

The Eyota Farmers Market

2016 Vendor Guidelines & Application Form

When: Tuesdays – 4:00 p.m. to 7:00 p.m. - May 17 through October 18 (Fall hours 4 to 6 pm)

Where: West Side Park near the west parking lot, along the asphalt walkway

Stall Sizes: 12' wide x 20' deep

City Contact: Iris Neumann, Home phone: 507-545-2077, Cell: 507-272-6868

Email: eyotafarmersmarket@cityofeyota.com Address: P.O. Box 328, Eyota, MN 55934

Mission: *To provide fresh, healthy, nutritious foods and a market place for local products.*

Motto: *Meet me at the Eyota Farmers Market*

Name: _____

Address: _____

Contact Person: _____

Phone: _____ Cell Phone: _____

Email: _____ Website: _____

Weekly / Monthly Rates: 12' x 20' space is \$5.00/ weekly or \$60.00 seasonal fee

_____ My check or money order made payable to The City of Eyota in the amount of \$60.00 is enclosed for participating in the full 23-week market.

Participation Month / Weeks:

(check mark months/weeks)

_____ May	_____ 1	_____ 2	_____ 3	
_____ June	_____ 1	_____ 2	_____ 3	_____ 4
_____ July	_____ 1	_____ 2	_____ 3	_____ 4
_____ August	_____ 1	_____ 2	_____ 3	_____ 4 _____ 5
_____ Sept	_____ 1	_____ 2	_____ 3	_____ 4
_____ Oct	_____ 1	_____ 2	_____ 3	

Seller Agreement: Please check and sign

- I have read, understand, and agree to conform to the conditions stated in this application and guidelines attached and have provided truthful and comprehensive information on this form. I understand that this document serves as a contract between myself, my sole proprietorship, my family or organization and The City of Eyota.
- I agree that The City of Eyota and Eyota Farmers Market, is 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 2016 Eyota Farmers Market; whether such injury, theft, or damage occurred prior, during, or after the Eyota Farmers Market 2016 season. My Business/Farm further agrees to indemnify, defend and hold harmless The City of Eyota against any claims for such injury, theft, or damage.
- I understand I need general liability insurance and possibly product liability insurance as the City of Eyota does not carry liability insurance for the Vendors.
- The City of Eyota may take photographs at the market to use in marketing and promotional purposes. I give permission to use my name, photos and quotes of me or my employees for this purpose.

Signed _____ **Dated** _____

Eyota Farmers Market Products

1. Vendor grown fresh or dried fruits and vegetables;
2. Vendor grown fresh or dried herbs, spices, and seasonings
3. Vendor produced products such as cheese, meats, fish, poultry, eggs, baked goods, honey, maple syrup, wild rice, pickles, fruit syrups and preserves.
4. Vendor grown fresh or dry cut flowers, nursery stock and bedding plants
5. Vendor-produced craft or value added products that compliment the market
6. Vendor baked items or food prepared on site.

Eyota Farmers Market Product Guidelines

1. Products not listed above must receive acceptance from the market manager before sale.
2. Products purchased for resale at the market are generally not allowed and must have prior approval of the market manager.
3. Vendors may not sell any items not approved or listed in their market application. The market manager has the right to ask a vendor to remove products.
4. All items must be prepared, displayed, and stored in accordance with Minnesota Department of Agriculture, Minnesota Department of Health, and Olmsted County Community Health Department guidelines. **Please refer to MN Dept. of Ag Brochure: “Operational Guidelines for Farmers’ Market Vendors.”**
5. All producers of processed items, such as cheese, meats, jams, jellies, syrups, baked goods, are required to adhere to all state and local laws pertaining to the production and selling of such goods. **They must have MN Cottage Foods Producer Registration & provide certificate to market manager.**
6. **HOME CANNED GOODS: Label with your name, address, date canned and ingredients.** Note any potential allergens. Post sign: THESE CANNED GOODS ARE HOMEMADE AND NOT SUBJECT TO STATE INSPECTION.
7. **HOME BAKED GOODS: Label items such as fruit pies, cakes, cookies, breads and lefse with your name, address, date baked and ingredients.** Note any potential allergens. Post sign: THESE PRODUCTS ARE HOMEMADE AND NOT SUBJECT TO STATE INSPECTION.
8. **Do not sell items listed as “not-allowed” in MN Cottage Foods Law** (see fact sheet). The following list includes examples of potentially hazardous items, but is not comprehensive:
 - a. Pumpkin pie or cheesecake,
 - b. Non-baked items including eggs, cheese, cream cheese or dairy (includes frostings with these items)
 - c. Banana bread
 - d. Canned goods with pH higher than 4.6 (Beans, corn, peas, meat, fish, etc.) or
 - e. Wild mushrooms.
9. Processed food items should be sold with valid processing license or comply with Minnesota labeling law requirements.
10. Produce sold as organic must have originated from an organic grown Certified Farm to be labeled as organic. A copy of your certification needs to be included with your application.
11. Farmers/growers that are not Certified Organic can advertise or sell produce as “Chemical-Free” if they practice “chemical-free” farming.
12. All items should be sold by bulk, bundle, or individual item. **Items sold by weight units of measure require a Minnesota State Certified Scale.**
13. Market manager reserves the right to inspect crops and production areas.

