



**Audubon
Neighborhood
Association**

Dear Farmer,

Thank you for your interest in becoming a vendor at the Audubon Farmers Market, a mini market ran by the Audubon Neighborhood Association (ANA) that serves the greater Audubon Park neighborhood. The Audubon Farmers Market provides a safe, accessible and friendly environment for local farms, bakeries, meat providers, artisans, cheese makers and specialty food producers our area has to offer.

We are interested in showcasing locally grown, raised, sourced, and produced products. The vendor selection takes into consideration many factors, including product quality, sourcing, growing practices, presentation, seniority, compliance, customer service and the right product mix to ensure a diverse and successful market. We will not accept the following items at our markets:

- Nationally distributed packaged foods
- Genetically modified crops
- Food items not grown and/or processed by the vendor
- Non-food items not grown and processed by the vendor (e.g. flowers, herbs, candles, etc.)
- Imported foods or non-food items
- Energy drinks

The market application deadline for this season is Thursday, June 1, 2017. Applications received after this date will only be considered if there is space available, and may not be included in the first round of marketing materials being produced.

Please feel free to contact ANA if you have any questions about the suitability of your products.

Thank you,

Becky Wellington
Market Manager



**Audubon
Neighborhood
Association**

2017 Farmers Market Vendor Application

Audubon Farmers Market
June 15 - September 28
Thursdays, 4:00–7:00 p.m.

MN Tax ID

Fed Tax ID

Email Address

Contact Phone Number

Contact Information

Contact Name

Business/Farm Name

Billing Address

City / State / Zip

Publicity Information

ANA has permission to share the following publicity information with the public.

Website

Facebook page

Twitter handle

Email

Phone

Application Checklist

____ Completed Application

____ Permits and Licenses

____ Proof of Insurance

____ ST19 Form

____ Payment in full

____ Sign Agreement and Release Waiver

Deadline: June 1, 2017

Please pay by check and return all required forms to:

**Audubon Neighborhood Association
2600 Johnson Street NE, Suite A
Minneapolis, MN 55418**

Business Information

Farm (Please complete the attached Agricultural Product Availability Chart and Registration Form)

Farm, garden, or business street address

City State Zip

- _____ Number of owned acres grazed and/or cultivated
- _____ Number of leased acres grazed and/or cultivated
- _____ Number of years farming
- _____ Average distance in miles traveled

Items Raised

- _____ Fruits and/or vegetables
- _____ Meat, dairy, and/or eggs
- _____ Honey, grains, or maple syrup
- _____ Nursery stock
- _____ Cut flowers
- _____ Other (please specify)

Vendors may not knowingly sell products grown with genetically modified seeds.

___ YES ___ NO Are you a registered Farmers Market Nutrition Program (FMNP) Vendor? If not, are you interested in participating? ___ YES ___ NO

___ YES ___ NO Are you participating in our EBT/Food Stamp Token program? If not, would you like to participate? ___ YES ___ NO

___ YES ___ NO Are you selling any processed food items?

___ YES ___ NO Do you grow or produce all your items? If no, please explain:

___ YES ___ NO Are your items certified organic? *If yes, please attach a copy of your National Organic Standard Certificate as provided by a USDA accredited agent.*

___ YES ___ NO Do you practice chemical-free farming? *If no, a list of chemicals and pesticides used is required.*

Prepared Foods Producers

- ___ Prepared "Pickle Bill" Foods
- ___ Other Non-Taxable Prepared Foods
- ___ Taxable Prepared Foods
- ___ Immediately Consumable Foods
- ___ Cottage Food Producer

All Vendors

Please list ALL non-agricultural items you intend to sell at the ANA Farmers Market. Items not listed and/or approved by Market staff may not be sold at the market. Attach additional page(s) if necessary. *Agricultural products should be listed on the following page.*

List other venues and farmers markets where your product(s) are sold.

Any other information about your products or business we should use in promoting you at the market (attach additional pages, if needed).

