

Richfield Farmers Market Community Table Application & Instructions



Thank you for your interest in the Community Table space available at the Richfield Farmers Market!

Since 1990, Richfield Recreation Services has coordinated the Richfield Farmers Market in Veterans Memorial Park to provide access to local, healthy, and affordable foods. We offer this transformative gathering space where long-term sustaining connections between MN farmers & producers, community members, and neighbor to neighbor relationships are strengthened. The Market emphasizes educational and recreational activities to promote active living and community enrichment.

Mission: Our event mission is to promote health, wellness, and support local farmers and food producers. Community groups and non-profits tabling at the farmers market and their materials should fit with the focus of our event mission.

Who can reserve a Community Table Space*?

- Richfield-Based Community Groups & Non-profit organizations (Note: the contact address on the application must be a Richfield-based address)
- City/State/County agencies
- City or Market Sponsored Groups/Organizations

This space is NOT available for any businesses' promotion and sales of any kind.

*The Market Staff has the right to choose who to accept based on our discretion. We give preference to groups/organizations who directly relate to our mission of healthy, local food access.

Rules about using the Community Table Space:

- Groups seeking to use space must be Richfield-Based unless you are a State/County agency or currently a sponsor or partner with the Richfield Farmers Market or City of Richfield.
- All market rules apply to groups using the Community Table space (**see additional guidelines & policies below**).
- Only two community table spaces are reserved each market day. In addition your group/organization may only come to the market twice during the farmers market season.
- This space is only to be used for educational or informational purposes. Sales of any kind are not allowed. In addition, groups/organizations may not offer food samples of any kind at their space.
- This space cannot be used for political campaigning (campaigns, signing petitions, or other forms of political activity of any kind). The distribution of political materials or political activity is **not allowed** anywhere in the program area, in this case, 100ft away from the picnic pavilion and anywhere under the picnic pavilion where the market is held.
- Groups/Organizations who wish to fundraise or recruit participants must have prior approval from market staff. No hawking or exuberant pressure intended to persuade customers to donate money or sign up as participants for your organization/event, etc. is allowed. Groups/Organizations who fundraise or recruit participants must stay at their assigned booth space. They may not walk up to approach market customers or shout at customers passing by their tables. Participants may not stand at the entrance or walk around the market to distribute information.

- Also groups/organizations may not sell items of any kind as a form of fundraising. However you may offer an item as a gift if a customer donates a certain amount. These items may not be anything that competes with the products already being sold at the market.

Follow these steps below to reserve a date.

1. Reservation application must be filled out and submitted 1 week prior to the planned market date. We reserve a maximum of two spaces for Community Table organizations each market day.
2. Applications are reviewed by Market Staff.
3. Products or activities for educational demonstrations must be approved by the Market Manager.
4. **The applicant is responsible for bringing table(s) and chair(s) for their use at the Saturday, unless otherwise stated. Our markets provide only a 10x10 space.**
5. The community table space will be indoors with the rest of the market.

Submit your application to:

Richfield Farmers Market
7000 Nicollet Ave S
Richfield, MN 55423

The day you sign up to attend the market, please arrive and be set-up by 7AM and stay until the market ends at 12PM.

Contact the Farmers Market Manager, at 612-861-9363 or the Farmers Market Coordinator, at 612-861-9362 or FarmersMarket@cityofrichfield.org if you have any questions.



Richfield Farmers Market Additional Guidelines and Policies

Attendance:

In the event that your organization is unable to make it to a market date, we ask that you inform the Market Coordinator as quickly as possible so arrangements can be made to adjust the market as necessary.

On the Day of the Market: Please contact Market Coordinator via Market Cell Phone and leave a message if you are going to be late or absent from the market.

Market Cell Phone Number (612)369-7397.

Arrival, Set-up, and Break-down:

- Community Table organizations may not begin setting up **before 6:00am on Saturdays.**
 - **PLEASE NOTE:** Starting in September, the market changes hours and now opens at **8AM-12pm.** Community Table organizations must still arrive anytime between 7am-8am to set-up and be ready by 8AM.
- All Community Table organizations must be completely packed up and out of the market space by **1:00pm on Saturdays.**
- **PARKING:** A parking lot is located right next to the pavilion onsite at Veterans Memorial Park right next to the market site. Overnight parking is **prohibited** in Veterans Memorial Park.

Booths and Display:

- Tents are not required, however If you want to bring your own tent (as the City of Richfield will not provide tents/canopies) then **you must weigh down the legs of your tent securely.** The City of Richfield is not liable for any destroyed or damaged product, individuals, etc. due to organizations not weighting down their tents properly and securely.
- All Community Table organizations are required to clean up their table space after usage.
- Water Access: Water access is available through the use of a water spigot onsite at the market.

Other general rules:

We reserve the right to govern the market in a manner consistent with good business practices and believe that our Community Table organizations must present themselves in a professional manner at all times.

- All representatives of your organization must be properly dressed in clean clothes.
- All representatives of your organization must wear footwear at all times.
- Offering free food samples of any kind is prohibited in the community table space.
- No hawking or exuberant pressure intended to persuade customers to donate money or sign up as participants for your organization/event, etc. is allowed. Groups/Organizations who fundraise or recruit participants must stay at their assigned booth space. They may not walk up to approach market customers or shout at customers passing by their tables. Participants may not stand at the entrance or walk around the market to distribute information.
 - Also groups/organizations may not sell items of any kind as a form of fundraising. However you may offer an item as a gift if a customer donates a certain amount. These items may not be anything that competes with the products already being sold at the market.
- This space cannot be used for political campaigning (campaigns, signing petitions, or other forms of political activity of any kind). The distribution of political materials or political activity is not allowed anywhere in the program area, in this case, 100ft away from the picnic pavilion and anywhere under the picnic pavilion where the market is held.
- No radio or music may be played unless approved by Market Management.
- Organizations must act respectfully toward vendors, customers, volunteers, and market staff, at the market. Examples of disrespectful behavior include but are not limited to: yelling, swearing, disruption, racial slurs, and name calling. If you observe a market customer behaving disrespectfully to anyone at the market site, you should notify the Market Coordinator or Manager immediately. The Market Staff will then take the necessary steps to remove the offender from the market site.
- **Animals and pets of any kind are not allowed** within the Richfield Community Center. Only police animals and service animals are allowed. Source: MN Department of Health Code:4626.1585 6-501.115 Prohibiting Animals.
- **Alcoholic beverages and smoking are prohibited at the market.** In addition, no person may use tobacco products on city-owned parks, conservation areas, open spaces, or recreational facilities, including without limitation: trails within parks used for walking and biking, picnic shelters, athletic fields, and play areas. Bill No. 2010-20 Section 1, city code 840.13.

PLEASE NOTE: If any of these rules & guidelines are abused that may result in the cancellation of any future community table space for your group/organization.

Richfield Farmers Market Community Table Application

Main Contact Person Name:		Date:
Names of additional staff/person(s) attending the market:		
Email:		
Mailing Address:		
City	State	Zip
Business Phone:	Other Phone:	
Date(s) Requesting Community Table:		
Please explain what your organizations purpose is and why you want to use the Community Table Space, what program or information you will offer, etc.. Attach Additional Sheets as needed.		
How will you promote that you are attending the Richfield Farmers Market? (ex. I will promote the market on my social media sites, tell my clients when I'll be tabling at the market, hand out flyers to my church community, etc.)		