

Bloomington
Farmers
Market
Guidelines

2016

Bloomington Farmers Market
Saturday June 11 – October 15 - 8:00 a.m. – 1:00 p.m.
Bloomington Civic Plaza - East Lot, 1800 West Old Shakopee Road
BloomingtonMN.gov/market
952-563-8877

Jill Murphy,
Market Supervisor
Avery Stark,
Market Coordinator

Contact Information

Office and mailing address:

Farmers' Market Coordinator

City of Bloomington

1800 West Old Shakopee Road

Bloomington, MN 55431-3027

E-Mail: farmersmarket@bloomingtonmn.gov

Office Phone: 952-563-8586

Office Fax: 952-863-8715

Market Mobile Phone (*Only during market season*): 612-965-2403

Jill Murphy, Market Supervisor, 952-563-8889

Avery Stark, Market Coordinator, 952-563-8586

Important Dates

March 1, 2016	Application deadline for returning vendors (New vendors are considered for acceptance throughout the season)
April 4-8, 2016	Returning vendors notified of application status
May TBD, 2016	Vendor orientation meeting: TBD Vendors are expected to attend this meeting to gain valuable information. An opportunity to learn about: new pop-up markets, events, activities and more for the 10th anniversary of the Bloomington Farmers Market.
June 11th 2016	Outdoor season begins Bloomington Civic Plaza - East Lot, 1800 West Old Shakopee Road
October 15th, 2016	Last outdoor market
November 11, 2016 and December 14, 2016	Indoor Farmers Market (Requires a separate application and fee) INSIDE Bloomington Civic Plaza – 1800 West Old Shakopee Road

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 should you cancel.
- 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.

Market Goods

The following items may be approved for sale:

- Vendor grown fresh fruits, vegetables, herbs & 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. 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 more than 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 handcrafted include:
 - 1) The starting materials must be significantly altered or enhanced by the craftsperson
 - 2) The handcrafted components must functionally and/or aesthetically dominate the non-handcrafted (commercial) components.
 - 3) 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
- 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 canned products can be sold only if meeting all requirements of state law (MN Statutes, Chapter 28A.15). A fact sheet regarding these requirements can be found at: <http://www.mda.state.mn.us/dairyfood/factsheets/picklebill.htm>
- All items should be sold by bulk, bundle or individual item. Items sold by weight units of measure require a Minnesota State Certified Scale.

GreenPath waste reduction initiative

The Bloomington Farmers Market will be continuing the GreenPath Waste Reduction effort in the 2016 season. Thank you for supporting our efforts to be an environmentally-friendly event by following these waste reduction and disposal guidelines.

Waste Reduction and Disposal Guidelines:

- **As always, vendors must remove their own trash from the Market site.** However, with the implementation of organics collection for composting, vendors will be allowed to dispose of their food scraps in these receptacles if they choose to compost.
- All items intended for consumption/use on site resulting in waste must be compostable, including items for sampling. **All serviceware must be BPI certified. Items labeled “biodegradable” may or may not meet BPI criteria.** See suppliers of BPI certified products below. Items that are intended to be taken home with customers for later consumption/use do not need to meet these guidelines.
- 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 are allowable, although their use should be minimized, and customers will be encouraged to bring reusable bags to the market.
- The following items will be collected for recycling: 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.
- A full listing of BPI Certified products can be found at: www.bpiworld.org. Look for the BPI logo:



- Failure to comply with the Green Path initiative will result in a \$20 fine and the possible loss of future selling privileges

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 7:45a.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 presales are allowed.
- Vendors may not take down displays until the Market closes. This includes putting product away, taking down tents, tables, etc.
- 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.

Stalls and Set up

- Having a stall in the previous season is no guarantee that a vendor will have the same stall in any subsequent season.
- 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.
- No electricity or water is provided or available unless by request.
- Vendors are responsible for maintaining a 36" clear access aisle between product aisles accessible to consumers.
- Stall space is not transferable.
- Tents and canopies must be weighted down. It is **REQUIRED** that all four legs of canopies be secured with adequate weights. It is recommended that each canopy leg have 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 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 may NOT accept Credit Card or EBT tokens unless Market Staff has a signed contract on file.
- 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.** Exception: Vendors may place compostable food waste in provided receptacles at waste stations.
- Vendor agrees to comply with the Americans with Disabilities Act (ADA). See full statement below.
- 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/listed on application. Vendors must notify Market staff if they are **NOT** coming to the Market. Notice must be given in one of the following ways ***NO LATER than 6:30 a.m.*** on Market day:
 - Call the farmers market mobile phone: (612-965-2403)
 - Call the farmers market voicemail: (952-563-8586)
 - **Send an email to:** farmersmarket@bloomingtonmn.gov
- Verbal notification to Market staff is not acceptable.
- Attendance is taken each week. If a vendor is absent from a number of markets or has repeated late arrivals, with or without notice, it may jeopardize their future participation.

