



Bloomington Farmers Market Guidelines & Application

Contact Information

Office and mailing address:
 City of Bloomington
 Farmers Market Coordinator
 1800 West Old Shakopee Road
 Bloomington, MN 55431-3027

Market Coordinator Information

Vick Hoffman, Market Coordinator, 952-563-8586
 Market Mobile Phone: 612-965-2403
 E-Mail: vhoffman@bloomingtonmn.gov

Important Dates

March 1 st , 2020	Application deadline for returning vendors (New vendors are considered for acceptance April-June)
Early April	Returning vendors notified of application status
Early May	Vendor orientation meeting; information included in acceptance letter
June 13 th – October 24 th	Outdoor season, 20 Saturdays from 8am-1pm (Open July 4 th)
July 8 th – August 19 th	Midweek Music and Market, 7 Wednesdays from 4-8pm (Same Location) (Included in this application with separate fees)
November 14 th , 2020	Indoor Farmers Market (Requires a separate application and fee)
December 12 th , 2020	Indoor Farmers Market (Requires a separate application and fee)
Feb 13 th and Mar 13 th , 2021	Tentative additional Indoor Farmers Market dates (Pending scheduling)

READ THE MARKET GUIDELINES CAREFULLY

Items included in this packet:

Application and Fees Market Goods	1	Credit Card Tokens	5
Waste Reduction Initiative	2	EBT Program and Tokens	6
Sampling	2	Rules	6
Importance Notice about Food Licensing	2	Feedback	6
Guidelines for dispensing food at the market	3	Vendor Rights	6
Market Operations	4	Additional Promotional Programs	6
Vendor Stalls and Setup	4	Market Coordinator	6
Displays	4	ADA and MN Relay Requirements	7
Attendance	5	Vendor Application	8-15
Permits, licenses, taxes, and insurance	5	ST-19	16

The Bloomington Farmers Market (hereafter “Market”) features farmers, growers, and producers who sell their own products directly to the public, allowing consumers to have a direct relationship with the producer (hereafter “vendor”) of the items they purchase. This Market emphasizes local products, quality, and freshness.

Application and Fees

- Vendors wishing to participate in the Market must complete an application form and return it to the City of Bloomington for review. After being accepted to the Market, the vendor fees will be due according to the deadlines listed in the application and is non-refundable.
- The City of Bloomington will review and approve all vendor applications before a vendor can participate in the Market. Space at the market and the items a vendor offers will be factors in determining approval.
- During the selection process, the City shall not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance.
- The City of Bloomington requires at least one week to process vendor applications, prior to their start date.

Market Goods

The following items may be approved for sale:

- Vendor grown fresh fruits, vegetables, herbs and spices
- Vendor-produced farmstead products such as cheese, meats, fish, poultry, eggs, baked goods, honey, maple syrup and preserves, must be prepared and packaged in accordance with rules established by the MN Department of Agriculture
- Vendor grown bedding plants, hanging and potted plants, and dried or cut flowers
- Additional products not listed above may also be approved but must receive prior written approval from the Market Coordinator before sale. The market staff has the right to require vendors to remove items not approved or shown in their market application.
- To maintain the agricultural nature of the market, handicrafts and other non-food items shall not exceed 20% of the Market.
- In the case of handicrafts, the product must be substantially made or crafted by hand. The criteria used to determine if a product is a handcrafted include:
 - The starting materials must be significantly altered or enhanced by the craftsperson
 - The handcrafted components must functionally and/or aesthetically dominate the non-handcrafted (commercial) components.
 - A detailed description and photos of the handicrafts to be sold must be submitted with the vendor’s application. All crafts will be juried and selected based on these criteria.
- Products purchased for resale at the market are not allowed unless preapproved.
 - ***Food vendors will not be allowed to serve beverages they do not prepare themselves except for bottled water. Exceptions may be approved by market coordinator with formal request.***
- All items must be transported, prepared, labeled, displayed, stored, and sold in accordance with local, state and federal regulations and are subject to inspection by the Bloomington Environmental Health Division or other regulatory authority. Items sold by weight units of measurement require a Minnesota State Certified Scale. Products with rot, disease, insects or those that fail to meet market standards may be rejected for sale. Market Staff may inspect all products and is the final authority on market day.
- Market Staff and Bloomington Environmental Health Division reserve the right to inspect crops and production areas at any time before or during the market season.
- All producers of processed items (cheese, meats, jams, jellies, syrups, baked goods, etc.) are required to adhere to all state and local laws pertaining to the production and selling of such goods.
- Home prepared and home canned products can be sold only if meeting all requirements of state law (MN Statutes, Chapter 28A.152). A fact sheet regarding these requirements can be found at www.mda.state.mn.us/licensing/licensetypes/cottagefood.aspx
- All items should be sold by bulk, bundle or individual item. Items sold by weight units of measure require a Minnesota State Certified Scale.

