



**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 Friday, May 13, 2016. 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,

Luke A. Stultz
ANA Office Manager



**Audubon
Neighborhood
Association**

2016 Farmers Market Vendor Application

Audubon Farmers Market
June 2 - September 29
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: May 13, 2016

Please pay by check and return all required
forms to:

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

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.

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 May 13, 2016. 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	___ 2	___ 9	___ 16	___ 23	___ 30
July	___ 7	___ 14	___ 21	___ 28	
August	___ 4	___ 11	___ 18	___ 25	
September	___ 1	___ 8	___ 15	___ 22	

or ALL 17 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

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!

Minnesota Department of Agriculture Cottage Food Producer Registration

If you operate a business out of your home you are not eligible to apply for this registration and will not be registered. Businesses include firms, partnerships, cooperatives, societies, associations, companies and corporations.

The passage of the Cottage Food Law in Minnesota has changed sections of current legislation under MS 28A.15, specifically, subdivisions 9 and 10. This new law affects all persons selling food formerly under 28A.15 subdivisions 9 and 10, and persons starting business on or after July 1, 2015.

The changes are as follows:

1. All individuals shall register with the Minnesota Department of Agriculture (MDA) before selling exempt food regardless of the amount of food sold. This includes individuals who sold food prior to the enactment of the new law and individuals who start selling food after the enactment of the exemption.
2. Before registering, you are required to take an approved food safety course, and training is required every three years thereafter.
3. Register with the MDA each year you intend to sell food under the Cottage Food Exemption.
4. You can prepare and sell only NON-potentially hazardous food (such as baked goods, certain jams and jellies) and/or home canned pickles, vegetables, or fruits with a pH of 4.6 or lower.
5. You must label food with your name and address, the date produced, and the ingredients, including potential allergens.
6. Display a sign that says "These products are homemade and not subject to state inspection." If you are selling on the Internet, post this statement on your webpage.
7. The person who makes the food must be the same person who sells the food, and the food must be sold and delivered directly to the ultimate consumer by the person who made it.
8. Sales may be from the home, at farmer's markets, community events, or on the Internet.
9. Your local city, county, or township may require you to buy a business license from them or prohibit your sales due to zoning requirements.
10. Food sales per individual cannot exceed \$18,000 in a calendar year, and you must pay a fee if you sell between \$5,000 and \$18,000 dollars per year.

Please be aware that these sales are subject to income tax and may be subject to sales tax. Contact the Minnesota Department of Revenue for more information at 651-556-3000.

Basic Registration Process: Effective July 1, 2015

Step one:

Review and complete the training for Cottage Food Producer Registration (PDF: 603 KB / 34 pages). You can request a paper copy of the training by contacting our main office at 651-201-6027.

Step two:

Based on the training, determine if you are eligible to register for this license exemption.

Step three:

After completing the training fill out the Cottage Food Producer Registration form (PDF: 301 KB / 2 pages) or you can request a paper copy of the form by contacting our main office at 651-201-6027.

Step four:

Send in the registration form with the fee if required.

Step five:

MDA will send you a registration card in the mail that will contain a unique registration number. You will be registered once your complete information has been received by the MDA.

MDA Contact 651-201-6027.
mda.cottagefood@state.mn.us

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 of \$10,000 or less per year (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.

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.taxes.state.mn.us**.

Information and assistance

If you have questions or want fact sheets on specific sales-tax topics, call 651-296-6181. TTY: Call 711 for Minnesota Relay.

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

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

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