



## Vendor Information & Application Packet

### Stewartville Farmer's Market Hours & Contact Information

<b>Location</b>	Striker's Corner 101-10 <sup>th</sup> St NW Stewartville, MN 55976
<b>Hours</b>	Wednesdays, 4 pm to 7 pm, May 25 – September 28
<b>Vendor Cost</b>	\$0.00
<b>Contact</b>	Office & Mailing Address Stewartville Farmer's Market c/o City of Stewartville PO Box 275 - 105 East 1 <sup>st</sup> Street Stewartville, MN 55976  Office Telephone 507-533-4745  Office Fax 507-533-4746
<b>Staff</b>	Market Manager – LouAnn Mensink – 273-2174
<b>Mission Statement</b>	The City of Stewartville feels that we can expand and increase access to health foods by creating a local, healthy and sustainable food supply that will positively impact the Stewartville area residents.

Application Form for Vendors  
Stewartville Farmer's Market

Business/Farm Name: \_\_\_\_\_

Primary Seller Name: \_\_\_\_\_

Name of Additional Sellers: \_\_\_\_\_

Street Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Web Site: \_\_\_\_\_

For any marketing we do, please circle if there is any information we should **not** list:

Name of Farm	Vendor Name	Phone Number	Address	Email Address	Web Site
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MN Sales Tax ID Number (if applicable): \_\_\_\_\_

How many other markets do you participate in? \_\_\_\_\_

County where crops are grown: \_\_\_\_\_

Distance from growing site to Stewartville. \_\_\_\_\_

Do you grow or produce all items you intend to sell?       Yes       No

If NO, please explain: \_\_\_\_\_

Are your items organic or organically grown?       Yes       No

If "yes", include a copy of your most recent certification authorization.

Please list all items you plan to sell at the Farmers Market:

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please check:**

- I have read and agree to abide by all Stewartville Farmer's Market guidelines and rules.
- I agree that the City of Stewartville and Strikers Corner, and their respective officers, employees, agents and consultants are 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 Stewartville Farmer's Market; whether such injury, theft or damage occurred prior, during, or after the Stewartville Farmer's Market, I further agree to indemnify, defend and hold harmless the City of Stewartville and Strikers Corner and their respective officers, employees, agents and consultants for and against any claims for such injury, theft or damage.
- Seller assumes full liability for the products they market or sell and hereby agree to hold the City of Stewartville and Strikers Corner harmless against any claim of injury or damage by any buyer, seller, or other persons resulting from the use, consumption, disposition, display or marketing of seller's products.
- I understand that it is recommended that I carry my own general liability and product liability insurance, at the City of Stewartville does not provide this coverage.
- The City of Stewartville takes pictures and videos of people participating in/attending the Stewartville Farmer's Market for use in marketing and promotional purposes. I grant permission to use the name, pictures, videos and quotes of my employees and me for this purpose.

Signature of primary seller: \_\_\_\_\_ Date: \_\_\_\_\_



## Market Information and Guidelines

**The City of Stewartville is sponsoring a new farmer's market, and we invite your participation.**

**Market Dates:** Wednesdays, May 25 – September 28 - 4 – 7 pm

**Market Location:** Striker's Corner, 101-10<sup>th</sup> St NW, Stewartville, MN 55976

**Application Process:** Return the enclosed application form, signed guidelines, and copies of any applicable permits/licenses to the City of Stewartville. Cost to vendors: \$0.00

### Market Goods:

- The following items are approved for sale:
  1. Fresh produce, if grown by vendor.
  2. Herbs and spices, if grown by vendor.
  3. Honey, maple syrup and preserves, eggs, meat and other goods if prepared and packaged in accordance with rules established by the Minnesota Department of Agriculture and produced by the vendor.
  4. Cut flowers, bedding plants, hanging and potted plants, if grown by the vendor.
  5. Dried flowers or plants grown by the vendor.
  6. Bakery goods prepared by the vendor.
  7. Arts and crafts, if made by the vendor.
- Products not listed above must receive advance approval from the market coordinator before sale.
- Market staff has the right to ask vendor to remove products.
- All items must be prepared, displayed and stored in accordance with the Minnesota Department of Agriculture, Minnesota Department of Health guidelines, and Olmsted County Health Department Guidelines.  
*<http://www.mda.state.mn.us/en/food/safety/minn-food-code-fact-sheets/pickle-bill.aspx>*
- All producers of processed items, (jams, jellies, syrups, breads, lefse, etc.) are required to adhere to labeling law requirements. Items sold must comply with Minnesota State Statute 28A.  
*[www.revisor.mn.gov/statutes](http://www.revisor.mn.gov/statutes)*
- Produce sold as *organic* must have originated from an organic grown certified farm.
- Farmers/growers that are not certified *organic* can advertise or sell produce as “*chemical free*” if they practice chemical free farming.
- All nursery stock sold must have originated from Minnesota.  
*<http://www.mda.state.mn.us/licensing/licensetypes/nurseryprogram.aspx>*

**Insurance:**

- **All vendors should carry their own general liability and product liability insurance, as the City does not provide this coverage.**

**Permits:**

- All permits and licenses required by the State of Minnesota are the sole responsibility of the vendors.
- All Vendors who are required to have such permits/licenses must submit copies with market registration.

**Booth Space:**

- First come, first serve. Please limit one booth space per vendor.
- Vendors are responsible for providing all tables, canopies, and other items needed for their display.
- Tents and canopies must be weighted – absolutely no pounding of stakes in parking lot or grass.
- All displays must be neat and tasteful.

**Set-up/Tear Down:**

- Vendors may begin setting up at 3 pm on market day.
- Market vendors must be ready to start selling at 4 pm on market day.
- In the interest of customer and vendor safety, there will be no moving of vehicles in the market area between 3:45 pm and 7:05 pm. If you arrive after 3:45, you must park in an adjacent area and walk your merchandise and supplies (tents, tables, etc.) to and from your stall location.
- Vendors must remove all materials including paper, bags, boxes or debris resulting from the market by 7:30 pm. All trash must be disposed of properly.

**Market Policies:**

- **The market will begin at exactly 4 pm.**
- Vendors are not allowed to have pets/animals in the market area.
- Consuming alcoholic beverages and smoking is prohibited in the market area.
- All vendors must keep their area neat while selling and make certain that the area is clean before leaving.
- Price, terms of sale, etc. are solely between buyer and seller.
- All sellers agree to abide by fair business practices.
- Market will occur rain or shine.
- Complaints from customers and other vendors will result in the City asking a vendor to not return to the Farmer's Market.