Permits, licenses, taxes and insurance

- A Market license will be provided to each vendor. It must be visible in the stall at all times and is not transferable.
- All permits and licenses required by the City of Bloomington or the State of Minnesota Department of Health or 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 application.
- All vendors must carry their own general liability and product liability insurance, as the City does not provide this coverage.

Rules

- Alcoholic beverages and smoking are prohibited 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.

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.
- Only those vendors who have signed an agreement with the City of Bloomington Farmers Market may accept \$5 credit/debit tokens.



EBT Program and Tokens

- Participation in the EBT program is optional for vendors. Only those vendors who have signed an agreement with the City of Bloomington Farmers Market may accept \$1 EBT tokens/market bucks and only those vendors will be reimbursed for the EBT tokens/market bucks.
 - \$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 be mailed a reimbursement check every week for tokens they have turned in to the Market Cashier.
 - It is a vendor's responsibility to keep their tokens secure, to turn them in regularly and to address any questions to Market staff.

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.

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:** farmersmarket@bloomingtonmn.gov
- **Office Phone:** 952-563-8586
- **Market Mobile Phone** (*Only during market season*): 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

- The vendors as a whole should feel free to comment to staff of the Bloomington Farmers Market with respect to management of the Market, Market site, guidelines, rules and regulations, promotions and more.

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, 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 approval of the Bloomington Parks & Recreation Manager. Requests for change will be considered on a case by case basis at the City's sole discretion.

ADA and TTY 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, 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 TTY 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 of the Rehabilitation Act of 1973, as mandated by Section 8.53 of the U.S. Department of Housing and Urban Development regulations.

Sampling

- Vendors are strongly encouraged to provide samples of their products. Samples are very appealing to shoppers and offering samples gives vendors a reason to engage shoppers in conversation about the product.
- A change in state law in 2014 makes it easier and more straightforward for vendors to offer samples of their products. The requirements of the Safe Sampling at Farmers Markets law will be provided to approved vendors. In the meantime, please note the following highlights:
- 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 serviceware must follow the GreenPath guidelines on **page 3**.

Important Notice about Food Licensing

The Bloomington Farmers Market adheres to and enforces all federal, state, and local food licensing requirement. Food licensing at farmers markets can be confusing and complex and can vary from location to location across the state of Minnesota.

- Direct questions regarding food vendor licensing to Bloomington's Environmental Health Department, *Jessica Jutz*:
 - Office Phone: 952-563-4525
 - E-mail: jjutz@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.

Thank you for interest in the Bloomington Farmers Market. The City of Bloomington is very supportive of the Market and its vendors. We are pleased and proud to provide this gathering place for the community.

Avery Stark
Farmer' Market Coordinator

2016 Bloomington Farmers Market Application

Every Saturday, June 11 - October 15, 8 a.m. - 1 p.m.

Bloomington Civic Plaza - East parking lot

1800 West Old Shakopee Road, Bloomington, MN 55431

Office: 952-563-8586 Market Cell Phone: 612-965-2403

Email: farmersmarket@BloomingtonMN.gov

PLEASE PRINT

Returning Vendor Stall # _____ New Vendor _____ Craft Vendor _____

Date: _____

Business/Farm name: _____

Name of primary seller: _____

Mailing address (where reimbursements checks will be mailed):

City: _____ State: _____ Zip: _____

Daytime phone: _____ Cell phone: _____

Email: _____

Website: _____ Best way to reach you: _____

Address where crops are grown or items are produced: N/A (Craft Vendor)

(We reserve the right to inspect location at any time before or after the market season.)

Check this box if you allow your phone number and/or email to be given to customers who may wish to contact you directly with inquiries about product availability.

1. Number of market stalls requested: **Non Refundable should you cancel.**

1 stall, \$390.00 (2 parking spaces)

1½ stalls, \$585.00 (3 parking spaces)

2 stalls, \$780.00 (4 parking spaces)

Electricity \$85 for the season or \$5/Saturday (Depending on availability)

Individual Saturdays \$40 each (up to 11 weeks)

2. List additional sellers and indicate relationship to primary seller (spouse, child, parent, friend, employee, etc.)

Name of additional seller	Relationship to primary	Name of additional seller	Relationship to primary

3. Please list **all** items you intend to sell on the market Product Inventory Page attached to this application. Items not listed may not be sold at the market without Market Staff approval.
- Add an additional page if necessary. **Products purchased for resale are not allowed at the market.** Also include photos or samples representative of your work. You may submit photos electronically to farmersmarket@BloomingtonMN.gov
 - We require a detailed list of the items you plan to offer at our market.** For example, if you plan to sell “canned goods,” you must list the specific names of each canned item. This helps us to avoid potential product overlap. Please note that approval of your application could be delayed if you fail to provide a detailed list of items

