APPLICATION DUE DATE:

Returning Vendors = March 1, 2017
New Vendors = March 15, 2017

2017 Richfield Farmers Market

Vendor Information & Application Packet

Table of Contents

Page 2-6 Important Dates and Information. Please keep these pages for your reference.

Page 7-19 Vendor Application. Fill this section out and return it to the City of Richfield along with:

1. Booth Payment
2. ST-19 MN Revenue Operator Certificate of Compliance Form
3. W-9 IRS Form
4. A Copy of a General Liability Insurance Certificate or Rider Policy ***(due by April 21, 2017)*** (see page 15)

****All application materials listed above (except insurance) must be turned in by****
****the application deadline in order to be considered as a 2017 Vendor.****

Additional Items Due on April 21, 2017, if applicable to your products:

- A Copy of National Organic Standard Certification (as provided by USDA accredited agent)
- Safe Food Sampling Worksheet (see page 31-33)
- MN Cottage Foods Producer Certification (see page 17-18 & 23-24)
- Copies of MDA, USDA or other licenses required to sell your products
- Apply for a Farmers Market Food Stand License through Richfield Business & Licensing Office (see page 18)

Page 20-34 2017 Guidelines and Policies. Review carefully and keep these pages for your reference.

Mission

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.

The Veterans Memorial Park Farmers Market has a long tradition of offering locally grown produce and products to the Richfield community. The market is held at one of the best locations in the twin cities, in Veterans Memorial Park, under a picnic pavilion. Around 20+ different local vendors come to sell at the market, many of who have been selling with us for years. We are proud to say that all our vendors come to us from 200 miles or less and at least 80% of the market items are produced right here in MN. Besides the market, the park offers plenty of other fun activities like walking trails through a wooded area and wetlands, a mini golf course, a malt shop café, a playground, free kids activities in the arts building as well as the park holds the Honoring All Veterans Memorial.

The Richfield Farmers Market is a member of, and supports the initiatives set forth by the Minnesota Farmers Market Association and Minnesota Grown. We also participate in EBT & Market Buck Initiative, administrated by Hunger Solutions MN, which allows customers who use SNAP/EBT to purchase food from the farmers markets. We are committed to making healthy food accessible to everyone who comes to our markets.

The following polices are intended to assist returning and potential new vendors to navigate the vendor registration and product approval process. If you have any questions regarding the Richfield Farmers Market, please contact Richfield Recreation Services at the Richfield Community Center or call 612-861-9385.

KEEP THIS SECTION FOR YOUR RECORDS

Richfield Farmers Market Dates, Times, and Locations & Contact Information:

Veterans Memorial Park Farmers Market
Every Saturday
Dates: May 20 – October 21, 2017
Time: 7am – 12pm (May – Sept) & 8am – 12pm (in Oct)
Location: Veterans Memorial Park, 6335 Portland Ave S (64th Street and Portland Ave S.) Held under the picnic pavilion in the park.

Office Mailing Address:

Richfield Community Center
7000 Nicollet Ave S
Richfield, MN 55423
Office Phone: 612-861-9385 **Office Fax:** 612-861-9388

Social Community:
Join, Promote, & Follow Us!
www.richfieldfarmersmarket.org
Facebook.com/Richfield Farmers Market
Twitter.com/richfieldfarmkt

Market Staff:

Richfield Farmers Market Coordinator (from Feb.-Nov.) - TBD
Phone: 612-861-9362, Email: FarmersMarket@cityofrichfield.org

Richfield Farmers Market Manager & Older Adult Recreation Supervisor - TBD
Phone: 612-861-9363

Mary Hayden, Richfield Farmers Market Staff (on-site at market only, May-Oct.). Administrates EBT & Market Buck Initiative and Credit/Debit Token Program at the Market Information Booth

2017 Vendor Application and Registration Timeline

February 6	Returning Vendors from 2016 Season receive Farmers Market Packet
February 6	**Vendor Registration Begins (open to all New & Returning Vendors)**
March 1	**Application Deadline For Returning 2016 Season Vendors**
March 15	**Application Deadline for New Vendors**
March 22	Acceptance Notification for New Vendors
April 21	**Annual Vendor Spring Meeting** 6:30pm-8:00pm (subject to change): *Vendors' Copy of a General Liability Insurance Certificate due and (if applicable) Farmers Market Food Stand License and/or Safe Food Sampling Worksheet due by this date.*
April 2017	For Produce Vendors: Training for the Farmers Market Nutrition Program in early April (see info on page 6)
May 20	**Opening Day for Richfield Farmers Market**
Oct 21	**Final Day for Richfield Farmers Market**

Annual Vendor Spring Meeting Information:

Date: April 21, 6:30-8:00pm (Note: date & time subject to change)

Location: Richfield Community Center, 7000 Nicollet Ave S, Richfield MN 55423

Once a season, we gather in the early Spring to discuss updates in our market rules & policies, events and activities, the EBT & Market Buck Initiative & Credit/Debit Card Token System, and to hand out the current vendor location maps. It is also a good chance to meet returning & new vendors. This meeting is very important for new vendors to attend and is suggested for returning vendors. More information will be sent out closer to the meeting date.

NOTE: By April 21st, all vendors must submit a Copy of their General Liability Insurance Certificate and (if applicable) apply for a Farmers Market Stand Food License and/or Safe Food Sampling worksheet.

Fees, Registration - 2017

Submit Payments to:
City of Richfield: Farmers Market
7000 Nicollet Ave S
Richfield, MN 55423

Please make checks payable to The City of Richfield

- **Annual Rate for the full season (23 weeks)**:
  - $608.00 per booth lease fee for all 23 weeks (must be paid in advance)
  - $800.00 for 1 ½ booth lease fee for all 23 weeks (must be paid in advance)
    - **NOTE:** 1 ½ booth lease option is based on availability, preferences is given to past vendors in good standing (see page 5).
- **Daily Rate:** $32.00 per 10 x 10 booth space lease fee (must be paid in advance)
- **Picnic Table Usage Policy:** At the Saturday market, there are a limited number of city-owned picnic tables available for vendors' use. The picnic tables are 8 feet in length. With the increase of growth at the market as well as to be able to provide table space for community groups, kids activities, customer seating, etc. **please be aware that the Market Staff has the right to organize and use these tables for whatever purpose will best serve the market that day.** Therefore we encourage you to bring your own tables.
    - If you pay for a 1 10x10 ft booth space you are allowed to use 1, 8 ft picnic table.
    - If you pay for a 1 ½ booth space, you are allowed to use 2, 8 ft picnic tables but these still must fit in your assigned space.

- If you need to use an additional table other than those stated above, then you must check with Market Staff that day. If there is an extra table available, then you can rent it for the day for $15. This will be on a first come, first serve basis. We recommend that you bring your own extra tables.

- All ADA accessible picnic tables shall be used by Market Staff only. No vendors may use any ADA picnic tables.

- Please be aware that you must keep with the barriers of your assigned booth space if you are planning on using the city-owned picnic tables and/or your own tables.

    - **NOTE:** Last season this was an ongoing discussion with market staff & vendors: If you cannot fit your city-owned picnic tables in your assigned booth space or if you want aisles between your & your neighbor's booth spaces, then it is your responsibility to figure this out. If you cannot then you should bring your own tables. Market staff is not responsible for vendors' booth arrangement or setup when using city-owned picnic tables.

Returning Vendors Selection Process:

All unaccepted or incomplete applications will be returned

Returning vendors are vendors who have participated in the Richfield Farmers Market in 2016. Applications from previous year's vendors will receive first priority as long as they continue to meet the vendor criteria listed below:

Returning vendors must have their payment & ALL application materials (except insurance and if applicable, food license) in by March 1, 2017 or their space becomes open for another new vendor to register.

A Richfield Market vendor must be in good standing to be invited back the following year.

