

RICHFIELD WINTER FARMERS MARKET VENDOR GUIDE – 2019-2020

The purpose of this guide is to assist vendors through the application process, and to be a useful reference to our market policies. It covers information about the market, licensing, insurance, wholesale sales, food sampling and more.

TABLE OF CONTENTS

- Mission 4
- Market Dates, Times, and Locations: 5
 - Fall Boutique & Market 5
 - Richfield Winter Farmers Markets 5
- Contact Information:..... 5
 - Office Mailing Address: 5
 - Market Staff:..... 5
- Social media Community:..... 6
- 2019 Vendor Application and Registration Timeline 6
 - Additional Items Due 6
- Fees, Registration – Winter 2019-2020..... 6
- Payment:..... 7
 - Booth Payment for Annual Vendors: 7
 - Booth Payments for Daily Vendors: 7
 - Refunds & Cancellations..... 7
- Vendor Selection Process 8
 - Returning Vendors Selection Process:..... 8
 - New Vendor Selection Process:..... 8
- Sales Tax, Insurance, & Licenses Section 9
 - Required Forms: 9
 - Instructions on completing the 2019 ST-19 MN Revenue Operator Certificate of Compliance Form 9
 - Instructions on completing the W-9 IRS Form..... 9

Vendor Insurance:.....	10
MN Farmers Market Association Insurance (MFMA).....	10
Worker’s Comp insurance requirement	10
License Information:	11
For Home/Farm-Grown Produce (Fresh Fruit, Herbs, and Vegetables):.....	11
For Growers-Dealers/Dealers/Resellers/Wholesale Produce Sellers:.....	12
For Certified Organic Sellers (Produce & Products):	12
For Fresh-Cut Flowers (grown on your farm):	12
For Greenhouse/Nursery Growers:.....	12
For Poultry Sellers:.....	12
For Meat Sellers:	12
For Eggs Sellers:	12
For Dairy Sellers:	12
For Resellers of Meat, Eggs, or Dairy Products	13
For Registered Cottage Foods Producers:	13
For Immediate Consumable Foods Producers.....	13
For Vendors Who Wish to Offer Food Samples:	13
Definitions:.....	14
List of what can be sold at the Market:	15
General Guidelines & Policies:.....	16
Attendance:	17
Arrival, Set-up, and Break-down:.....	17
Refunds & Cancellations:.....	18
Booths and Display:.....	18
Tables and chairs will be provided.....	18
Required Signage:	18
After Market Clean Up:.....	18
Electricity:.....	18
Water Access:.....	18
Health and Cleanliness rules:.....	19
EBT & Market Buck Initiative AND Credit/Debit Card Token System:	19

\$1 RED TOKENS = EBT Tokens..... 19
\$1 Market Bucks: 20
\$5 GREEN TOKENS = Credit/Debit Tokens:..... 21
Check Reimbursement Procedure for Tokens & Market Bucks: 21
Vendors Who Offer Food Samples: 22
Wholesale Sales 24
Other General Rules: 24



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. 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.

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.

Welcome to the third annual Winter Farmers Market, helping to continue our community connections and local food access all year long.

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.

MARKET DATES, TIMES, AND LOCATIONS:

FALL BOUTIQUE & MARKET

Saturday

10/26/2019

Time: 9am-2pm

RICHFIELD WINTER FARMERS MARKETS

Select Fridays

Dates:

11/22/2019, 12/12/2019

1/17/2020, 2/7/2020, 3/13/2020, 4/10/2020, 5/1/2020

Time: 3-6 pm

Location: Richfield Community Center, 7000 Nicollet Ave, Richfield, MN.

CONTACT INFORMATION:

OFFICE MAILING ADDRESS:

**Richfield Community Center ATTN: Farmers Market
7000 Nicollet Ave S, Richfield, MN 55423**

Office Phone: 612-861-9385 **Office Fax:** 612-861-9388

MARKET STAFF:

Richfield Farmers Market Coordinator - Bonnie Hanna-Powers

Phone: 612-861-9362,

Email: FarmersMarket@richfieldmn.gov / Bhannapowers@richfieldmn.gov

Richfield Farmers Market Manager & Older Adult Recreation Supervisor - Alyssa Kellas

Phone: 612-861-9363

Email: akellas@richfieldmn.gov

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

SOCIAL MEDIA COMMUNITY:

Join, Promote, & Follow Us!

www.richfieldfarmersmarket.org

[Facebook.com/RichfieldFarmersMarket](https://www.facebook.com/RichfieldFarmersMarket)