Eyota Farmers Market Guidelines

1. The market will open at 4:00 pm at bell clang---NO SALES BEFORE STARTING TIME.
2. No moving vehicles inside the market grounds after 3:55 pm.
3. Park your vehicle in public parking lot after unloading. Please move your vehicle so close parking

is available for shoppers.

4. Do not take down display until closing time.
5. Any vendor who the market manager feels is not complying with the market guidelines may be asked to leave, and forfeit any prepaid fees.
6. **The Market will take place rain or shine.** But could be cancelled or closed due to severe inclement weather. If so, efforts will be made to notify vendors, but it is suggested that vendors contact market manager if the weather is questionable. (Call Iris at 545-2077 or cell: 272-6868.) It would be posted on the Eyota Farmers Market facebook page.
7. Vendors will receive an assigned space upon acceptance to the market. Vendors will need to check in upon arrival weekly at the welcome tent and will be directed to their stall space.
8. The market manager has the authority to move & reassign stall space to enhance or facilitate the market operations.
9. Vendors are required to provide **tables, chairs, canopy tent,** and any other items needed for their display in their respective assigned stall space. (Canopy tents must be securely weighted down)
NOTE: Tents not required, but suggested to give the market a more visible presence.
10. All displays must be neat and tasteful.
11. All items must be contained within the space assigned and may not infringe on adjacent vendors.
12. **Seller attending the market must have signs displaying their name or farm name and their town location.**
13. **Vendors need to carry liability insurance coverage, per MN League of Cities Insurance Trust, protecting them in their participation at the market. (Possibly can be added to your homeowners or farmers insurance.) Liability insurance can be obtained from the Minnesota Farmers' Market Association for food produce sellers.**
14. All vendors will obtain any and all proper permits from the County and State to participate in the 2016 Farmers Market.
15. Electricity is available on a limited basis. Generators are accepted if vendor needs to generate electricity.
16. Alcoholic beverages and smoking are prohibited at the market grounds.
17. Vendors are not allowed to bring pets on the market grounds.
18. Children accompanying vendors to the market must be supervised at all times.
19. The general cleanliness of the market area is everyone's responsibility; make certain that the area is clean before leaving. Vendors are responsible for removing all their refuse from the premises. Market dumpsters and trash receptacles are for market customers use only.
20. All market vendors should represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn at all times.
21. Price, terms of sale, etc. are between buyer and seller only. All vendors agree to abide by fair business practices. **ALL PRICES NEED TO BE CLEARLY VISIBLE TO MARKET CUSTOMERS.**
22. **Items for sale should have descriptions or names of what is being sold clearly visible.**
23. **All vendors are required to submit an ST 19 Form to the market manager before any sales are made.** Any required sales tax collections and remittances are the sole responsibility of the sellers. Sellers of items subject to Minnesota Sales Tax are required to have a MN sales tax number. Either add tax (2016 Rate: 7.125%) to price or include in price. A list of items subject to sales tax may include candy, prepared ready-to-eat products, non-food items, potted plants, etc. (Refer to revenue.state.mn.us or call 800-657-3605 to obtain a sales tax number.)
24. If sellers are under the age of 18 years, a parent must sign the contract.
25. The market accepts wooden tokens for EBT sales of \$1 denominations and Visa/Credit for \$2 denominations. Accept only Eyota Farmers Market tokens. Vendors will be given checks to redeem tokens and Market Bucks (\$1 each) on a monthly basis or as needed.

Name: _____

Product Information: Please return this with your application.

Vendor's Name: _____

Address where crops are grown or items produced*: _____

Manager reserves the right to inspect location at any time before or during market season.

Do you grow or produce all your items? YES / NO

If not, please explain: _____

Are your items certified organic? YES / NO

*If yes, then please attach to this application a copy of your National Organic Standard certificate as provided by a USDA accredited agent

Do you practice chemical-free farming? YES / NO

Are you selling any processed food items? YES / NO

If Yes, Please list items: _____

Minnesota Sales Tax I.D. Number (if applicable): _____

What food related licenses do you currently hold? (include copies): _____

Please list **ALL** items you intend to sell at the market. **Items not listed and approved by market staff may not be sold at the market.** Attach additional page(s) if necessary. Artists/Crafters, may be asked submit photographs of your items.