Stall Rental

Stall rental includes a 10' x 10' space, restroom facilities, garbage/recycling/compost service. Vendors must provide their own tables, tents, tent weights, chairs, signage, and materials. Stalls are not reserved until they are fully paid. Vendors are able to begin set up anytime after 2:00 p.m. If set up begins earlier, a fee of \$25 will be assessed, as it is in conflict with our agreement with GA Church.

Fees

The fee for a stall is \$10 per day. Payment can be made by check or money order. Cash is acceptable if paid in person. Payment is due with completed application by June 1, 2017. A \$30 charge will be added to all returned checks.

Trash, Recycling, and Organics Recycling

The Audubon Farmers Market will supply separate receptacles for trash, recycling, and organics recycling at two stations. The market manager will put up the appropriate signage and educate vendors and consumers about what can and cannot go into each receptacle.

Schedule

Please check all Thursdays that you plan to attend the market.

June	___ 15	___ 22	___ 29		
July	___ 6	___ 13	___ 20	___ 27	
August	___ 3	___ 10	___ 17	___ 24	___ 31
September	___ 7	___ 14	___ 21	___ 28	

or ALL 16 weeks _____

Total # of weeks _____ x \$10 per week = \$ _____

By signing below, I affirm that all information included herein is true and complete to the best of my knowledge. I will let the market manager know if this information changes throughout the market season.

Signature

Date

ANA Farmers Market Agreement and Release Waiver

By signing this agreement I, _____
please print name on line above

- Authorize the Audubon Farmers Market to use information I have provided in this application and photos that may be taken of me or my stall area during the season to promote the market or my participation at the market;
- Authorize a designated agent of the Audubon 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 Audubon Farmers Market Rules of Operation (failure to allow inspection upon demand may cause you to forfeit your stall);
- 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 Audubon Farmers Market Manager has approved my request to sell such products as a food market distributor, and I have received a Minneapolis Market Distributor License; (Selling goods that you have not produced, for which you have not been approved, or for which you have not received proper licensing may cause you to forfeit your stall);
- Acknowledge I have read, understand, and agree to abide by the Audubon Farmers Market Rules of Operation;
- 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 Audubon Farmers Market;

Furthermore, by signing below, I hereby release, forever discharge and hold harmless the Audubon Neighborhood Association, Gustavus Adolphus Lutheran Church, the City of Minneapolis, 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 Audubon Farmers Market. I take full responsibility for my rented stall space at the market, my equipment and supplies, and all products that I bring to sell at the market.

Signature

Date

PERMITS & LICENSES & INSURANCE

Include with the following applicable forms with your application

	<i>MN Dept of Revenue ST-19 FORM^A</i>	<i>Certificate of General Liability Insurance^B</i>	<i>Mpls Farmers Licensing Exemption Form^C</i>	<i>Mpls Market Manufacturer/Distributor License^D</i>	<i>Nursery Stock Growers Certificate^E</i>	<i>Mpls Short Term Food License^F</i>
Produce	•	•	•			
Meat, Egg, Dairy	•	•	•			
Honey, Grains, Maple Syrup	•	•	•			
Fresh Cut Flowers	•	•	•			
Nursery Stock	•	•	•		•	
Prepared "Pickle Bill" Foods	•	•	•			
Other Non-Taxable Prepared Foods	•	•		•		
Taxable Prepared Foods	•	•		•		•
Immediately Consumable Foods	•	•		•		•