Examples of **not** being in good standing include:

- Arriving late OR leaving the market early without notifying the Market Coordinator
- Not following market policies
- Irregular attendance
- Not turning in application materials by deadlines
- Continually selling to customers past the official market closing time
- Non-compliance with insurance and MN Department of Health and/or Agriculture regulations
- Excessive complaints from shoppers to staff
- The quality of the product changes in lowered quality
- Additionally, changes in vendor participation may occur at the discretion of the Market Staff based on factors such as attendance changes, changes in the market vision, or changes in the market plans.

New Vendor Selection Process:

Upon receiving a vendor's application, the Market Manager and Coordinator will make selection. Consideration will be given to previous vendors from past seasons who are in good standing. New applicants will next be considered if space allows and based on the market's need. By March 22, 2017 all new vendors who applied will be notified of acceptance status. Those vendors who are not accepted will have their booth payment mailed back to them and their application materials will be shredded, returned, or held on file based on their preference. **All unaccepted or incomplete applications will be returned.**

NOTE: No craft/artisan vendors and no home party and/or consultant type of business are allowed at the market.

New vendors must have their payment & ALL application materials (except insurance and if applicable, food license) in by March 15, 2017 in order to be considered for the 2017 season.

FOR PRODUCE VENDORS ONLY: 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 2016 will be required to attend a training session in April 2017.

Purpose of the Program: The FMNP program allows Seniors, WIC mothers or expectant mothers to use vouchers/checks to purchase fruits and vegetables from vendors. We encourage all produce vendors to become authorized in this program to make our market more accessible to everyone in the community as well as increase your sales.

The training options are approximately 1 – 1 ½ hours in lengths and are scheduled for two different sessions in the early part of April. You will be notified of the dates after your application is received by the City of Richfield. The training is held at the MN Dept of Agriculture, 625 Robert St. N, St. Paul, MN 55155. **Contact the MN Department of Agriculture for more information:** Ruth White, State Program Administrator, 651-201-6494 or Ruth.White@state.mn.us.

VEAP Donation Collection:

The number one requested item at food shelves & pantries is fresh produce. In an effort to follow the farmers market's mission to make local food accessible to everyone in our community, we partner with the local nonprofit, Volunteers Enlisted to Assist People (VEAP) (9600 Aldrich Avenue S, Bloomington, MN 55420). During the market, customers and vendors alike are encouraged to donate to VEAP by placing produce or products in the green bins located at the entrances of the market as well as at the market information table. At the end of the market, a volunteer from VEAP comes and collects any donations and brings them to VEAP to use in their food pantry program. We are grateful to all vendors who donate. In 2015 we donated over 4,600 lbs & in 2016 we donated over 2,800 lbs of food to VEAP! To learn more about VEAP's work, see www.veapvolunteers.org/

Richfield Farmers Market
2017 Vendor Application

(Attach Additional Sheets As Needed AND Please Write Clearly)

/ /2017

Application date

Contact Information:

vendor name: last **first** **middle**

farm, garden, or business name **Tax id number or SSN**

Address where crops are grown OR food items are produced
*****if you farm or create market products at more than one address, you <u>must</u> list all addresses in order to sell at the Richfield Farmers Market.**

City State Zip

Mailing address (if different than above): street

City State Zip

Primary contact phone:

Primary Email Address: PRINT CLEARLY (We communicate mainly through email and need at least one reliable email address from your business and/or family.)

How would you preferred to be contacted by Market Staff? (check all that apply)

☐ **Phone** ☐ **Email** ☐ **Mail** ☐ **Text Messaging**

Do you plan to offer free food samples at your booth? If so, fill out the Safe Food Sampling Worksheet, **due April 21, 2017.** (See pages 31-33 for more info.)

☐ **YES** ☐ **NO**

List others who will sell for or with you at the market (more spots on next page):

Vendor designee name Last First Middle

Vendor designee name Last First Middle

Employee/Family Member first name	Relationship to vendor	**Employee/Family Member first name**	Relationship to vendor
Employee/Family Member first name	Relationship to vendor	**Employee/Family Member first name**	Relationship to vendor
Employee/Family Member first name	Relationship to vendor	**Employee/Family Member first name**	Relationship to vendor
Employee/Family Member first name	Relationship to vendor	**Employee/Family Member first name**	Relationship to vendor

Nature of Business - I am a/an (check the appropriate boxes below):

☐ **Farmer (See Page 20 for Definition)**, I produce (please check all that apply):

☐ Vegetables and/or Fruits (List number of acres farmed: _____)

☐ Certified Organic **(include with you application a copy of your National Organic Standard Certificate by April 21, 2017)**

☐ Grower-Dealer/Dealer/Reseller **(See Page 20 for Definition) Send us a copy of your MN Dept. of Agriculture Retail Mobile Food Handler License by April 21, 2017**

☐ Meat Products

For Meat Products: Please Provide the name(s) and address(es) of your meat processor(s):

_____

☐ Dairy, and/or Eggs

☐ Grains and/or Legumes

☐ Nursery Plants

☐ Other (please specify)

If applicable: Name of Farm Owner

List other farmers markets attended

What percentage of your produce do you expect to sell at the Richfield Market? %

☐ **Prepared Foods Producer (See Page 20 for Definition)**

Are these items made in a licensed and inspected commercial kitchen? ☐ YES ☐ NO

If YES, provide the name and address of the commercial kitchen below (& send us a copy of your MN Dept. of Agriculture Retail Mobile Food Handler and/or other applicable license with this application by April 21, 2017):

_____

Are these items made in your home kitchen? ☐ YES ☐ NO **If YES, you must send us a copy of your MN Cottage Foods Producer Certification from the MN Dept of Agriculture by April 21, 2017.** (See pages17-18 & 23-24)

(Nature of Business cont.)

☐ **Immediately Consumable Foods Producer** **(See Page 20 for Definition)** . **You must apply for your Farmers Market Stand Food License by April 21, 2017**

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 the Richfield Farmers Market

Other venues where your product(s) can be purchased

Attendance Dates (Please check off all the dates that you would like to attend the market)

Saturday Market at Veterans Memorial Park: 7am – noon (May – Sept.) & 8am – noon (in Oct.)

☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	30	7	14	21
MAY		JUNE				JULY					AUGUST				SEPTEMBER					OCTOBER		

Total number of Saturday dates requested: _____

Payment:

All booth payments should be made according to the payment schedule and fee chart on page 4 of this packet. **Please make checks payable to The City of Richfield.**

All booth fees collected shall be revenue of the City of Richfield.

Booth Payment for <u>Annual Vendors</u>:

For vendors who plan to sell all season with us (for the full 23 weeks) or for most Saturdays, there is only one payment option: you must pay the entire booth fee amount at the time of application due date. Returning vendors are encouraged to pay the annual fee in order to secure their same booth placement as previous seasons. **Payment in full is due by March 1, 2017 for returning vendors and March 15, 2017 for new vendors.**

Booth Payments for Daily Vendors:

Daily booth rentals will only be considered at the discretion of the Market Staff. Contact us if you want to do a daily payment fee schedule for the season. Daily vendors are required to sell a minimum of 6 times per season (or once per month) and we give preference to those vendors who want to sell twice a month or more.

Option 1: You **must pay at least one week in advance for any market day for which you are scheduled**. Booths are not reserved until they are fully paid. Payments can be mail to us, paid at the Richfield Community Center (in person or over the phone, they accept Credit cards) or you may pay in cash or check a week ahead of time at the market to secure your spot for the next week when you plan to sell. **Please note:** daily booth fees cannot be paid with Market tokens.

Option 2: After you know which market date(s) you have requested, and those dates are available, you may decide it is more economical to pay the discounted full season rate OR pay upfront for all the days you plan to sell rather than to pay by the market day.

Payment for your first selling date is due by March 1, 2017 for returning vendors and March 15, 2017 for new vendors.

