



2019 Elk River Parks and Recreation Farmers Market Application



Business/Farm Name:			
Name of Sellers:			
Mailing Street Address:			
City:		St:	Zip:
Growing Area Address if different from above:			
Home Phone:		Cell Phone:	
Email:		Website:	
Please answer the following questions.			
			YES
			NO
Do you grow and produce all your items? If not please explain below:			
Do you give permission to the market manager to release your name, phone number and/or email to customers interested in contacting you for product information?			

List the products you plan to sell at the market:

Please mark the dates you will be in attendance:

June 6__	June 13__	June 20__	June 27__	July 4 no mkt	July 11__
July 18__	July 25__	Aug 1__	Aug 8__	Aug 15__	Aug 22__
Aug 29__	Sept 5__	Sept 12__	Sept 19__	Sept 26__	Oct 3__

Stall locations will be determined prior to the market season. If you have a certain location you would like to request, please list here. Note that stall locations will be determined to make the best flow of the market with the products that are being sold. If you wish to have a stall with your vehicle parked behind that will require the purchase of two stalls. There is a limited number of vehicle stalls available.

Please note the following must be completed and turned in with application for the application to be valid:

- Vendor Application with Signature and Stall Payment Fee
- Paper copies of any food or product license needed for items you plan to sell.
- Completed MN Revenue ST 19 Form
- W9/Direct Deposit form if new applicant or information has changed

Fee Calculation:

Activity #	2019 Elk River Farmers Market Rates	Quantity	Amount Due
315007-1C	10x10 full season stall fee \$185		
315008-1C	10x10 daily rate stall fee \$35		
	Electricity full season \$15		
	Electricity daily \$5		
	Total Due		

2019 Elk River Farmers Market	Cash	Check: #
Thursdays, June 6 – October 3, 2019	Credit Card : Visa or MasterCard	
Time 3-7 pm	Name on Card:	
Downtown Elk River: 716 & 720 Main St.	Card #:	
	3-digit code on back:	Exp. Date:
	Signature:	

I have read and agree to abide by all City of Elk River 2019 Farmer Market policies and understand that the Market stall fee is non-refundable.

Signature of Responsible Party _____ Date _____

Submit Application:	
In-person	In-person registration is accepted Monday through Friday between 8 a.m. and 4:30 p.m. at City Hall Parks and Recreation Department.
Mail	Mail-in registrations can be sent to: Elk River Parks and Recreation 13065 Orono Parkway Elk River, MN 55330
Drop Box	Place your registration (marked Farmers Market) in a sealed envelope and drop it in the after hour deposit box at the City Hall entrance doors.

Market Information and Guidelines

The Elk River Farmers Market allows farmers, growers, and producers to sell their products directly to the public.

Market Location and Operating Hours

Elk River Farmers Market is located at Downtown Elk River in the parking lot of 716 & 720 Main Street, Elk River, MN 55330. The operating hours are between 3 p.m. - 7p.m.

Market Eligibility and Rules

The following guidelines were established to determine vendor participation in the Farmers Market. Vendors who violate the Market rules may be removed from participation in the Market, without refund, at discretion of the Farmers Market Coordinator.

1. Vendors may not sell any items not approved or shown in their Market application.
2. All items must be prepared, displayed, sold, and stored in accordance with the guidelines established by the Minnesota Department of Agriculture and the Minnesota Department of Health.
3. Craft items sold must be designed and made by hand by the vendor.
4. All vendors are required to participate in the token programs. This includes credit card, EBT, and promotional tokens (if applicable to your business). Please complete the attached W9 if you are a new vendor and the electronic deposit form if you would like to have funds directly deposited. More information on the token program will be included in the welcome letter to vendors prior to the season start date.

General Policies

1. No smoking or consumption of alcoholic beverages allowed in the Market area.
2. Contact the Market Coordinator if you are unable to attend a Market date either by email to kwingard@ElkRiverMN.gov or by phone at 763.635.1156.
3. All vendors must represent themselves in a professional manner. Shirts and shoes must be worn at all times. Discourtesy, swearing, shouting, or harassment is not permitted.
4. Price, terms of sale, etc., are solely between the buyer and seller. All vendors agree to abide by fair business practices.
5. Set up begins one hour prior to Market opening time. **All stalls must be set up prior to 2:45 pm.**
6. Market vendors must be ready to sell at opening time. No presales allowed. Vendors must remain until Market close. No early clean up.
7. Animals are not allowed in the Market area.
8. Tents and canopies must be weighted down with at least 20 pounds per canopy leg.
9. Market staff reserves the right to inspect crop and production areas.
10. There is a porta potty located in the parking lot for vendor and customer use. We ask that you do not use the local businesses for their restrooms.
11. Vendor parking locations will be highlighted in the welcome letter. We ask that you follow this to allow parking for market customers.

Permits and Licenses

All permits and licenses required by the State of Minnesota are the sole responsibility of the vendor. You must supply copies of these at the time your application is turned in.

Taxes

Any required sales tax collections and remittances are the sole responsibility of each vendor.

Insurance

1. Vendors assume full liability for the products they sell and hereby agree to hold the City of Elk River harmless against any claim of injury or damage by any buyer, seller, or other persons resulting from the vendor's participation in the Market.
2. It is required that vendors carry their own insurance, as the city does not provide this coverage.
3. The City of Elk River 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 Elk River Parks and Recreation Farmers Market; whether such injury, theft, or damage occurred prior, during, or after the Farmers Market, seller further agrees to indemnify and hold the City of Elk River harmless for and against any claims for such injury, theft, or damage.

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 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.	
	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.