Waste Reduction Initiative

Thank you for supporting our efforts to be an environmentally-friendly event by following these waste reduction and disposal guidelines.

- **Vendors must remove their own trash and recyclables from the Market site.** However, with the organics collection for composting, vendors may be allowed to dispose of their food scraps in these receptacles with prior market coordinator approval.
- **All items intended for consumption/use on site resulting in waste must be compostable, including items for sampling.** Paper (unlined cups) and wood (toothpicks) are acceptable materials. All compostable-“plastic” service ware must be BPI certified compostable. Items labeled “biodegradable” do not meet BPI criteria. The Market Coordinator will inspect sampling items each market day.
- Items that are intended to be taken home with customers for later consumption/use do not need to meet these guidelines.
- A full listing of BPI Certified products can be found at www.bpiworld.org.
- Well-marked containers will be available during the Market. Plan to separate and contain materials for composting behind your booth during the event.
- **Plastic shopping bags will not be allowed this season.** The only exception will be for meat vendors to support customer concerns of food contamination. Items packaged in plastic prior to the market do not fall into this rule. Vendors may offer paper bags or certified-compostable shopping bags for customers if they want. The Market will also offer free reusable tote bags for customers.
- The following items will be collected for recycling by CUSTOMERS ONLY: glass, aluminum, plastic, paper.
- The following items will be collected for composting: raw and prepared foods, food-soiled paper products, compostable service ware.
- Materials to avoid: Plastic wrap, non-compostable plastic straws, stir sticks, or utensils, Styrofoam®, condiment packets.
- *Failure to comply with the waste reduction initiative will result in a \$25 fine and the possible loss of future selling privileges.*

Sampling

- Vendors are strongly encouraged to provide samples of their products.
- In order to offer samples, vendors must bring or have immediate access to a portable hand washing station, filled with warm water. The hand washing station must have a toggle-type switch to allow for free flow of water without pressing a button. Best practice is to use a five- gallon insulated cooler. Please note that water is available on our market site inside the Center for the Arts. Vendors can bring their hand washing station and fill it with warm water from the kitchen.
- Vendors must supply soap, a nail brush, paper towels, a pail to catch the waste water, and a garbage can.
- No bare-hand contact with samples is allowed. Vendors must provide their own gloves, serving papers, toothpicks, or other means to avoid touching food with bare hands.
- Samples must be three ounces or less and should be covered to protect against contamination.
- **All sampling service ware must be certified compostable and follow the waste reduction guidelines above.**

Important Notice about Food Licensing

The Market adheres to and enforces all federal, state, and local food licensing requirements. Food licensing at farmers markets can be confusing and complex and can vary from location to location.

Direct questions regarding food vendor licensing should be directed to Bloomington’s Environmental Health Division.

- Office Phone: 952-563-8934
- E-mail: envhealth@BloomingtonMN.gov

The Market Coordinator will work with each vendor on licensing requirements with the assistance of Bloomington Environmental Health. Please note that inspectors visit our market without warning and that ultimately, it is the vendor’s responsibility to be in compliance.

Guidelines for dispensing food at the market

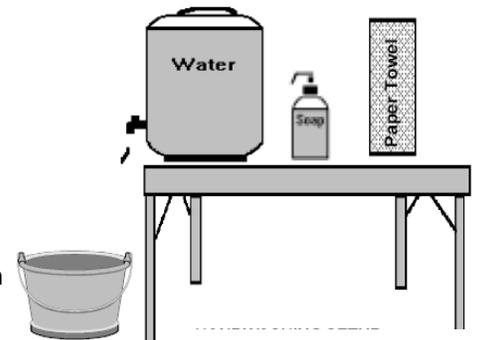
Vendors & Market Staff are responsible for implementing Food Safety Standards