Refunds & Cancellations

Richfield Farmers Market does not provide refunds for market dates when a vendor misses or is absent from the market. We also do not issue refunds due to weather cancellations or delays (opening late, closing early), which is a natural part of doing business at outdoor events. In addition, we do not provide refunds if by a vendor's own choosing they quit the market or are asked to quit the market by Market Staff. Refunds are issued based on the Market Staff's discretion.

Lost OR Stolen Reimbursement Checks (for Vendors' tokens and market bucks)

There are processing costs associated with these types of transitions which may be assessed to the vendor.

Vendor Publicity

Both the market and the vendor can benefit through promotion. We are always updating our website, planning out social media efforts and considering new forms of promotion.

Please check the pieces of information below that you would like to share with the public.
We will not share any information that is not checked below.

□ Your Name
□ Your farm or business name
□ Your farm or business location
□ Your Phone Number
□ Your email address
□ Your farm or business website
□ Your Social Media Accounts/pages (e.g. Twitter, Facebook)
□ What you sell (describe in a few words below)
□ The dates you will be available at the market (as indicated in on page 9)
□ A picture or logo emailed to Market Staff.

What would you like customers to know about your product/farm/business/family? 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. Also sending additional photos of your product/farm/business/family, etc. is recommended for promotional purposes.

Product Availability List

Give a detailed list of all the products you intend to sell at the Richfield Farmers Market, including specific varieties of vegetables, plants, cut flowers, wild flowers, eggs, honey, cheese, syrup, bakery goods, meat, etc. **You will only be allowed to sell products that you have listed here, produced yourself, and that have been approved by the Market.** You will be prohibited from selling items that are not listed. Attach additional pages as needed.

NOTE: If you BUY any produce or products to resell at the market, you will need to get a license from the Dairy & Food Inspection Division of the MN Dept. of Agriculture. If a vendor is found reselling any item at their booth without a license from the MDA and/or without notifying market staff you will be asked to immediately remove that item and given one verbal warning. If the market staff sees you reselling this or any other item again, you will receive a written notice. If this written notice is ignored and you continue to reselling that item (or any other items) we will schedule a visit with you in order to inspect your greenhouse(s), garden(s), farm(s), and/or other place(s) of production. (Failure to allow inspection upon demand will cause you to forfeit your booth and any fees you may have paid.) After this visit, if market staff sees you continuing to resell this or any other items you will be automatically dismissed from the market for the season and any fees you may have paid are forfeit.

NOTE: Any resold products MUST be labeled with the name, address, phone, email/contact info of person whose grew and/or produced the products once you have a license and approval from market staff.

	CROP/PRODUCT **(Be Specific)** ***i.e. not just tomatoes but Roma tomatoes or Brandywine tomatoes***
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Vendor Agreement Form For
EBT & Market Buck Initiative AND Credit/Debit Card Token System:

Please Read Pages 28-31 of the EBT & Market Buck Initiative AND Credit/Debit Card Token System before reading and signing the below agreement.

AGREEMENT:

I agree I have read and understand the information relating to the **EBT & Market Buck Initiative AND Credit/Debit Card Token System.** I agree to follow the rules stated in this program.

I understand that if market staff observe or receive evidence of my failure to abide by this agreement, I will not be reimbursed for tokens collected incorrectly, the market will immediately suspend or terminate my approval to accept tokens, and the offense may result in a fine or affect my ability to participate in the market.

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.

For Immediately Consumable Food Producers: I understand that I can only accept GREEN Credit/Debit Tokens as a form of payment. I understand that it is illegal to sell to any customers who try to pay with their EBT RED tokens or Market Bucks and that I will not be reimbursed for collecting tokens or market bucks incorrectly.

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

Vendor Signature Date

I verify that I have spoken to the vendor named above about the market token program, seeking translation if needed. I am confident that they understand all of the above rules and are willing to participate in the program.

Market Staff Signature Date

This Page MUST be turned in with your Application in order to qualify for the EBT & Market Buck Initiative AND Credit/Debit Card Token System

Sales Tax, Insurance, & Licenses Section

Required Forms:

In addition to the booth fee & Vendor Application **you must submit a mandatory:**

- **ST-19 Minnesota Revenue Operator Certificate of Compliance Form**
- **W-9 IRS Form**
- **General Liability Insurance Certificate or Rider Policy or copy of MFMA Vendor Insurance form**

ST-19 & W-9 Form Information:

All Vendors must fill out these forms. These forms are available online at www.richfieldfarmersmarket.org

If you are selling items or services that are taxable* under MN State Law, you must have a MN Tax ID number.

- Apply online at: http://www.revenue.state.mn.us/businesses/Pages/Business-Registration.aspx or contact the MN Department of Revenue at (651)282-5225.

***This includes Immediately Consumable Foods, Other Taxable Prepared Foods**. **Fresh-Cut Flowers, & Nursey Stock.** It is the vendor's responsibility to know if you need to register for a MN Tax ID number. See Additional Factsheets (Food & Food Ingredients 102A, Prepared Foods 102D, Agricultural Production 100, Soft Drinks & Other Beverages 102C, Meat Processors 126, Candy 102B, Local Sales & Use Taxes 164): http://www.revenue.state.mn.us/businesses/sut/Pages/fact_sheets.aspx

_____I have completed the **2017 ST-19 MN Revenue Operator Certificate of Compliance Form**

If selling non-taxable items, check the box: "I am selling only nontaxable items." Place this information on the form:

- Name of group: Richfield Recreational Services, 7000 Nicollet Ave S. Richfield, MN 55423
- Name and Location of event: Richfield Farmers Market, Veterans Memorial Park, 6335 Portland Ave S
- Dates of event: Saturdays May – Oct. 7am to noon

_____I have completed the **W-9 IRS Form** with a MN Employee Identification Number or Social Security Number

In order to be paid by the City of Richfield for your income derived from the EBT & Market Buck Initiative & Credit/Debit System you must fill out this form. If this income is over $600.00 it may be reported.

Vendor Insurance:

Insurance is required of all vendors in order to sell at our markets.

Your farm, garden, or business should carry General Liability Insurance with a coverage limit of $1,000,000 that includes products & completed operations coverage.

_____I have enclosed with my application **a copy of my 2017 General Liability Insurance Certificate or Rider Policy.** I have met the minimum requirement of the City of Richfield by listing the City of Richfield (at 7000 Nicollet Ave S, Richfield MN 55423) as an additional insured.

OR

_____My General Liability Insurance policy is seasonal and I have not received my 2017 coverage at the time I am sending in my application. **I understand I must send a copy of the policy to the Market Coordinator by April 21, 2017 or I will not be allowed to participate at the market.**

OR

MN Farmers Market Association Insurance (MFMA) (see additional forms online at http://www.mfma.org/page-18198 or contact Jesse Davis of the MFMA at jdavis@mfma.org or 218- 259-9675.

____ I have applied for insurance through the MN Farmers Market Association (MFMA). **I have enclosed a copy of my MFMA insurance application with my vendor application.** (The original insurance form needs to be sent to the Minnesota Farmers' Market Association).

I employ outside staff (not myself or members of my family) to work my vendor booth ( ) no ( ) yes

> **If yes, I have enclosed a copy of my worker's compensation coverage.** And if applicable, additional license numbers or copies/proofs of certifications.