4. Do you grow or produce all your items? Yes No N/A (Craft Vendor)
If not, please explain

5. Are you a registered Farmers Market Nutrition Program vendor?
This program is open to Fruit and Vegetable growers and requires participation in a training class.
 Yes No Product does not qualify N/A (Craft Vendor)

6. Are you interested in accepting EBT/Credit Card tokens? This will require additional training and can be done at the vendor meeting.
 Yes No

7. Are your items certified natural or certified organic? If yes, include a copy with this application of your National Organic Standard certificate as provided by a USDA accredited agent.
 Yes, license number: _____ No N/A (Craft Vendor)

8. Are you selling any home canned food products? Yes No N/A (Craft Vendor)
If yes, include documentation of PH verification.

9. Are you selling any meat products? Yes No N/A (Craft Vendor)
If yes, where was the meat processed?

Name of Processor: _____

Address: _____

Telephone: _____

10. Will your product require any packaging or service ware that will be disposed of on-site?
 Yes No N/A (Craft Vendor)

If yes, please note that all packaging or service ware for on-site disposal is required to be compostable. See the GreenPath information in the market guidelines for more information on **page 3**.

11. What food related licenses do you currently hold? (Please submit a copy) N/A (Craft Vendor)

12. Federal Tax ID number or Social Security number: _____

13. Minnesota sales tax ID number (if applicable): _____

All vendors must complete the ST19 form and return with application

14. Attach proof of Workers' Compensation Insurance.

If vendor has paid employees working at the market, the vendor must provide a copy of proof of workers compensation coverage.

Additional licensing from the City of Bloomington Environmental Health or Licensing Divisions may be required to participate in the market. Please contact Environmental Health at 952-563-4525 to ensure that you are fully licensed and with any questions related to food licensing.

Please check ALL weeks you will attend the market.				
<input type="checkbox"/> June 11	<input type="checkbox"/> July 2	<input type="checkbox"/> August 6	<input type="checkbox"/> September 3	<input type="checkbox"/> October 1
<input type="checkbox"/> June 18	<input type="checkbox"/> July 9	<input type="checkbox"/> August 13	<input type="checkbox"/> September 10	<input type="checkbox"/> October 8
<input type="checkbox"/> June 25	<input type="checkbox"/> July 16	<input type="checkbox"/> August 20	<input type="checkbox"/> September 17	<input type="checkbox"/> October 15
	<input type="checkbox"/> July 23	<input type="checkbox"/> August 27	<input type="checkbox"/> September 24	
	<input type="checkbox"/> July 30			

Please read and initial each of the following boxes:

I have read and agree to abide by all City of Bloomington 2016 Farmers Market policies including the GreenPath waste reduction initiative.

The vendor and any of its employees, agents, or volunteers associated or to be associated with the Bloomington Farmers Market agree to indemnify and hold harmless the City of Bloomington, Minnesota, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, or expenses arising out of the Bloomington Farmers Market or any activity associated with the conduct if the vendor's operations, including but not limited to claims for personal injury, disease or death, injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Bloomington acting within the scope of their employment. Further, the vendor agrees to indemnify the City of Bloomington and any of its agents, public officers, officials or employees and authorized volunteers for any attorney fees and court costs incurred or to be incurred in defending actions brought against them as a result of the vendors use of public property as set forth in this packet.

I understand that it is required that I carry my own general liability and product liability insurance, as the City of Bloomington does not provide this coverage. All vendors must carry **\$1,000,000** (one million) in general liability insurance AND **\$1,000,000** (one million) each occurrence. The City of Bloomington must also be listed as additional insured. Please have your insurance agent use the Accord Certificate of Liability Insurance form. **I have enclosed my certificate of liability coverage listing the City of Bloomington as Additional insured with my application. If your insurance company charges you a fee to add the market as additional insured or if you are a new vendor you may send in your proof of insurance after you are accepted to the Market.**

Completed applications received by March 1, 2016 will be considered first. Preference will be given to past participants with good attendance records and vendors that will enhance the variety of the market. Applications received by March 1, will be notified of their application status by April 4-8 2016. Applications that arrive after March 1 will be given consideration, if space allows. Please **DO NOT send payment with this application**; upon acceptance we will invoice you for the appropriate fee. Call 952-563-8586 or email farmersmarket@BloomingtonMN.gov with questions or for more information.

Please DO NOT send payment at this time, you will be notified of your acceptance and invoiced as appropriate.

