



## 2021 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 and attach additional page if necessary. Please note that applications will be reviewed by the Market Manager and vendors will be notified of any items that will not be allowed to sell at the market prior to the start of the season. If you are a produce farmer and sell produce only it is not necessary to write all varieties below.

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**Returning vendors in good standing will have until March 1 to return their application with payment for acceptance into the market and maintain their stall location from the previous year. New vendors to the Elk River Farmers Market will be notified and accepted after March 1 based on space availability and product needs that reflect the best interest of the market. New vendors should plan to turn in their application in a timely manner as these will be reviewed based on date received should there be duplication in product offerings. Vehicle spaces are limited to the outside perimeter of the market, and these along with specific stall requests will be honored as space allows based on application return date. Please note that vehicle spaces require the purchase of two stalls.**

Please mark the dates you will be in attendance:

- |               |               |                 |
|---------------|---------------|-----------------|
| June 17 _____ | July 29 _____ | Sept 9 _____    |
| June 24 _____ | Aug 5 _____   | Sept 16 _____   |
| July 1 _____  | Aug 12 _____  | Sept 23 _____   |
| July 8 _____  | Aug 19 _____  | Sept 30 _____   |
| July 15 _____ | Aug 26 _____  | October 7 _____ |
| July 22 _____ | Sept 2 _____  |                 |

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 #	2021 Elk River Farmers Market Rates	Quantity	Amount Due
315007-1A	10x10 full season stall fee \$210		
315008-1A	10x10 daily rate stall fee \$40		
	Total Due		

Payment			
2021 Elk River Farmers Market		Cash	Check: #
Thursdays, June 17 – October 7, 2021	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:		

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I have read and agree to abide by all City of Elk River 2021 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. Please call ahead to ensure City Hall is open to the public due to current health guidelines 763.635.1150.

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.

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## 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 Market Manager.

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).

### General Policies

1. No smoking or consumption of alcoholic beverages allowed in the market area.
2. Contact the Market Manager if you are unable to attend a market date either by email to [kwingard@ElkRiverMN.gov](mailto: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 12:00 p.m. Please note that vendor vehicles are not allowed in the lot until 12:00 p.m. All stalls must be set up prior to 2:45 p.m.
6. Vendors must remain until 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.
12. There will not be electricity offered at the market for the 2021 season. This will be the responsibility of the vendor if their products require electric.

### 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.