License Information:

To determine which license(s) and other Federal forms you will need, use this chart:

Find more information on the MN Department of Agriculture's Operational Guidelines for Farmers' Market Vendors (on our website at www.richfieldfarmersmarket.org OR www.mda.state.mn.us/food/business/farmersmarket.aspx)

Type of Product	W-9 Form	ST-19 MN Revenue Form	Copy of General Liability Certificate OR Rider Policy	Safe Food Sampling Worksheet	MN Dept. of Agriculture License	MN Nurseryman's License	Copy of Organic Certification	Farmers Market Stand Food License
Home/Farm-Grown Produce (Fresh Fruits, Herbs, and Vegetables)	X	X	X					
Reselling Produce or Flowers	X	X	X		X			
Certified Organic Produce or Food	X	X	X		X		X	
Fresh Cut Flowers (grown on your farm)	X	X	X					
Nursery Stock (bedding plants, hanging baskets, etc.)	X	X	X			X		
Poultry, Meat, Eggs or Dairy	X	X	X		X			
Reselling Poultry, Meat, Eggs, or Dairy	X	X	X		X			
Non-Potenttially Hazardous Foods (Home-Canned/Home-Processed Foods Qualifying Under the MN "Cottage Food Law" Exemption	X	X	X		X			
Immediately Consumable Foods	X	X	X					X
Offering Food Samples				X				

Resellers of ANY Produce OR Product: If you BUY any produce or products to resell at the market, you will need to get a license from the Dairy & Food Inspection Division of the MN Dept. of Agriculture. If a vendor is found reselling any item at their booth without a license from the MDA and/or without notifying market staff you will be asked to immediately remove that item and given one verbal warning. If the market staff sees you reselling this or any other item again, you will receive a written notice. If this written notice is ignored and you continue to reselling that item (or any other items) we will schedule a visit with you in order to inspect your greenhouse(s), garden(s), farm(s), and/or other place(s) of production. (Failure to allow inspection upon demand will cause you to forfeit your booth and any fees you may have paid.) After this visit, if market staff sees you continuing to resell this or any other items you will be automatically dismissed from the market for the season and any fees you may have paid are forfeit. **NOTE: Any resold products MUST be labeled with the name, address, phone, email/contact info of person whose grew and/or produced the products once you have a license and approval from market staff.**

For Home/Farm-Grown Produce (Fresh Fruit, Herbs, and Vegetables): You do not need to be licensed if your produce is grown on your land/farm. (However if ANY item you plan to sell has be bought/grown or produced by anyone other than yourself, you will need a license through the Dairy & Food Inspection Division of the MN Dept. of Agriculture). All that is required is the W-9 Form, ST-19 MN Revenue Operator Certificate of Compliance Form, and a copy of your General Liability Insurance Certificate or Rider Policy.

For Growers-Dealers/Dealers/Resellers/Wholesale Produce Sellers: If reselling produce, you need to contact the Dairy & Food Division of the MN Dept. of Agriculture at 625 Robert Street North, St. Paul, MN 55155 OR call 651-201-6027 to apply for a **Retail Mobile Food Handler License** in order to sell at Richfield's Farmers Market. **Apply and send us a copy of your MDA Retail Mobile Food Handler License by April 21, 2017.**

For Certified Organic Sellers (Produce & Products): Any product represented as organic must be produced in accordance with the USDA's National Organic Standards (however there are some exemptions). http://www.ams.usda.gov/nop/NOP/standards.html OR http://www.mda.state.mn.us/food/organic.aspx.**.** Contact Meg Moynihan, Principal Administrator, Minnesota Department of Agriculture, 651-201-6616 or Meg.Moynihan@state.mn.us for more information. **We require a Copy of your National Organic Standard Certification (as provided by a USDA accredited agent) by April 21, 2017**

For Fresh-Cut Flowers (grown on your farm): You do not need to be licensed if your flowers are grown on your land/farm. All that is required is the W-9 Form, ST-19 MN Revenue Operator Certificate of Compliance Form, and a copy of your General Liability Insurance Certificate or Rider Policy. (However if ANY item you plan to sell has be bought/grown or produced by anyone other than yourself, you will need a license through the MN Dept. of Agriculture).

For Greenhouse/Nursery Growers: Call the Nursery License Line at 651-201-6095 for requirements and more information or see www.mda.state.mn.us/licensing/licensetypes/nurseryprogram.aspx

For Poultry Sellers: Contact someone in the Dairy & Food Division-Meat Program of the MN Dept. of Agriculture 651-201-6027 as federal and state laws have varied requirements about selling poultry at farmers markets. In most cases, the poultry for sale at the market must have been processed under continuous state or USDA inspection.

For Meat Sellers: Federal and state law require that meat products (beef, pork, cervidae, lamb, etc.) be processed under continuous inspection of the USDA or the MN Dept. of Agriculture Meat Program. Custom-processed meat cannot be sold at the farmers market. Contact someone in the Dairy & Food Division Meat Program of the MN Dept. of Agriculture 651-201-6027 to learn licensing requirements in order to sell at Richfield's Farmers Market.

For Eggs Sellers: Vendors selling eggs produced only on their farm are exempt from licensing (however if you are reselling eggs you will need a license through the Dairy & Food Division of the MN Dept. of Agriculture 651-201-6027. Eggs offered for sale must be candled and graded. Also eggs must be kept under mechanical refrigeration at 45° F or lower the entire time you are at the market. Each Carton must have the following label info: correct size & grade, pack date which may be coded by utilizing the Julian date, freshness date and an explanation of that date and name, address, zip code of the packer or distributor. Also on the egg carton it must read the following statements: "Perishable-Keep Refrigerated" and "Safe Handling Instructions: To prevent illness from bacteria, keep eggs refrigerated, cook eggs until yolks are firm, and cook foods containing eggs thoroughly."

For Dairy Sellers: If selling dairy products of any kind, you need to contact the Dairy & Food Division of the MN Dept. of Agriculture 651-201-6027 to learn licensing requirements in order to sell at Richfield's Farmers Market.

For Resellers of Meat, Eggs, or Dairy Products (in that you do not produce them yourself on your farm): Contact the Dairy & Food Division of the MN Dept. of Agriculture 651-201-6027 to be licensed in order to sell at Richfield's Farmers Market.

For Non-Potentially Hazardous Food Sellers Who Quality Under the MN Cottage Foods Producer Exemption: These are foods that fall under the new "Cottage Foods" Exemption which allows individuals/vendors

(but not businesses) to make food in their own home kitchens to sell directly to the consumer. **Examples include**: Maple Syrup & Honey; Baked foods; Candies & Confections; Dried, Dehydrated or Roasted Foods; Icings, Frostings or Sugar Art; Jams, Jellies, Preserves, & Fruit Butters as well as some Canned Pickles, Canned Fruits & Vegetables, Fermented Foods, and Vinegar Products. In order to be covered by this exemption, you need to take a Cottage Foods Producer Exemption training once every 3 years and register once per year with the MDA including paying a small fee if you make between $5,001 to $18,000 annually. Labeled foods with the name and full home address of the person making & selling the food, the date produced, and the ingredients, including potential allergens (milk, eggs, wheat, soy, peanuts, tree nuts, fish, & shellfish). See Additional Info on pages 23-24.**You must apply and provide us with a copy of your MDA Cottage Law Certificate by April 21, 2017.**

For Immediate Consumable Foods Producers: Contact us first at 612-861-9362 or 612-861-9363 for information about any licensing requirements related to selling your products at the farmers market in Richfield. Once accepted as a vendor, you will need to apply for a Farmers Market Stand Food License (approximately $180 for the 2017 season) through the Richfield Business & Licensing Office, 612-861-9870, at City of Richfield 6700 Portland Ave S, Richfield MN 55423. **You must apply for your Farmers Market Stand Food License by April 21, 2017.** They will fax your application over to the Bloomington Environmental Health Division (952-563-8934 or envhealth@ci.bloomington.mn.us) where a health inspector will follow up to ensure you are following proper safe food handling practices. This health inspector will notify us if you are approved to sell. In addition, a health inspector will visit you during the market to inspect your food setup. **Please Note**: All vendors who sell immediately consumable food are required to have a gravity hand washing station onsite at your booth.

For Vendors Who Wish to Offer Food Samples: See pages 31-33 for more requirements relating to offering free food samples at our market. **You will need to fill out & return a Safe Food Sampling Worksheet due April 21, 2017. Please Note:** all vendors who offer food samples are required to have a gravity hand washing station onsite at your booth.

If your product isn't listed, then contact the MN Dept. of Agriculture, Dairy & Food Division, at 625 Robert Street North, St. Paul, MN 55155 OR 651-201-6027 to find out more about your licensing requirements in order to sell with us.

Other License Numbers (Send a copy of any applicable license(s) to us by April 21, 2017):

___I have a MN Department of Agriculture License or US Department of Agriculture License:

_____ (List License Number Here)

___I have a Minnesota Department of Health License:

_____ (List License Number Here)

___I have a Minnesota Nurseryman's License (for perennial plant sales):

_____ (List License Number Here)

___ Any other applicable license numbers (label what type):

_____ (List License Number Here)

Agreement, Release and Waiver Form

By signing this agreement I,

_____

(**please print name above)**

• **Acknowledge I have read, understand, and agree to abide by the Richfield Farmer Market guidelines & policies;**

• Authorize the Richfield Farmers Market to use information I have provided in this application and photos that may be taken of me or my booth area during the season to promote the market or my participation at the market.

• Authorize a designated agent of the Richfield 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 Richfield Farmers Market policies. (Failure to allow inspection upon demand may cause you to forfeit your booth 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 Richfield Farmers Market Manager and Coordinator have approved my request to sell such products as a distributor. (Reselling goods that you have not produced, for which you have not been approved, or for which you have not received proper licensing, will cause you to forfeit your booth space and any fees you have already paid.)

• 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 Richfield Farmers Market.

Furthermore, by signing below, I hereby release, forever discharge and hold harmless the City of Richfield, the Richfield Recreation Department, the Richfield Farmers Market 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 Richfield Farmers Market. I take full responsibility for my rented booth space at the market, my equipment and supplies, and all products that I bring to sell at the Market.

_____

Signature of vendor/applicant **date**

THIS FORM MUST BE TURNED IN WITH YOUR APPLICATION IN ORDER TO BE ACCEPTED FOR THE 2017 SEASON.

Richfield Farmers Market
2017 Guidelines and Policies

KEEP THIS SECTION FOR YOUR RECORDS

Definitions:

- **Growers:** any individual who derives income from farming as indicated by the appropriate schedule of their income tax return.
- **Producers/Farmstead Producers:** any individual who is not a grower or farmer but who grows, raises, or manufactures goods intended for sale at the market by the force of his or her own labor. This applies to vendors who still sell food products, such as cheese, meat, eggs, etc.
- **Prepared Food Producer:** any individual 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, bakes goods, etc.
- **Immediately Consumable Food Producer:** any individual 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, bbq sandwiches, hot dogs, tamales, roasted corn, ice cream, etc.
- **Farmer:** an individual whose principal products are agricultural in nature
- **Vendor:** an individual whose goods or services are sold at the market.
- **Returning Vendor:** a vendor who sold at our market from a previous season
- **New Vendor:** a vendor who this will be their first season selling at our market
- **Daily Vendor:** a vendor who holds a booth on an available basis and who pays a daily fee for their space.
- **Annual Vendor:** a vendor who holds a specific booth for the entire season and thus pays a booth fee for the entire season.
- **Grower-Dealer(s):** are those individuals who grow at least 30% of what they sell at the Market, based on dollar sales generated at the market. Also, Grower-Dealers may buy product to be re-sold at the market.
- **Dealers:** are those individuals who buy products to be re-sold and do not grow or produce what they sell.
- **MDA**: MN Department of Agriculture, Dairy & Food Inspection Division licenses many vendors' food products. Located at 625 Robert Street North, St. Paul, MN 55155 or call 651-201-6027
- **USDA:** United States Department of Agriculture

List of what can be sold at the Market:

The **Saturday** Richfield Farmers Market at Veterans Memorial Park is for local growers and producers to sell their products. **No brokers**, **agents** or others may represent a farmer. We currently allow and reserve only one space for one Grower-Dealer or Dealer vendor to sell at the market.

NOTE: No craft/artisan vendors and no home party and/or consultant type of business are allowed at the market.

• Homegrown Fresh Fruits, Herbs, & Vegetables including Certified Organic
• Homegrown Fresh Cut Flowers & Dried Plants
• Rootstock, Shrubs, and Trees
• Bedding Plants: Perennials, Annuals, Hanging and Potted plants
• Frozen Farm-Raised Meats, Poultry, Jerky, & Eggs
• Cheeses and Butter (produced in a commercial kitchen)
• Immediately Consumable Foods (prepared in a commercial kitchen)
• Honey & Maple Syrup Products including those qualifying under the MN Cottage Foods Producer Exemption
• Bread & other Bakery Goods, including those qualifying under the MN Cottage Foods Producer Exemption
• Canned Goods (ex. Jams, Jellies, Preserves, Fruit Butters, Pickles, Picked Vegetables & Fruits, Sauerkraut, Kim Chi, Chutneys, Horseradish, Salsas) including those qualifying under the MN Cottage Foods Producer Exemption
• Spices, Rubs, & Sauces including those qualifying under the MN Cottage Foods Producer Exemption
• Vinegars & Oil Olive Products including those qualifying under the MN Cottage Foods Producer Exemption
• Candy & Confections including those qualifying under the MN Cottage Foods Producer Exemption
• Dried, Dehydrated, and Roasted Products including those qualifying under the MN Cottage Foods Producer Exemption
• Other Food Products Not Listed Here (contact us)

General Guidelines & Policies:

- The rental of selling space shall be restricted to those whose principal production site is located within **200 miles (radius) of the Richfield Market location**.

- Vendors may rent a maximum of 1 ½ booth spaces per season, with the exception of early and late season availability. Priority for 1 ½ booths goes to returning market vendors in good standing.

- **Vendors may not sublet or rent their booth space to any other party**. If a vendor is found to be subletting or renting their booth to a family/business not recorded on their application, they will immediately be asked to leave the market for the remainder of the season, with the possibility of not being allowed to sell again with us in future seasons.

    - In addition, we only allow one booth spot per business and/or family. If you farm on the same land/location as your other business partner and/or family member, you are not allowed to sell in an additional spot at the market, unless we have an open spot that day.

- Vendors are only allowed to sell products that they have listed on their application, produced themselves, and that have been approved by Market Staff.

    - **If you BUY any produce or products to resell at the market, you will need to get a license from the Dairy & Food Inspection Division of the MN Dept. of Agriculture.** If a vendor is found reselling any item at their booth without a license from the MDA and/or without notifying market staff you will be asked to immediately remove that item and given one verbal warning. If the market staff sees you reselling this or any other item again, you will receive a written notice. If this written notice is ignored and you continue to reselling that item (or any other items) we will schedule a visit with you in order to inspect your greenhouse(s), garden(s), farm(s), and/or other place(s) of production. (Failure to allow inspection upon demand will cause you to forfeit your booth and any fees you may have paid.) After this visit, if market staff sees you continuing to resell this or any other items you will be automatically dismissed from the market for the season and any fees you may have paid are forfeit.

        - **NOTE:** Any resold products MUST be labeled with the name, address, phone, email/contact info of person whose grew and/or produced the products once you have a license and approval from market staff.

- Any product represented as organic must be produced in accordance with the USDA's National Organic Standards. *http://www.ams.usda.gov/nop/NOP/standards.html* (SEE EXEMPT Organic Farm Affidavit). Contact Meg Moynihan, Organic Specialist, Minnesota Department of Agriculture, 651.201.6616 for details on Exemption from Organic Certification. www.ams.usda.gov/nop A Copy of National Organic Standard Certification (as provided by USDA accredited agent) is required to sell with us.

- **Greenhouse growers who purchase plants** must maintain them in their greenhouse 45 days and the container must be changed. Violation of this rule could result in suspension of all selling privileges for up to one calendar year.

