country have been adopting similar token systems to increase the number of dollars being spent at farmers markets. We were the first market in Minnesota to accept Credit Cards and EBT cards using a token system.

During the 2019 season, the Market will continue to offer Market Bucks, a SNAP benefits incentive program aimed at making the Market's fresh healthy foods a more affordable and attractive option for people using food assistance and will now offer a \$10 match! This project has been recently funded by the Healthy Eating Here at Home bill and will now be administered by Hunger Solutions Minnesota. Vendors who are authorized to accept SNAP-EBT (RED Tokens) can also accept Market Bucks. MFM initiated this program to increase the market's customer base and better support our farmers.

GREEN tokens

- Credit/debit card customers can purchase **GREEN** tokens with their credit/debit cards. (Only Visa or MasterCard are accepted.)
- The customer's card is swiped at the market booth in exchange for the requested amount in tokens. For this service, customers pay a small processing fee per transaction similar to an ATM transaction fee.
- For credit and debit card transactions only, customers receive **GREEN** tokens worth \$5 each to spend at vendor stalls just like cash. Customers may receive cash back as change for **GREEN** tokens.

NOTE: Prior to 2009, **GREEN** tokens in \$1 denomination were issued to market patrons. During the 2009 season these \$1 **GREEN** tokens were taken out of circulation. Some market patrons may still have \$1 **GREEN** tokens from previous seasons. You may still accept and redeem these \$1 **GREEN** tokens.

- Since **GREEN** tokens have no expiration, customers may save **GREEN** tokens to be spent at a later date, but no refunds are given to customers for unused **GREEN** tokens.

RED tokens

- Beneficiaries of SNAP (Supplemental Nutrition Assistance Program) may purchase **RED** market tokens using their EBT (Electronic Benefit Transfer) cards.
- The Market swipes customers' EBT cards at the market booth in exchange for the amount in tokens that they request. As required by federal law, beneficiaries pay no fee for this service.
- Beneficiaries receive **RED** tokens in \$1 denomination to spend at participating vendor stalls for eligible food items. Eligible food items include: preserved or fresh fruits and vegetables, meat, dairy, eggs, baked goods, herbs, vegetable or fruit bearing plants, and herb plants.

- **RED** tokens may not be used to purchase non-food items or food items intended for consumption at the market.
- Please ask market management if you have questions about what items are eligible.
- Since tokens have no expiration, customers may save tokens to be spent at the market at a later date.

MARKET BUCKS

- Beneficiaries of SNAP can receive up to \$10 in **MARKET BUCKS** coupons (\$1 each) at the market booth to spend at participating vendor stalls for eligible food items. Eligible food items include: preserved or fresh fruits and vegetables, meat, dairy, eggs, baked goods, herbs, vegetable or fruit bearing plants, and herb plants.
- **MARKET BUCKS** may not be used to purchase non-food items or food items intended for consumption at the market.
- **MARKET BUCKS** can also be spent at other participating Minneapolis farmers markets.
- 2018 **MARKET BUCKS** expire at the end of the 2018 season, and so must be spent by customers during this market season.

Vendor Rules

- **RED tokens and MARKET BUCKS may never be exchanged with customers for GREEN tokens or cash: this is a federal offense. RED tokens and MARKET BUCKS** can only be exchanged for US currency with authorized market staff.
- **RED tokens and MARKET BUCKS may not be used to purchase non-food items or items intended for consumption at the market: this is a federal offense.**
- Participating vendors may accept **RED** tokens for eligible items only, but **GREEN** tokens may be accepted for any item.
- Participating vendors must display an EBT sign (provided by the market) at their market stall.
- Vendors must charge customers the same price for goods when accepting either **RED** or **GREEN** tokens, **MARKET BUCKS**, cash, or check.
- Change may not be given in any form for **RED** tokens and **MARKET BUCKS**, but change should be given to customers using **GREEN** tokens when needed.
- Customers must pay for their purchase at the time of sale. Do not take payments before they get items or give customers items and accept payment later.

Vendor Reimbursement

- As you accumulate tokens and Market Bucks, **PLEASE** turn them in to market staff **as often as possible! The success of this program depends on frequent token turn-in. Please consider turning tokens in at the beginning of each market day.** When you turn in tokens, market staff will give you a receipt and add the amount to our record of the total we have received from you.
- Once a month, the market will write you a reimbursement check for the total amount of tokens and Market Bucks you have turned in during the current collection period. Damaged tokens will not be reimbursed.
- Vendors may also use **RED** or **GREEN** tokens or **MARKET BUCKS** to pay stall fees or other market fees.
- Reimbursement checks will be delivered to you in person or mailed to you if you are not at the market.

Tokens will not be reimbursed for cash at the market.

- Because they break easily, do not mail tokens to the market office in an envelope.
- Other markets use tokens similar to ours, but the Midtown Farmers Market can only reimburse vendors for Midtown Farmers Market tokens. Be careful to accept only Midtown Farmers Market tokens if you do not vend at other market

Agreement

I agree to follow all of the above rules.

I understand that if market staff observes or receives evidence of my failure to abide by this agreement, I will not be reimbursed for tokens or Market Bucks collected incorrectly, my ability to participate in the Midtown Farmers Market may be suspended or revoked, and I may be reported to federal law enforcement officials.

I understand that it is my responsibility to inform my family and employees of these rules before they sell at the market on behalf of my farm or business.

I may quit participation in this program at any time, as long as I notify market staff before doing so.

Vendor signature: _____

Date: _____

MFM should make reimbursement checks out to: _____

I verify that I have spoken to the vendor named above about the market token program, seeking translation if needed. I am confident that he/she understands all of the above rules and is willing to participate in the program.

Market Staff signature: _____

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 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.

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.



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): E-MAIL: ADDRESS: PRODUCER CUSTOMER ID#:
INSURED Name of Entity Street Address City ST 55555	INSURER(S) AFFORDING COVERAGE INSURER A: ABC Company INSURER B: DEF Company INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC #

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	ADDITIONAL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			1234567	4/1/2011	4/1/2012:0	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 3,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/PROP AGG \$ 3,000,000
	<input type="checkbox"/> ANY AUTO						
	<input type="checkbox"/> ALL OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	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"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NJ)		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	CANCELLATION
Corcoran Neighborhood Organization 3451 Cedar Ave. South Minneapolis, MN 55407	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 <i>John Doe</i>

ACORD 25 (2009/09)
INS025 (2009/09)© 1988-2009 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD