



2020 Chanhassen Farmer's Market Rules, Regulations and Application www.chanhassenfarmersmarket.org

Please complete application to be reviewed for approval as a vendor. Completed applications should be e-mailed to chanhassenfarmersmarket@gmail.com. **ALL VENDORS (NEW OR RETURNING) MUST HAVE THE APPLICATION FILLED OUT AND SUBMITTED TO US NO LATER THAN APRIL 30th, 2020.** We will review applications beginning May 1st, 2020. We always give preference to returning seasonal vendors, but will also be reviewing new vendor applications as well. We will let **ALL** applicants know by May 8th, 2020, whether or not they have been selected to be a vendor for the 2020 season.

FEES: All fees must be paid in advance before stall spaces will be assigned. Stall fees are listed below under the "STALL FEES" section. Stall fee payments must be made by May 29th, 2020. We accept a variety of payment types: Check, Money Order or Cash. Checks should be made out to "Chanhassen Farmer's Market".

Payments can be sent to:
Jessica Pettingill
RE: Chanhassen Farmer's Market
8702 Chanhassen Hills Dr N
Chanhassen, MN 55317

TIME AND PLACE: Saturdays, June 6th through October 3rd, 2020; 9:00 am – 1:00 pm at City Center Park, Chanhassen, Minnesota. The first parking lot north of 78th street will be reserved for the market.

QUESTIONS? Ask the Market Manager. The Market Manager is Jessica Pettingill and she can be reached by calling (650) 520-7591 or by E-mailing: chanhassenfarmersmarket@gmail.com .

Applicant Contact Information

Date: _____

Business Name: _____

Primary Contact Name: _____

Cell Phone: _____

Email Address: _____

Vendor Business and Product Information

Selling Privileges: Only members of the Chanhassen Farmer’s Market are extended selling privileges. Membership is included in the stall fee.

What Can Be Sold:

- 1) Produce
- 2) Plants and flowers
- 3) Processed or Prepared Food
- 4) Handmade goods
- 5) Local business products approved by market representatives

Products (Please list all products, products not listed cannot be sold): _____

Address where products are grown/made: _____

Minnesota Sales Tax ID Number (if applicable): _____

REQUIRED FORMS:

ST-19 Minnesota Revenue Operator Certificate of Compliance Form

Certificate of Liability Insurance with ‘**Chanhassen Farmers’ Market, City Center Park, Chanhassen, MN 55317**’ named as Certificate Holder

Please Check the appropriate box for your vendor type and provide all additional information requested:

Produce

Fruits and Vegetables grown by Farmers on land within 50 miles of Chanhassen, Minnesota.

Plants and Flowers

Plants and cut flowers grown on land within 50 miles of Chanhassen, Minnesota. Plant sellers must grow bedding plants and potted plants from seed, plug, cutting, bulbs or bare root. No resale of prefinished plants is allowed. Transplanted plants must be grown to the point where the roots fill the pot (roots hold the soil when the pot is removed).

Processed Food

Those who sell processed food, which they have prepared. Processors are person or entities offering fresh food products (such as meats, seafood, ciders, baked goods, jams, etc.) that have added value to their product through some sort of "hands-on" processing (e.g., smoked or butcher meats, handmade candies, etc.). All processors' permits and licenses shall be displayed whenever a processor is selling at the Chanhassen Farmers' Market. Processors must produce their products in Minnesota or be Minnesota based. Processed food products should use ingredients from Minnesota farms as much as possible. The Chanhassen Farmers' Market shall give stall preference to processors using ingredients from Minnesota farms or waters.

These include raw agricultural products that have been processed by the vendor, or any product, the sale of which a government agency regulates. Examples are milk, cheese, oils, vinegars, meats, poultry, eggs, honey, soap, and herbal preparations. Agricultural products licensed, inspected or otherwise regulated by the federal government, the State of Minnesota, Carver County, or the City of Chanhassen may be sold only upon the Farmer's Market's receipt and acceptance of required documentation of compliance with all regulations. Vendors must abide by all applicable federal, state, and local health regulations. In addition, they must adhere to federal guidelines on all labels.

If you are selling any canned, processed, or baked food items:

Are these items made in a licensed and inspected commercial kitchen? (please circle) Yes No

If yes, provide the name and address of the commercial kitchen: _____

If yes, you must provide a copy of your MN Dept. of Agriculture Retail Mobile Food Handler and/or applicable license with this application.

Are these items prepared in your home? (please circle) Yes No

If yes, you must provide a copy of your Cottage Food Producer Registration from the MN Dept. of Agriculture with this application.

If you are selling any meat products:

Are they USDA-inspected and approved? (please circle) Yes No

If yes, you must provide a copy of applicable licenses.

Prepared Food (Concessionaires)

Prepared food vendors offer freshly made foods, available for sale and immediate consumption on-site at the Chanhassen Farmers' Market. Prepared food vendors shall process and maintain all required state, county, and local permits. Prepared food vendors should use ingredients produced in Minnesota as much as possible. When selecting prepared food vendors, the Chanhassen Farmer's Market will encourage vendors to provide a good variety of healthy goods, and will give preferences to vendors using ingredients produced in Minnesota. Certain vendors may be restricted due to contractual obligations of the farmers' market.

You must provide a copy of all applicable licenses.

Handmade Goods

Non-profit Organizations:

Tax ID #: _____

Community Booth: 501c's can sign up for a booth at no charge **once** per season. Priority will be given to those organizations that reside in Chanhassen and/or support Chanhassen. Non-profit organizations **may not** sell anything. Organization will need to provide booth supplies: tent, table, chairs, etc.

Stall Fees

Full-season or Weekly vendor? (please circle below)

Full-season fee per stall: \$150

Weekly fee per stall: \$25

Fees and Space Assignment:

Stalls are approximately 10 x 10 feet in size. Limited stalls with access to electricity or room for vehicles are available. Returning vendors must return application and pay full fee by April, 30th, 2020 to reserve a stall as well as product exclusivity. Stall spaces for full-season vendors will be reserved for the full season. Weekly vendors must pay at least one week in advance to reserve a stall space. The Market Manager will assign stall spaces for all vendors.

Number of stalls required: _____

Stall space preference: _____

Do you **need** a space for a vehicle in your stall? (please circle) Yes No

Do you **need** electricity? (please circle) Yes No

Approximate arrival time each Saturday: _____

Farmer's Market Day Arrival/Departure Procedure:

The market hours are from 9:00 am – 1:00 pm, each Saturday. Arrival and setup time will be 7:00 am to 8:45 am. All vendors **must be** ready for business by 9:00 am. For safety reasons the designated parking lot area for the market will be closed to **ALL** traffic starting at 9:00 am through 1:00 pm. Early take-down and departure before closing time will not be allowed. Exceptions may be made in case of emergency – please see the Market Manager. **No sales should be made prior to 9:00 am.**

Please check the Saturdays you will be in attendance (full-time vendors must complete also):

June 6

June 13

June 20

June 27

July 4 (closing at
12:30 for parade)

July 11

July 18

July 25

Aug 1

August 8

August 15

August 22

August 29

September 5

September 12

September 19

September 26

October 3

IMPORTANT: If you cannot attend a market you were originally scheduled to be at, you **must** notify the market manager one week in advance.

Vendor Publicity

Both the market and the vendor can benefit from promotion. We are regularly updating our website, planning social media efforts, and considering new forms of promotion. Please check the pieces of information that we may share with the public. We will not share any information that is not checked below:

Website: _____

Facebook: _____

Twitter: _____

Instagram: _____

Other: _____

Rules and Regulations

Miscellaneous/Appearance and Conduct:

1. Vendors will be neat, suitably dressed (shirt and shoes), and deal with the public and fellow vendors in a courteous and appropriate manner at all times.
2. All vendors will display their products neatly and attractively, with consideration for the other vendors and public. Vendors must remain at their stall for the duration of each market.
3. Vendors are responsible for their own stalls, will supply all necessary trash containers, and will leave their site clean and in a condition suitable to the Market Manager and the City of Chanhassen. Each member will remove containers, waste, and trimmings before leaving the market.
4. Vendors will in no way cause detriment to other vendors.
5. No rummage sale, second hand, or flea market type items may be sold.
6. Space dimensions must be respected. Do not block the view of other vendors, the flow of traffic, or encroach on areas assigned to other vendors.
7. Alcoholic beverages may not be sold, consumed, or advertised at the market.
8. Vendors are required to post an identification sign in a prominent place stating the vendor name, product, and area they are from.
9. All vendors are expected to clean up in and around their stall after usage. This includes the parking lot.
11. All vendors are responsible for providing, setting up, and taking down their own display/stall materials. Vendors must provide tent weights for any tent structure.
12. No smoking will be allowed with-in the area designated for the market.

Membership

- Membership fee is included in stall fees. By becoming a member, the vendor agrees to the terms of the Rules and Regulations and the Bylaws of the Chanhassen Farmers' Market.
- All vendors need to provide their own insurance.
- As condition of membership, the member agrees to release and hold the Chanhassen Farmers' Market, its directors, officers, agents, and employees harmless from all claims related to or arising from such membership. Chanhassen Farmers' Market reserves the right to prohibit anyone from selling at the Farmers' Market.
- Members are expected to comply with any government regulation that may be in effect for activities that take place at the Farmers' Market. These include certification of scales, health rules applicable to samples and food display, statements about being organically grown, eggs, etc.
- Food vendors are responsible for providing proper "product liability" insurance. Product liability insurance is necessary because customers may have allergic reactions or may experience illness due to some chemical residue, product acidity, food spoilage, or other food-safety relate issues.
- Compliance with all Health, Fire, and Police Department codes and regulations as well as state Health and Revenue Departments, and the Center for Disease Control codes and regulations is required. These agencies have the final say in any dispute in the operation of the Farmers' Market. These codes and regulations will also apply to the preparation of food on-site including food samples.
- Vendors found to be in violation of one or more rules may be suspended from selling at the Farmers' Market.
- Anyone who fails to comply with the Rules and Regulations or the Bylaws may have their membership terminated with no refund of dues or fees.

Market Rules

Please initial each statement:

_____ I understand that I must be actively involved in the planting, growing, harvesting, processing and/or making of products I sell at the market. Reselling is prohibited unless I receive express permission from the market management.

_____ I agree that the City of Chanhasen and its respective officers, employees, agents, and consultants are not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the 2020 Chanhasen Farmers' Market; whether such injury, theft or damage occurred prior, during, or after the 2020 Chanhasen Farmers' Market. Applicant further agrees to indemnity, defend and hold harmless the City of Chanhasen and its respective officers, employees, agents, and consultants for and against any claims for injury, theft or damage resulting from my fault.

_____ I have read and agree to abide by all City of Chanhasen 2020 Farmers' Market rules.

(Signature of applicant)

(Date)