



2021 Chanhassen Farmer's Market Rules, Regulations and Application www.chanhassenfarmersmarket.org

Please complete this application to be reviewed for approval as a vendor. Completed applications should be e-mailed to ptandon@ci.chanhassen.mn.us. **ALL VENDORS (NEW OR RETURNING) MUST COMPLETE THIS APPLICATION.** You will be contacted within 1-3 weeks after submitting your application to confirm your spot at the market if your application is approved.

FEES: All fees must be paid in advance before the first market date attended by the vendor. Stall fees are listed below under the "STALL FEES" section. Payments can be submitted in the form of check, money order or cash. Checks should be made out to "City of Chanhassen."

Send payment to:
City of Chanhassen
RE: Chanhassen Farmer's Market
7700 Market Blvd, PO. Box 147
Chanhassen, MN 55317

TIME AND PLACE: Saturdays, June 5th through October 2nd, 2021; 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.

Priya Tandon
Recreation Supervisor, City of Chanhassen & Farmers' Market Manager
952-227-1122 (office)
651-272-6796 (cell)
ptandon@ci.chanhassen.mn.us
chanhassenfarmersmarket@gmail.com

Applicant Contact Information

Business Name: _____

Goods Sold: _____

Primary Contact Name: _____

Cell Phone: _____

Email Address: _____

Vendor Business & 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

Products (Please list all products, products not listed cannot be sold):This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Address where products are grown/made:_____

Minnesota Sales Tax ID Number (if applicable): _____

Forms & Licenses

1. ST-19 Minnesota Revenue Operator Certificate of Compliance Form

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

Produce

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

Plants and Flowers

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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

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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:

- i. Are these items made in a licensed and inspected commercial kitchen?

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Yes

- a. Provide the name and address of the commercial kitchen:

- b. Provide a copy of your MN Dept. of Agriculture Retail Mobile Food Handler and/or applicable license with this application.

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No

ii. Are these items prepared in your home?

☐ Yes

a. Provide a copy of your Cottage Food Producer Registration from the MN Dept. of Agriculture with this application.

☐ No

If you are selling any meat products:

iii. Are they USDA-inspected and approved?

☐ Yes

a. Provide a copy of applicable licenses with this application.

☐ No

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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.

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Handmade Goods

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Non-profit Organizations:

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.

Tax ID #: _____

Stall Fees

Please note that all stall fees must be paid in advance before the first market date attended by the vendor.

Full-season or Weekly vendor?

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Full-season

Fee per 10x10 stall: \$150

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Weekly

Fee per 10x10 stall per week: \$25

Number of stalls requested: _____

Stall space preference: _____

Do you **need** a space for a vehicle in your stall?

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Yes

No

Do you **need** electricity?

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Yes

No

Stall Information

- Stalls are approximately 10 x 10 feet in size
- Limited stalls with access to electricity or room for vehicles are available
- Payment of the stall fee does not guarantee product exclusivity
- Stall spaces for full-season vendors will be reserved for the full season
- Stall spaces for weekly vendors may vary week-to-week
- Requests for stall spaces during the season for weeks not indicated on this application, for weekly or full-season vendors, may or may not be granted, depending on availability
- The Market Manager will assign stall spaces for all vendors. For specific requests, please indicate preference or contact the Market Manager

Requested Dates & Arrival Time

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

<input type="checkbox"/>	June 5	<input type="checkbox"/>	July 17	<input type="checkbox"/>	August 28
<input type="checkbox"/>	June 12	<input type="checkbox"/>	July 24	<input type="checkbox"/>	September 4
<input type="checkbox"/>	June 19	<input type="checkbox"/>	July 31	<input type="checkbox"/>	September 11
<input type="checkbox"/>	June 26	<input type="checkbox"/>	August 7	<input type="checkbox"/>	September 18
<input type="checkbox"/>	July 3	<input type="checkbox"/>	August 14	<input type="checkbox"/>	September 25
<input type="checkbox"/>	July 10	<input type="checkbox"/>	August 21	<input type="checkbox"/>	October 2

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

Approximate arrival time each Saturday: _____

Farmer's Market Day Arrival/Departure Procedure:

- Market hours are 9:00am – 1:00pm each Saturday
- Arrival and setup time is 7:00am to 8:45am
- 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 from 9:00 am through 1:00pm
- Early take-down and departure before closing time will not be allowed, except in cases of rain, severe weather, or emergency
- No sales should be made prior to 9:00 am

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:

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Website: _____

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Facebook: _____

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Twitter: _____

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Instagram: _____

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Other: _____

Rules & 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. All tables, chairs, tents, etc. will be provided by individual vendors, not the Market Manager or City of Chanhassen.
4. 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.
5. Vendors will in no way cause detriment to other vendors.
6. No rummage sale, second hand, or flea market type items may be sold.
7. 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.
8. Alcoholic beverages may not be sold, consumed, or advertised at the market.
9. Vendors are required to post an identification sign in a prominent place stating the vendor name, product, and area they are from.
10. All vendors are expected to clean up in and around their stall after usage. This includes the parking lot.
11. No smoking will be allowed with-in the area designated for the market.

Membership

1. 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.
2. 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.
3. 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.
4. 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.
5. Vendors found to be in violation of one or more rules may be suspended from selling at the Farmers' Market.
6. 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.

Rules & Regulations: Acknowledgement

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 Chanhassen 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 2021 Chanhassen Farmers' Market; whether such injury, theft or damage occurred prior, during, or after the 2021 Chanhassen Farmers' Market. Applicant further agrees to indemnify, defend and hold harmless the City of Chanhassen 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 Chanhassen 2021 Farmers' Market rules.

(Signature of applicant)

(Date)