- If you sell any of the following products, your products MUST be prepared in a **Commercial Kitchen and have a license**: Immediately Consumable Foods (food eaten on-site at the market), Cheeses and Butter, Frozen Farm Raised Meats, and Other Prepared and/or Potentially Hazardous Foods (including anything that contains dairy, eggs, fish, meat, poultry or seafood). Violation of this rule could result in suspension of all selling privileges at the market.

- **"Cottage Foods" Producer Exemption: Non-Potentially Hazardous Food you can make in your home kitchen and sell:** These are foods that fall under the new "Cottage Foods" Exemption which allows vendors to make food in their own home kitchens to sell directly to the consumer. In order to be covered by this exemption, you need to take a training once every 3 years and register once per year with the MN Department of Agriculture (including paying a small fee/approx.. $50 for 2016 if you make between $5,001 to $18,000 annually)

  NOTE: this exemption applies to individuals or sole proprietors and be registered as with the Secretary of the State as a DBA (Doing Business As) but **not** to vendors who register as a LLC/business. If you operate a business out of your home you are not eligible to apply for this exemption. Businesses include firms, partnerships, cooperatives, societies, associations, companies and corporations.

  - **Examples of food you can sell**: Maple Syrup & Honey; Baked foods; Candies & Confections; Dried, Dehydrated or Roasted Foods; Icings, Frostings or Sugar Art; Jams, Jellies, Preserves, & Fruit Butters as well as *some*** Canned Pickles, Canned Fruits & Vegetables, Fermented Foods, and Vinegar Products (This is a very limited list; more will be covered in the required training).

  - **Examples of food you cannot sell**: Food that came from an animal and that is raw or cooked; food that is a plant that is cooked; food that consists of raw seed sprouts. Anything that has dairy, eggs, fish, meat, poultry or seafood as one of its ingredients. (This is a very limited list; more will be covered in the required training).

  More information at the MN Department of Agriculture, 625 Robert Street North, St. Paul, MN 55155 OR www.mda.state.mn.us/licensing/licensetypes/cottagefood.aspx OR http://mfma.org/pages/MNCottageFoodsLawResources/

  **Depending on the recipe, some of these items could be potentially hazardous. Must have a pH value of 4.6 or lower in order to qualify under the "Cottage Foods" Producer Exemption.

  In order to sell these types of foods, the following must be followed:

  - Labeled foods with the name and full home address of the person making & selling the food, the date produced, and the ingredients, including potential allergens (milk, eggs, wheat, soy, peanuts, tree nuts, fish, & shellfish). If you have a brand name you may also add that as well as long as you did not register as a LLC/business.
  - Food sales per individual cannot exceed $18,000 in a calendar year
  - Prepare and sell only NON-potentially hazardous food and/or home-canned pickles, vegetables & fruits with a pH value of 4.6 or lower.
  - The vendor who makes the food must be the same person who sells the food.

- A sign must be displayed in the vendor's booth, with the statement: **"These products [or canned goods] are homemade and not subject to state inspection."** If you are selling over the internet, this message also must be displayed on your webpage and social media websites.
- Product must be for sale only at farmers markets, community/social events or over the internet.
- The food must be sold & delivered to the consumer by the person who made it.
- Food sales per individual cannot exceed $18,000 in a calendar year.

Attendance:

In the event that a vendor 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 for 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.

If a vendor does not show up by 6:45 a.m., for the Saturday Market, that booth may be resold through a drawing to a daily vendor without a refund to the no-show vendor.

Please be aware that if we do not hear from you by 6:45AM the morning you are absent or late, you will receive one written warning. If you are late again you will be fined the daily booth fee of $32 to be paid to the City of Richfield. This fee must be paid before you can attend the market again. If you are a vendor who consistently is late due to dropping supplies at other markets before you come to ours, etc. you may discuss this with Market Staff who will determine if you may be excused from the $32 late fee. Also please be aware that if you continue to be absent without notifying us this season, we will not accept you back as a vendor to the Richfield Farmers Market.

Arrival, Set-up, and Break-down:

- Vendors may not begin setting up **before 6:00am on Saturdays.**
    - **PLEASE NOTE:** Starting in October, the **Saturday Market** changes hours and now opens at **8AM**-12pm. Vendors must still arrive anytime between 7am-8am to set-up and be ready to sell by 8AM.To accommodate customers arriving before 8AM, vendors may start selling to these customers **only at 7:30AM not before**. The Market Coordinator will also inform these customers of the new October time change. **Please be aware that the market still officially runs from 8AM-12pm during October.**

- Vendors must be completely packed up and out of the market space by **1:00pm on Saturdays** as the pavilion has other reservations starting at 1:30pm and park staff comes to clean it before then.
    - **PLEASE NOTE:** After we officially close at 12pm on Saturdays. Vendors **may not continue to sell to customers entering the market.** Repeated occurrence

of this will result in Market not accepting vendor back in future years. Market Staff will remind late customers of our closing time.

- **Parking**: Overnight parking is prohibited in Veterans Memorial Park.
    - If your vehicle is small enough, you may park it directly behind your booth space at the market.
    - Larger vehicles or vendors who have more than one vehicle are required to park in the general parking lot in the back of the lot so that customers may have first priority to spaces closest to the market.
    - Vendors and their employees may be asked to park vehicles on adjacent city streets or in neighboring parking lots, rather than in the market parking lot during the busiest times at the market.

- Returning Vendors from past market seasons will generally set up in their assigned booth(s); however, the Market Managers reserves the right to re-assign any vendor to a different booth in order to serve the market's overall best interests.

- If a vendor does not show up by 6:45 a.m. for the Saturday Market, that booth may be resold through a drawing to a daily vendor without a refund to the no-show vendor. **Please contact Market Coordinator via Market Cell Phone (612)369-7397 as soon as possible if you are going to be late or absent to the market otherwise you will be given a written warning and/or be charged the $32 fee.**

Refunds & Cancellations:

Richfield Farmers Market does not provide refunds for market dates when a vendor misses or is absent from the market. We also do not issue refunds due to weather cancellations or delays (opening late, closing early), which is a natural part of doing business at outdoor events. In addition, we do not provide refunds if by a vendor's own choosing they quit the market or are asked to quit the market by Market Staff. Refunds are issued based on the Market Staff's discretion.

Booths and Display:

- **Picnic Table Usage Policy:** At the Saturday market, there are a limited number of city-owned picnic tables available for vendors' use. The picnic tables are 8 feet in length. With the increase of growth at the market as well as to be able to provide table space for community groups, kids activities, customer seating, etc. **please be aware that the Market Staff has the right to organize and use these tables for whatever purpose will best serve the market that day.** Therefore we encourage you to bring your own tables.

    - If you pay for a 1 10x10 ft booth space you are allowed to use 1, 8 ft picnic table.

    - If you pay for a 1 ½ booth space, you are allowed to use 2, 8 ft picnic tables but these still must fit in your assigned space.

- If you need to use an additional table other than those stated above, then you must check with Market Staff that day. If there is an extra table available, then you can rent it for the day for $15. This will be on a first come, first serve basis. We recommend that you bring your own extra tables.

- All ADA accessible picnic tables shall be used by Market Staff only. <u>No vendors may use any ADA picnic tables.</u>

- Please be aware that you must keep with the barriers of your assigned booth space if you are planning on using the city-owned picnic tables and/or your own tables.

    - **NOTE:** Last season this was an ongoing discussion with market staff & vendors: If you cannot fit your city-owned picnic tables in your assigned booth space or if you want aisles between your & your neighbor's booth spaces, then it is your responsibility to figure this out. If you cannot then you should bring your own tables. Market staff is not responsible for vendors' booth arrangement or setup when using city-owned picnic tables.

- **Tents:** If you are located under the picnic pavilion you do not need to provide a tent for your space. For vendors placed outside the pavilion, it is recommended that you bring a tent for your space. If you choose to do use a tent then **<u>you must weigh down the legs of your tent securely**</u>.** The City of Richfield is not liable for any destroyed or damaged product, persons, individuals, etc. due to vendors not weighting down their tents properly and securely.

  ** Weights for tent must weigh at least 25 lbs. each and be secured to each tent leg or where two tent legs meet. For one 10x10 tent this means 4 weights each, each weighing 25 lbs. or more. Weights must be securely fastened to the tent leg or frame. Dumbbells or other household items loosely tied to the let are not allowed. Likewise, simply laying a weight on the small "foot" of the tent leg is not allowed. In the event of high winds, the Market Staff has the right to not allow vendors to set up or take down tents. We recommend vendors to use their own discretion to operate without tents if they judge the conditions to be too windy.

- **Required Signage:**

    - **All vendors must display the designated sign provided by the City of Richfield that includes their name and city address,** in addition to their own business banner/name sign. This sign needs to be visible to customers at all times when at the market. In an incident arises with something purchased from your booth, customers need to be able to track where they brought their purchases.

    - All vendors who are a part of the EBT & Market Buck Initiative must display the designated **"EBT Accepted Here" sign** provided by the City of Richfield. This sign must be visible to customers at all times.

- All vendors must provide professional prices/price signs for the products they are selling. Unacceptable price signs include writing on pieces of notebook paper, misspellings, etc.

- **PRODUCE VENDORS ONLY:** To comply with the Farmers' Market Nutrition Program (FMNP), vendors are required to **post prices for all FMNP-WIC FVV eligible produce** sold at the market AND post **FMNP Sign** given to you by the MN Dept. of Agriculture.

- All vendors are required to clean up their booth(s) after usage. This includes the selling and parking spaces. Failure to clean up properly will result in a fine (equivalent to our cost of cleanup) and/or loss of future selling privileges.
    - **Trash & recycling facilities:** Located onsite at the market. Vendors must break down all cardboard boxes before placing them in the recycling receptacle.

- **Electricity Boxes:** For vendors who need electricity, there are a limited number of electrical boxes available at the Saturday Market. However, electrical boxes are based on need on a first come, first serve basis and priority is given to past vendors in good standing. **In addition, no vendor may use more than one electrical box and they must use only the box and/or outlet assigned to them.** Vendors are responsible for their own electrical extension cords and equipment. The City of Richfield is not liable for any injury that results from improper electrical usage.

- **Water Access:** For vendors who need water access, it is available through the use of a water spigot. In addition, we have access to hot water in the Arts Building located onsite at the Saturday Market space.

Health and Cleanliness rules:

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

- All sellers must be properly dressed in clean clothes.
- All sellers must wear footwear at all times.
- No hawking or exuberant pressure intended to persuade customers to buy products is allowed.
- No selling of rotted, moldy, poisonous, or other foods that may endanger the health and safety of customers.
- Neither customers nor vendors may engage in solicitation or political activities anywhere within market grounds during market hours.
- Neither customers' or vendors' dogs nor other pets are allowed anywhere on the market site.
- No radio or music may be played unless approved by Market Management.
- Vendors must act respectfully toward other 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 a vendor observes a market customer behaving disrespectfully to anyone at the market site, they 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.

EBT & Market Buck Initiative AND Credit/Debit Card Token System:

Purpose: For vendors to be able to accept EBT Tokens, Market Bucks, and Credit/Debit Card Tokens as a form of payment.

Richfield Farmers Markets are a part of the EBT (Electronic Benefits Transfer) and Market Buck Initiative through Hunger Solutions MN. This program allows customers who use Federal food assistance, known as Supplemental Nutrition Assistance Program/SNAP or EBT, to be able to buy food at our farmers markets. We also offer customers the ability to use their Credit/Debit cards at the market. Both of these are run through a token system.

This program is optional. However in an effort to make food be more accessible to everyone in our community **we encourage and appreciate your participation in this program.** Please contact us if you have any questions about this program.

In order to be certified in this program: please read the following instructions and sign the agreement found on page 13.

$1 RED TOKENS = EBT Tokens

Customers using EBT Cards come to the market information booth. We run their card for the amount they request and then give them $1 tokens to spend on eligible products at the market. There is no fee to EBT customers for this service.

NOTE: These tokens do not expire until the end of the market season, so customers can save them for another day OR spending them that day. **However these tokens must be spent only at Richfield Farmers Markets.**

- **NO CHANGE can be given for EBT RED tokens.**
- **$1 EBT RED tokens will be worth the same as $1 bills – products will be priced the same for EBT customers.**
- **Yes, you can sell:** vegetables, fruit, dairy products, meat, eggs, bread, jam, pickles, wrapped cold sandwiches, wrapped baked goods, and pastries. Also seeds or plants that produce food or herbs can be sold (i.e. tomato or basil plants).
- **No, you cannot sell:** hot foods or beverages, cut flowers, decorative plants, pet food, alcohol, tobacco, any prepared item meant to be eaten onsite (i.e. bbq sandwiches, ice cream bars, hot dogs, tamales, etc.), or non-food items.
- **It is ILLEGAL to exchange cash for EBT RED tokens.**
- **Vendors will not exchange EBT RED tokens for US currency with any person except for authorized market staff.**
- **Customers using EBT RED tokens must pay for their purchase at the same time of the sale.** Do not take payments before the customer picks up the items or give them items and accept payment later.

- **Do NOT accept tokens from another Farmers Market.** If a customer tries to pay with other Farmers Markets' EBT tokens, please inform them that they can only pay with the official Richfield Farmers Market's EBT RED tokens. **Please Note**: our tokens are marked with **a large black "R"** to distinguish our tokens from the Bloomington Farmers Market, which are similar in design.

- Damaged tokens will not be reimbursed. Tokens should be turned in at the market.

$1 Market Bucks:

Customers receive market bucks when they use their EBT card at the Market Information Booth. When a customer uses their EBT card at the market, we match them up to $10 free in Market Bucks. For example, if they buy $4 in EBT tokens, we give them $4 in Market Bucks or if they spend $10 in EBT tokens we match them $10 in Market Bucks or if they buy $12 in EBT tokens then they get $10 in Market Bucks.

NOTE: Customers may only receive market bucks once per day at the market. Market bucks expire at the end of the farmers market season; however they may use them at several different MN farmers markets.

- **NO CHANGE can be given for Market Bucks.**

- **$1 Market Bucks will be worth the same as $1 bills – products will be priced the same for EBT customers.**

- **Yes, you can sell:** vegetables, fruit, dairy products, meat, eggs, bread, jam, pickles, wrapped cold sandwiches, wrapped baked goods, and pastries. Also seeds or plants that produce food or herbs can be sold (i.e. tomato or basil plants).

- **No, you cannot sell:** hot foods or beverages, cut flowers, decorative plants, pet food, alcohol, tobacco, any prepared item meant to be eaten onsite (i.e. bbq sandwiches, ice cream bars, hot dogs, tamales, etc.), or non-food items.

- **It is ILLEGAL to exchange cash for Market Bucks.**

- **Vendors will not exchange Market Bucks for US currency with any person except for authorized market staff.**

- **Customers using Market Bucks must pay for their purchase at the same time of the sale.** Do not take payments before the customer picks up the items or give them items and accept payment later.

- Damaged market bucks will not be reimbursed Market Bucks should be turned in at the market.

$5 GREEN TOKENS = Credit/Debit Tokens:

Customers using Credit/Debit Cards come to the market information booth. We run their card for the amount they request and then give them $5 tokens to spend on any products at the market. There is no fee to Credit/Debit customers for this service. These are the **only** tokens that vendors who sell immediately consumable food may accept as a form of payment.