- A. Vendors selling non-taxable items must complete the form and check the box: "I am selling only non-taxable items." Form can be found at http://www.revenue.state.mn.us/Forms_and_Instructions/st19.pdf
- B. You are required to carry General Liability Insurance with a coverage limit of \$1,000,000 that includes products and complete operations coverage. Each vendor is required to supply a Certificate of Liability (see sample insurance form) naming Audubon Neighborhood Association as an additional insured. Liability insurance can be purchased through the Minnesota Farmers Market Association from Stearns Insurance Services. Visit <http://www.mfma.org> for information.
- C. Meat/Poultry Processors, Home Processors, and MN "Pickle Bill" vendors need to contact the Minneapolis Environmental Health & Food Safety Division at 612-673-3693 and submit a Market Vendor Plan Review before completing the Farmers Licensing Exemption Form.
- D. Download application at <http://www.minneapolismn.gov/licensing/WCMS1P-085529>
- E. Download application at <http://www.mda.state.mn.us/licensing/licensetypes/nurseryprogram.aspx>
- F. Visit http://www.minneapolismn.gov/licensing/business-licensing_food_index to determine any other licensing your product(s) may require.

Cottage Food Producer Registration: <http://www.mda.state.mn.us/licensing/licensetypes/cottagefood.aspx>

All Cottage Food vendors (earning less than \$5000/season on prepared non-potentially hazardous food) are required to have signage that reads, "THESE PRODUCTS ARE HOMEMADE AND NOT SUBJECT TO STATE INSPECTION". Non-potentially hazardous foods would include jams, jellies, fruit syrups, breads, fruit pies, cakes, cookies, etc.

Compliance with health, safety, and related laws

- Vendors are responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
- Vendors providing samples of their products must comply with the rules governing market sanitation and health issues.

Zero-Waste Farmers Market Vendor Roles, Responsibilities, and Requirements

The Audubon Farmers Market strives to be a zero-waste market. Zero waste means all materials are reused, recycled, or composted, resulting in no waste being sent to the landfill/incinerator. The market requests vendors to do their part to support our zero waste goal. The ANA Farmers Market prohibits the use of styrofoam and encourages everyone to reduce, reuse, recycle, and compost.

Immediately consumable foods (such as prepared food, samples, etc.) are required to be served on compostable products (i.e. paper, cardboard, and BPI certified compostable products).

Vendor Requirements

All prepared food vendors and vendors who sample food at the market must use compostable foodservice ware.

- ◆ Compostable products include paper plates, cups, bowls, napkins, wooden toothpicks, cardboard, straws, etc. (NO styrofoam or plastic insulation or lining)
- ◆ Compostable products include bio-based plastic products such as utensils, clear cups, hot cups and lids, etc. *Note: any bio-based product must be certified compostable.*

Vendors must sort all waste generated from their stalls appropriately into recycling, compost and trash bins.

Vendors are responsible for training all people working in their stalls on recycling and composting rules.

Compostable material should be collected in paper bags or certified compostable bags, not in any type of regular plastic bags.

Any waste containers provided by a vendor should NOT be accessible to customers. Vendors should direct customers to the nearest waste station instead.

Purchasing Supplies

Litin Paper, Falk Paper, and Restaurant Depot are local businesses that all stock biodegradable “plastic” wares made from corn starch. A list of paper towels, plates, cups, bowls, napkins, and other supplies that are compostable can be found through the following links:

<http://www.ecoproductsstore.com>

<http://www.worldcentric.org>

<http://www.bpiworld.org/BPI-Public/Approved/1.html>

Thank you for helping to make the Audubon Farmers Market a zero-waste market!

Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type	Name of business selling or exhibiting at event		Minnesota tax ID number	
	Seller's complete address		City	State Zip code
	Name of person or group organizing event			
	Name and location of event			
	Date(s) of event			

Merchandise sold	Describe the type of merchandise you plan to sell.

Sales tax exemption information	Complete this section if you are not required to have a Minnesota tax ID number.
	<input type="checkbox"/> I am selling only nontaxable items.
	<input type="checkbox"/> I am not making any sales at the event.
	<input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.
	<input type="checkbox"/> This is a nonprofit organization that meets the exemption requirements described below:
	_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]). _____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015)(MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign here	<i>I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.</i>	
	Signature of seller	Print name here
	Date	Daytime phone ()

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for sellers and event operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

Sales tax registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at www.revenue.state.mn.us.

Information and assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at www.revenue.state.mn.us.

For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.