[Twitter.com/richfieldfarmkt](https://twitter.com/richfieldfarmkt)

Instagram: #richfieldnow

2019 VENDOR APPLICATION AND REGISTRATION TIMELINE

- August 15th: Returning Vendors from previous season receive Farmers Market Packet; also available on www.richfieldfarmersmarket.org
- **August 15th: Vendor Registration Begins (open to all New & Returning Vendors)**
- **October 1st: Application Deadline For Returning Vendors**
- **October 18th: Application Deadline for New Vendors**
- Ongoing: Acceptance Notifications for New Vendors
- **Oct 26th Opening Day for season – Fall Boutique & Market**
- **May 1st, 2020 Final Day for Richfield Winter Farmers Market**

ADDITIONAL ITEMS DUE on October 18th 2019, if applicable to your products:

- ✓ A Copy of National Organic Standard Certification (as provided by USDA accredited agent)
- ✓ Safe Food Sampling Worksheet (attached to end of Vendor Guide)
- ✓ MN Cottage Foods Producer Certification (see page 15 & 21-22)
- ✓ 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

FEES, REGISTRATION – WINTER 2019-2020

Submit Payments to:

City of Richfield: Farmers Market

7000 Nicollet Ave S

Richfield, MN 55423

Please make checks payable to The City of Richfield

- **Winter Market – All 8 Markets:**
 - o \$275 per booth lease fee for all 8 weeks (must be paid in advance)
 - o \$525 for double booth lease fee for all 8 weeks (must be paid in advance, as space allows).
- **Daily Rate:** \$35 per 8' table booth space lease fee (must be paid in advance)
- **December Market Daily Rate:** \$50 (must be paid in advance)

PAYMENT:

Please make checks payable to The City of Richfield.

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

BOOTH PAYMENT FOR ANNUAL VENDORS:

For vendors who plan to sell all season with us (for the full 8 weeks) or for most Winter Markets, there is only one payment option: you must pay the entire booth fee amount at the time of application due date.

Payment will be made after application is approved, and not later than October 18th, 2019.

BOOTH PAYMENTS FOR DAILY VENDORS:

Daily booth rentals will 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 2 times per season and we give preference to those vendors who want to sell 3 times or more.

Daily Vendors - You **must pay at least one week in advance for any market day for which you are scheduled.** You may also pay for all the dates ahead of time. 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.

Payment for your first selling date is due once application is approved.

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, 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 SELECTION PROCESS

RETURNING VENDORS SELECTION PROCESS:

All unaccepted or incomplete applications will be returned.

First priority in vendor selection goes to vendors returning from the 2019 Richfield Farmers Market or the 2018-2019 Winter Farmers Market. Applications from returning vendors will receive priority over new vendors 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 October 4th, 2019 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 that are in good standing. New applicants will next be considered if space allows and based on the market's need. By October 24th, 2019 all new vendors who applied will be notified of acceptance status. **All unaccepted or incomplete applications will be returned.**

New vendors must have their payment & ALL application materials (except insurance and if applicable, food license) in by October 18th, 2019 in order to be considered for the 2019-2020 Winter season.

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**
- Food Vendors Only: 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/Forms_and_Instructions/abr_inst.pdf
- 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, and Local Sales & Use Taxes 164):

http://www.revenue.state.mn.us/tax_prof/Pages/all_factsheets.aspx

INSTRUCTIONS ON COMPLETING THE 2019 ST-19 MN REVENUE OPERATOR CERTIFICATE OF COMPLIANCE FORM:

You must complete this form and send in with your vendor application.

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

INSTRUCTIONS ON COMPLETING THE W-9 IRS FORM with a MN Employee Identification Number or Social Security Number. **You must complete this form and send in with your vendor application.**

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 food vendors in order to sell at our markets. Crafters are not required to have insurance.

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

Enclose with your application **a copy of your 2019 General Liability Insurance Certificate or Rider Policy. The City of Richfield must be listed (at 7000 Nicollet Ave S, Richfield MN 55423) as an additional insured party.**

I understand I must send a copy of the policy to the Market Coordinator by October 18th, 2019 or I will not be allowed to participate at the market.

MN FARMERS MARKET ASSOCIATION INSURANCE (MFMA)

Vendor Insurance is available through the Minnesota Farmers Market Association, as well as from other sources. For information on the MFMA Vendor Insurance:

(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.

