



2020 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
Do you grow and produce all your items? If not please explain:			NO
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:

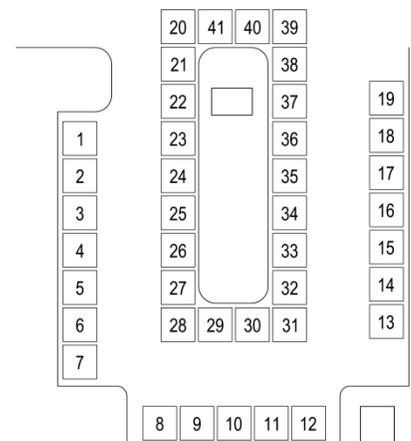
Location:

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. The stalls that allow for a vehicle to park behind are 1-7, and 13-19.

Stall Preference: _____

Please mark the dates you will be in attendance:

June 11 _____	July 23 _____	Sept 3 _____
June 18 _____	July 30 _____	Sept 10 _____
June 25 _____	Aug 6 _____	Sept 17 _____
July 2 _____	Aug 13 _____	Sept 24 _____
July 9 _____	Aug 20 _____	Oct 1 _____
July 16 _____	Aug 27 _____	



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

- Vendor Application with Signature and Stall Payment Fee
- Completed MN Revenue ST 19 Form

Fee Calculation:

Activity #	2020 Elk River Farmers Market Rates	Quantity	Amount Due
315007-1B	10x10 full season stall fee \$210		
315008-1B	10x10 daily rate stall fee \$40		
	Electricity full season \$20		
	Electricity daily \$5		
	Total Due		

Payment			
2020 Elk River Farmers Market	Cash		Check: #
Thursdays, June 11 – October 1, 2020	Credit Card : Visa or MasterCard		
Time 3:00 to 7:00 p.m.	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 2020 Farmer Market policies and understand that the Market stall fee is non-refundable.

Signature of Responsible Party _____ Date _____

To submit application:

- In-person In-person registration is accepted Monday through Friday between 8:00 a.m. and 4:30 p.m. at City Hall Parks and Recreation Department.
Mail-in registrations can be sent to:
- Mail 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 hours deposit box at the Elk River 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 3:00 to 7:00 p.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). 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 at 1 p.m. Please note that vendor vehicles are not allowed in the lot until 1 p.m. All stalls must be set up prior to 2:45 p.m.
6. Market vendors must be ready to sell at opening time. No presales allowed. Vendors must remain 7:00 p.m. 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 prior to the start of the season.

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. This is
	<input type="checkbox"/> a nonprofit organization that meets the exemption requirements described below:
	<p>_____ 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]).</p> <p>_____ 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]).</p> <p>_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.</p>

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.