NOTE: These tokens do not expire until the end of the market season, so customers can save them for another day OR spending them that day. **However these tokens must be spent only at Richfield Farmers Markets.**

- **$5 GREEN Tokens will be worth the same as $5 bills – products will be priced the same for Credit/Debit customers.**
- **Customers can spend these $5 GREEN tokens on ANY products at the market.**
- If customer does not spend the full $5 token on your product**, then you need to give them correct change back.**
- GREEN Tokens are the **only** tokens that **Immediately Consumable Foods Producers** may accept as a form of payment. It is illegal for these vendors to accept EBT Red Tokens or Market Bucks
- **Do NOT accept tokens from another Farmers Market.** If a customer tries to pay with other Farmers Markets' Credit/Debit tokens, please inform them that they can only pay with the official Richfield Farmers Market's GREEN Credit/Debit tokens**. Please Note**: our tokens are marked with **a large black "R"** to distinguish our tokens from the Bloomington Farmers Market, which are similar in design
- **Customers using $5 GREEN Tokens must pay for their purchase at the same time of the sale.** Do not take payments before the customer picks up the items or give them items and accept payment later.
- Damaged tokens will not be reimbursed. Tokens should be turned in at the market.

Check Reimbursement Procedure for Tokens & Market Bucks:

At the end of the market you will turn in your EBT red $1 tokens, Credit/Debit green $5 tokens, and Market Bucks to one of the market staff at the Market Information booth.
We will then count these tokens and market bucks in front of you and then record those numbers in our market book. This information will then be recorded in your Token Tracking Sheet. **Please keep this Token Tracking Sheet with your own records and bring it to every market day.**

Weekly this information is entered into a spreadsheet by the Market Coordinator. At the end of the month, this information goes to the City Council who approves the money/checks. These

meetings occur twice a month, on the second and fourth Tuesdays of each month (City staff will submit the information in time for the first Council meeting of the month whenever possible). Checks are then mailed the following day.

Checks will be mailed to the name and address you indicated on your application. If you need to change who is receiving the check or the address it is sent to, you will need to fill out a new W-9 form.

When you receive a check from us, it is payment for the month before. For example, if you turned in a total of $50 (in market bucks, EBT tokens and Credit/Debit tokens combined) for July and received a check for $50 in August, then this $50 check is paying you for the tokens & market bucks you turned in during the month of July.

Also please cash you check as soon as possible. There is a re-issuing fee that you will have to pay if you lose your check or if it is not cashed by the end of market year in Dec.

Remember to keep your Token Tracking Sheet and/or receipts! If any discrepancy between what you were paid and how much you think you turned in for tokens and market bucks, we will need to see a record in order to compensate you accordingly. Please contact the Market Coordinator as soon as possible if you notice any issue with the check you received from us.

Vendors Who Offer Food Samples:

If you checked on your application that yes, you will be offering free food samples at your booth, then once you are accepted into the market you will be receiving a **Safe Food Sampling Worksheet for MN Farmers Markets to be fill out and returned to us by April 21st, 2017.**

Farmers' market vendors and food demonstrators who want to offer food samples at farmers' markets must follow the same safe food handling practices as a licensed "Special Event Food Stand" (Source Code: 4626.1855, B-O, and Q and R) but without obtaining the license or paying the fee. In order to comply with Minnesota Safe Food Sampling Legislation (Source Code: M.S. 28A.151, passed on April 11, 2014), we ask that vendors who want to offer food samples to customers follow these rules listed below.

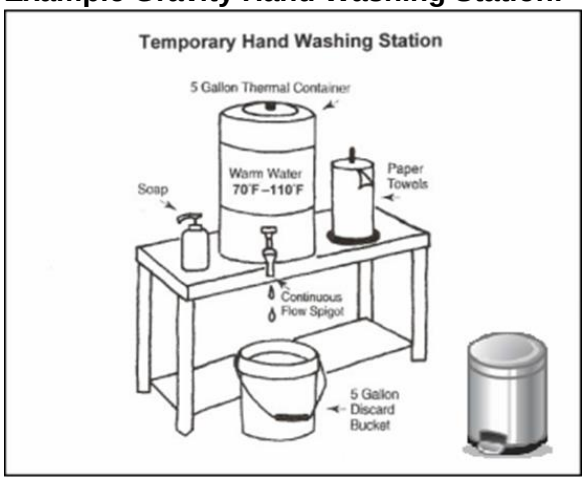
Samples Must Be:

- Free
- 3 oz or less by weight or volume
- Offered as a single-serving; **Samples can ONLY be handled by 1 customer's hands at a time.** Vendors can set up individual samples that customers pick up themselves (with a toothpick or in a small paper cup, etc.) OR the vendor can hand the sample directly to the one customer.
    - NOTE: What Should NOT Happen = Food samples sitting out for customers to grab themselves to eat, thus increasing the potential for spreading germs
    - No sampling of rotted, moldy, poisonous, or other foods that may endanger the health and safety of customers.
    - Condiments must be offered as single-servings as well such as squeeze bottles, individual cups packets, containers with lids or pump bottles

- A product sold by the vendor at the famers' market
- Prepared on-site at the farmers' market. No home prepared food unless exempted like canned products in the "Pickle Bill" which are processed in a home kitchen but cut to serve samples onsite at the market.
- Identified with name of vendor providing the samples and/or organization doing food demonstrations
- Described via signage—be descriptive, i.e. zucchini bread with nuts
- Stopped when you run out
- Discarded if any leftover food samples at the end of the day

At your booth you must use a **Gravity Hand Washing Station** which includes:

Example Gravity Hand Washing Station:



- **A container with a flip-up or turn-on faucet.** (Push-button faucets are not allowed, because it prevents a person from washing both hands at the same time.) (Recommend to buy them at Menards or other hardware stores)
- **A 5-gallon (or larger) insulated thermos** is recommended in order to ensure you have enough warm water to last the duration of your farmers' market. (An insulated thermos is recommended since the water temperature must be between 70° and 110° F for the duration of your farmers' market.)
- The water must be potable (drinkable). Water access is located onsite at the market.
- **Soap and a nail brush** are required to wash your hands.
- **Paper towels** to dry your hands & a holder to keep the roll of towels clean and dry.
- **A container** (e.g., 5-gallon pail) large enough to catch the water and prevent any spilling as you wash your hands. Make sure you dispose of the waste water into a sanitary sewer to prevent contaminating ground water.

- **A garbage can** to catch the used paper towels. Make sure the container has a lid so you can later dispose of the paper towels in an appropriate container. Larger garbage cans are available onsite at the market.

Wash hands often:

- Before preparing or serving samples
- After handling raw food
- After coughing or blowing your nose
- After handling garbage
- After using the bathroom
- After you handle money or tokens
- Any time they become contaminated

You must **wear plastic gloves at all times** when administrating food samples.

- Before you put on the gloves to samples you must wash your hands.
- You need to change your gloves between handling samples and anything else (like money).

For additional Information on the setup requirements for sampling, see these Forms:

www.richfieldfarmersmarket.org (under the Vendor Information Page) or www.extension.umn.edu/food/food-safety/courses/safe-food-sampling-farmers-markets/ (under the Resources Heading)

1. Safe Food Sampling Tips for Farmers Market Vendors (from the U of MN Extension)
2. Safe Food Sampling at Farmers' Market Checklist (from the U of MN Extension)
3. Safe Food Sampling Worksheet for Minnesota Farmers' Markets (from the MN Farmers' Market Association)
4. Handwashing Station for Minnesota Farmers' Markets: Approved For Safe Food Sampling (from the MN Farmers Market Association)

For any other sampling questions: Contact us or Kathy Zeman of MN Farmers Market Association at kzeman@mfma.org or 320-250-5087.

Vendors not following these rules will not be allowed to offer samples to customers and may not be asked back to the market in future years

Other General Rules:

- Vendors must guarantee customer satisfaction for all goods sold.
- **Animals are not allowed** within the picnic shelter area and/or within the Farmers Market selling area during market hours. Source: 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.

Richfield Farmers Market Memberships and Agriculture initiatives

MFMA

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Master Gardener™ University of Minnesota Extension

Minnesota's Vision A Better State of Health

Statewide Health Improvement Program | SHIP

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