WORKER'S COMP INSURANCE REQUIREMENT

If you employ outside staff (not yourself or members of your family), please include your workers' compensation insurance information with your application. This is required.

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:

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-Potentially 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.

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 been 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.

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).**

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 651-201-6619 for requirements and more information or see <https://www.mda.state.mn.us/plants-insects/nursery-certification-and-plant-regulation>

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, 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 REGISTERED COTTAGE FOODS PRODUCERS: These are foods that fall under the "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).

You must apply and provide us with a copy of your MDA Cottage Law Certificate.

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 through the Richfield Business & Licensing Office, 612-861-9870, at City of Richfield 6700 Portland Ave S, Richfield MN 55423. There may be a charge for the license. **You must apply for your Farmers Market Stand Food License at least 2 weeks before your first market date.**

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: **You will need to fill out & return a Safe Food Sampling Worksheet before your first market date.** **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.

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, baked 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/Full Season 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 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: Craft/artisan vendors are allowed at the market as space allows. Food producers and other farm products will be given first priority. 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 2 booth spaces per season. Priority for double booths go 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. Contact Market Coordinator with questions.
- 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 “Cottage Foods” Exemption which allows vendors to make food in their own home kitchens to sell directly to the consumer.

For current regulations, and to become a registered Cottage Foods producer, please visit: <https://www.mda.state.mn.us/food-feed/cottage-food-producer-registration>

The Richfield Farmers Market follows all MN Dept. of Ag requirements for Cottage Foods producers.

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 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.

If a vendor does not show up by 2:45 PM for the Friday markets, 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 2:45PM the afternoon 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 \$35 to be paid to the City of Richfield. This fee must be paid before you can attend the market again. Vendors who are consistently late or absent are not considered to be in good standing.

ARRIVAL, SET-UP, AND BREAK-DOWN:

□ Vendors may not begin setting up **before 1:30pm on Fridays.**

□ Vendors must be completely packed up and out of the market space by **8:00pm on Fridays.**

□ **Parking:**

o Vendors should park in the back of the lot or on the street so that customers may have first priority to spaces closest to the market.

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 \$35 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. 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:

TABLES AND CHAIRS WILL BE PROVIDED.

REQUIRED SIGNAGE:

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

AFTER MARKET CLEAN UP:

All vendors are required to clean up their booth(s) after usage. Failure to clean up properly will result in a fine (equivalent to our cost of cleanup) and/or loss of future selling privileges.

- o **Trash, Recycling & Organics Recycling facilities:** Located onsite at the market. Vendors must break down all cardboard boxes before placing them in the recycling receptacle.

ELECTRICITY: For vendors who need electricity, there are a limited number of electrical outlets available at the Winter Market. However, electrical access is based on need on a first come, first serve basis and priority is given to past vendors in good standing. **In addition, vendors must use only the outlet(s) 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, there is potable water on site at the Community Center.

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 person may use tobacco, tobacco products, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products...on City-owned parks, conservation areas, open spaces, or recreational facilities. (Section 1. Subsection 840.13, Richfield City Code)
- 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 EBT agreement found in the vendor application.

\$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, 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 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 "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 end of the market day.

\$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 and should be turned in at the end of the market day.

\$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, 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 end of the market day.

CHECK REIMBURSEMENT PROCEDURE FOR TOKENS & MARKET BUCKS:

At the end of the market day 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 W9 form. 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 your 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 filled out and returned to us by April 19th, 2019.** 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 farmers' 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:

- 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 water to last the duration of your farmers' market. If you prefer warm water, please transport from home. Water access is limited to cold water at the market site.
- The water must be potable (drinkable).
- 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.

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 plastic gloves to make 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 info@mfma.org. <https://www.mfma.org/SFS>
 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

WHOLESALE SALES

Produce and other shelf-stable food vendors are invited to participate in our aggregation sales through the market. The farmers market acts as a Wholesale Food Handler, and sells bulk produce and other farm products to local institutions. If you are interested in participating in this program, you will need to complete several steps. These include testing your farm's water for eColi, and creating an On Farm Food Safety Plan. Contact the Market Coordinator for more information, and visit: <https://farmersmarketaggregation.wordpress.com/about/> .

OTHER GENERAL RULES:

- Vendors must guarantee customer satisfaction for all goods sold.
- Animals are not allowed** in the Community Center and/or within the Farmers Market selling area during market hours. Source: Code:4626.1585 6-501.115
Prohibiting Animals. *Note: Service animals are allowed.*
- 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.