1. Provide a tent or canopy for the food stand. If at an event where the tent/canopy is on grass or dirt surface, you **MUST** provide flooring (mats, plywood, etc.) for the booth.
2. Store all foods, beverages, ice, utensils and paper products at least six inches above the ground or floor. **Label chemicals** and store soap, sanitizer, insect sprays and chemicals away from food and food-related items.
3. Prepare all food in a licensed commercial kitchen or onsite. Home prepared foods are allowed **ONLY** for vendors listed in MN Statute 28A.152.
4. Transport all food products in insulated, covered (picnic) chests in clean vehicles.
5. Use mechanical refrigeration for keeping potentially hazardous foods cold.
6. **Reheat** food quickly to **165°F** and **hold at 140°F or higher**. Outdoor use of “**Sterno**” and chafing dishes is **prohibited**.
7. Keep potentially hazardous foods, such as meats, fish, poultry, cooked rice, and salads at **41°F or colder or 140°F or hotter**. Provide a metal-stem thermometer.
8. Prepare and serve all foods out of reach of the customers. Self-service is prohibited unless proper utensils are provided such as individual soufflé cups for dips, toothpicks for individual food samples, tongs for serving chips, paper plates for bread samples, etc.
9. Wear clean clothing and practice good personal hygiene. **NO** smoking is **ALLOWED** in the food booth. **NO** eating or drinking (from open containers) at the food service/display counters.



A. Hand Washing Setup

10. **HAND WASHING:** WASH HANDS FREQUENTLY AND PRIOR TO HANDLING FOOD. Hand washing equipment **MUST** be located within 10 feet of the food stand.
 - a. Provide soap, running water, paper towels, and catch bucket.
 - b. Hands **MUST** be washed with running water and soap.
11. A hand washing device supplied with a minimum of 5 gallons running water from an insulated container (Illustration A & B) with a spigot which can be turned on to allow portable, clean, warm water (temperature between 70°F and 110°F) to flow over one's hands into a waste receiving bucket of equal or larger volume. Gravity fed devices must have a minimum of 2 inches water above the spigot.

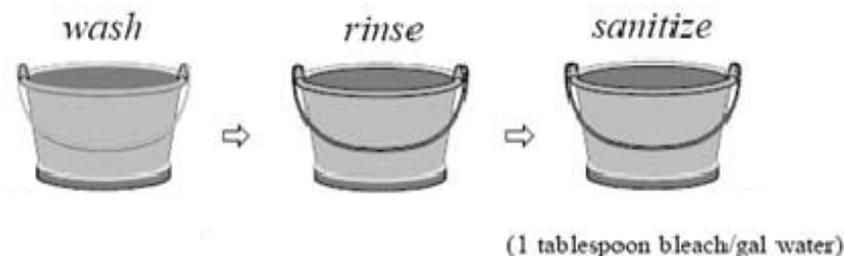


B. Hand Washing Setup

12. **UTENSIL WASHING EQUIPMENT:** Provide three labeled buckets big enough to accommodate the largest utensil. (See illustration C)
 - a. Wash bucket: dish soap and water
 - b. Rinse bucket: clean water
 - c. Sanitizer bucket: bleach/quat and water (follow the directions on sanitizer bottle)
 - d. Provide **test strips** to monitor sanitizer concentration (50 – 100 PPM for Chlorine; 200-400 PM for Quaternary Ammonia)

C. Utensil Washing Setup

13. Failure to comply with the above guidelines can result in a (1) citation (2) closure of food booth or (3) denial of future permits.



Market Operations

- Vendors may not begin setting up before 6:30 a.m. without prior approval. Market Staff will be at the Market location at 6:30 a.m. to check in vendors and assist vendors with any questions they may have about setting up.
- The Market will open at 8 a.m. No presales are allowed. Failure to comply with the starting time will result in a \$25 fine per presale and/or loss of future selling privileges.
- In the interest of customer and vendor safety, **moving vehicles are prohibited in the market area between 7:45 a.m. and 1:15 p.m.** If you arrive after 7:45 a.m., you must park in an adjacent area and walk your merchandise and supplies (tents, tables, etc.) to and from your stall location. Failure to comply with this regulation will result in a \$25 fine and the possible loss of future selling privileges.
- Market vendors must be ready to start selling at 8 a.m. on Market days and remain until the market closes. The City of Bloomington encourages vendors to be in place 30 minutes before the Market opens, but please note that no sales are allowed before the open time.
- Vendors may not take down displays until the Market closes. This includes putting product away, taking down tents, tables, etc.
- The market will occur rain or shine. In the event of severe weather, as determined by Market Staff, people will be asked to clear the market and take shelter in the Bloomington Civic Plaza.
- If the market closes due to weather, vendors are prohibited from continuing to sell. Your market license is only valid while the farmers market is open and a coordinator is on site. Failure to comply with this policy is subject to a \$25 fine.

Vendor Stalls and Setup

- **Having a stall in the previous season is no guarantee that a vendor will have the same stall in any subsequent season.** Vendor cooperation is expected.
- Stall space is assigned by Market staff to allow for the best product mix, traffic flow, electrical needs, etc.
- Market Staff has the authority to move and reassign stall space to enhance or facilitate Market operation at any time during the season, whether temporarily or permanently.
- One stall is two side by side parking spaces (approximately 17' wide); all items must be contained within the stall. Vendors may request one (approximately 17' wide), one and a half (approximately 26' wide), or two (approximately 34' wide) stalls. Stalls on the mulch will fit a 10' X 10" tent with extra space.
- Vendors are allowed only one vehicle in their assigned area and subject to stall location (Vendors located on the mulch are not allowed a vehicle). The vehicle must be contained entirely within their area.
- *Additional vehicles may be parked in the Public Works lot on the NW corner of 98th St. & Logan – NOT in the main customer lots.*
- Vendors are responsible for providing, setting up, and securing all tables, canopies, tents and other items needed for their display.
- No stakes may be pounded into the asphalt or adjacent turf areas, but all canopies MUST be secured/weighted down during the market.
- It is **REQUIRED** that all four legs of canopies be secured with over 20 pounds of weight attached. It is acceptable to additionally tie the frame of your booth to a vehicle. Vendors will be asked to take down their canopies if they do not have adequate weights.
- Vendors are responsible for maintaining a 36" clear access aisle between product aisles accessible to consumers. Vendors must comply with Market requests to move their product/tables.
- Stall space is not transferable. Vendors assume full responsibility for any injury, loss, or damage of any kind that may result from improperly or insufficiently securing tents, awnings, display equipment, products, or other items.

Displays

- All displays must be neat and tasteful. Market Staff has the authority to remove inappropriate displays.
- All Market vendors must have a sign at least 11" X 17" displaying their name or farm name and the town they are located. Signs must comply with the American's with Disabilities Act 4.30.

- All Market vendors should represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn.
- Price, terms of sale, etc. are between buyer and seller only. The market expects vendors to price items for sale at a price that reflects the cost of materials, labor, marketing expenses, and a profit.
- Vendors must remove all trash from the market area by 2:00 p.m. This includes bags and boxes as a result of their sales. **Waste stations are provided for customer recycling/compostable/trash use only.**
- Vendors may place compostable food waste in provided receptacles at waste stations after showing it to the Market Coordinator.
- Vendor agrees to comply with the Americans with Disabilities Act (ADA). See full statement on page 6.
- Vendors may be asked to distribute printed information on City of Bloomington sponsored events and activities.

Attendance

- Vendors are expected to attend all Markets for which they are scheduled.
- Vendors must notify Market staff if they are **NOT** coming to the Market. The notice must be given **NO LATER than 6:30 a.m.** on Market day:
 - Call the farmers market mobile phone: 612-965-2403
 - If staff does not answer, you must leave a voicemail. Failure to do so will record you as a “no show”.
- Email communication of absences is only acceptable prior to the market day.
- Attendance is taken each week. If a vendor is absent from a number of markets or has repeated late arrivals, with or without notice, future participation may be jeopardized.

Permits, licenses, taxes, and insurance

- A Market license will be provided to each vendor. The license must be visible in the stall at all times and is not transferable. Your license only covers you while the market is open.
- All permits and licenses required by the City of Bloomington or the Minnesota Department of Health or Minnesota Department of Agriculture are the sole responsibility of the vendors.
- Any required sales tax collections and remittances are the sole responsibility of the vendors. Completion of the ST19 form must accompany the application.
- All vendors must carry their own Commercial General Liability Insurance with limits up to \$1,000,000, as the City does not provide this coverage.
- Vendors must provide the Market with proof of Automobile Insurance.

Credit Card Tokens

- Market tokens are sold to customers at the Market Information tent. The purpose of the tokens is to increase vendor sales by offering an alternate means of payment to our shoppers. Shoppers purchase tokens with their credit/debit/EBT card from the Market Cashier.
- \$5 tokens are just like cash. Change can be given; no expiration.
- By participating in the Bloomington Farmers Market, you agree to accept Credit Card tokens as payment.



EBT Program and Tokens

Participation in the EBT program is optional for vendors and depends on their product offerings being SNAP-EBT (food stamps) eligible.

- \$1 tokens are only for EBT eligible items. Participating vendors do not give change, and there is no expiration.
- \$1 Market Bucks are a supplement to the \$1 EBT tokens and should be treated just like an EBT token. Market Bucks expire at the end of each calendar year.
- **IMPORTANT:** Vendors are not permitted to use tokens to make change for customers nor to make their own purchases. Tokens should never be transferred, but only redeemed to the Market cashier.

All tokens/Market Bucks/promotional currency should be turned into the Market cashier for recording and future reimbursement. Tokens can be turned into the Market cashier only **ONCE each Market day between 12:00 p.m. and 1:00 p.m.**

- Vendors will be required to sort and count all tokens before turning them in.
- Vendors will sign and receive a carbon copy for each reimbursement turned in.
- Vendors will be mailed a reimbursement check the following week for tokens they have turned.
- **There is a \$20 minimum for reimbursement payments** except for rotational vendors.

Rules

- Vendors are prohibited from smoking or consuming alcoholic beverages at the Market.
- Pets are not allowed within the Market area with the exception of service animals.
- The general cleanliness of the Market area is everyone's responsibility. All vendors must keep their area neat while selling and make certain that the area is clean before leaving.
- Any vendor not complying with the Market rules may be asked to leave by the Market Staff.
- Vendors are not allowed to dispose of their waste at the market. Take it with you.

Feedback

The City of Bloomington encourages feedback about the farmers market. Both positive comments and constructive criticism may be sent the following ways:

- **E-Mail:** vhoffman@bloomingtonmn.gov
- **Office Phone:** 952-563-8586
- **Market Mobile Phone:** 612-965-2403

A vendor may be asked to provide their comments in writing. Market staff will share the information with appropriate City personnel for follow up if necessary.

Vendor Rights

Vendors should feel free to comment on the staff of the Bloomington Farmers Market with respect to management of the Market, market site, guidelines, rules and regulations, promotions and more.

Additional Promotional Programs: The city of Bloomington Farmers Market reserves the right to participate in other "promotional currency" programs and will provide detailed information to all vendors about the use and redemption of tokens, coupons, or other promotional currency.

Market Coordinator

The Market Coordinator's job with assistance from Market Staff is to implement the guidelines and policies of the market. This includes overseeing market set-up, space assignments, and collecting fees, providing information on market policies, and assuring vendor compliance with all market policies. The Market Coordinator will make space assignment decisions for the entire season based on available space in the market. The Market Coordinator will be responsible for public concerns and vendor complaints. The Market Coordinator is also the liaison between the vendors/customers and City staff. The Market Coordinator has complete authority to interpret and implement policy on the market site; including the authority to rescind stall space for just cause.

The policies and guidelines followed at the Bloomington Farmers Market are changed by the Market Coordinator with the approval of the Bloomington Parks & Recreation Supervisor. Requests for change will be considered on a case by case basis at the City's sole discretion.

ADA and MN Relay 711 Requirements

Vendor agrees to comply with the Americans with Disabilities Act (ADA) including applicable provisions of Title II – Public Services and in accordance with 28 C.F.R. Part 35 Subpart B – Section 35.130 of the US Department of Justice Regulations, Section 504 of the Rehabilitation Act of 1973 (Section 504), and not discriminate on the basis of disability in the admission or access to, or treatment of employment in its services, programs, or activities. The Vendor agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of ADA and/or Section 504 caused by the Vendor. Upon request accommodation will be provided to allow individuals with disabilities to participate in all services, programs and activities. The Vendor agrees to utilize their own text telephone or the Minnesota Relay Service in order to comply with accessibility requirements. The City has designated coordinators to facilitate compliance with the Americans with Disabilities Act of 1990, as required by 28 C.F.R. Part 35 Subpart B - Section 35.107 of the U.S. Department of Justice regulations, and to coordinate compliance with Section 504, as mandated by Section 8.53 of the U.S. Department of Housing and Urban Development regulations.

Farmers Market Vendors

Keep pages 1-7 for your records as they reference important guidelines and policies you and your staff are responsible for knowing and following.

Return completed application pages 8-16.