Before mailing your application, please make sure of the following:

- * **The application has been filled out completely**
- * **You have initialed the three boxes on page 3.**
- * **You have signed and dated the application on page 4.**
- * **You have enclosed a copy of your certificate of liability insurance unless you are a new vendor waiting to be accepted into the Market.**
- * **You have enclosed a completed ST19 form.**

Waiver: I understand that participation in the Bloomington Farmers Market is completely voluntary. The City of Bloomington shall not be liable for any claims, injuries, or damages, of whatever nature, incurred by the participants which are directly or indirectly attributable to the negligence, whether passive or active, of the City of Bloomington, their agents or employees, arising out of or in connection with the Bloomington Farmers Market. On behalf of my employees, and myself, I expressly release and discharge the City of Bloomington, their agents or employees from any such claims, injuries, or damages. I also understand this waiver includes any injuries that may result from the condition of the facility used in this activity.

Release Agreement: The City of Bloomington takes pictures, and videos of people participating in the Bloomington Farmers Market for use in marketing and promotional purposes. I grant permission to use the name, pictures, videos and quotes of my employees and myself for the above purpose.

Data Privacy: The data supplied on this form will be used to process your Bloomington Farmers Market vendor application. Some requested data is private. It is available to you and City of Bloomington staff who need this information to perform their duties, but is not available to the public. You are not legally required to provide this data, but the City of Bloomington may not be able to review your vendor application without it.

Accommodation: The City of Bloomington does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Bloomington services, programs, and activities. The City has designated coordinators to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by Section 35.107 of the U.S. Department of Justice regulations, and to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, as mandated by Section 8.53 of the U.S. Department of Housing and Urban Development regulations. For information, contact the Human Services Division, City of Bloomington, 1800 West Old Shakopee Road, Bloomington, MN 55431-3027; (952)563-8733 (Voice); (952)563-8740 (TTY). *Upon request, this information can be available in Braille, large print, audio tape and/or electronic format.*

Signature of vendor: _____

Date: _____

Vendor Agreement 2016: EBT/Food Stamp Tokens AND Debit/Credit Card Tokens

To Certify Vendors to Participate in the Bloomington EBT/Credit Card Program

Accepting Tokens:

- RED TOKENS:
 - The EBT/Food Stamp Process:
 - Customers with EBT cards/food stamps will decide how much they want to spend.
 - They swipe their card at the Market booth and receive \$1 RED tokens to use at participating vendor stalls.
 - There is no fee to EBT customers for this service.
 - Customers can spend tokens right away or they can save them for another day when they return to the market.
 - Vendor Instructions on Accepting EBT/Food Stamps Tokens:
 - **NO CHANGE** can be given for RED tokens.
 - **Yes, you can sell:** vegetables, fruit, dairy products, meat, eggs, bread, jam, pickles, wrapped cold sandwiches, wrapped baked goods, and pastries. Also seeds or plants that produce food or herbs can be sold (i.e. tomato or basil plants).
 - **No, you cannot sell:** hot foods or beverages, cut flowers, decorative plants, pet food, alcohol, tobacco, any prepared item meant to be eaten onsite (i.e. smoothies, hot dogs, pizza, coffee), or non-food items.
 - It is **ILLEGAL** to exchange cash for food stamp benefits.
 - Vendors will not exchange tokens for US currency with any person except for authorized market staff.
 - \$1 tokens will be worth the same as \$1 bills – products will be priced the same for EBT customers.
 - EBT/Food Stamp customers must pay for their purchase at the time of the sale. Do not take payments before they get the items or give them items and accept payment later.
 - 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 in to the Market Cashier.
 - With a minimum of \$20 worth of tokens.
 - Do not mail tokens to the market office in an envelope – damaged tokens will not be reimbursed. Tokens should be turned in in-person.
 - If you ever have any questions or concerns about this program, please talk to a market staff person.

- GREEN TOKENS:
 - The Process for Credit/Debit Cards:
 - Customers with Credit or Debit cards will purchase \$5 GREEN tokens to use at participating vendor stalls.
 - GREEN tokens can be used to purchase any item in the market, the same as cash.
 - Customers can save tokens to be spent at a later date. Cash refunds will not be given by the market.
 - Vendor Instructions on Accepting Credit/Debit Card Tokens:
 - Change can be given in cash for GREEN tokens (NOT RED tokens!).
 - You can sell: anything you sell at the market. GREEN tokens work the same as cash.
 - \$5 GREEN tokens will be worth the same as \$5 bills – products will be priced the same for token customers.
 - 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 in to the Market Cashier.
 - With a minimum of \$20 worth of tokens.

AGREEMENT:

I agree to follow all of the above rules.

I understand that if market staff observe or receive evidence of my failure to abide by this agreement, I will not be reimbursed for tokens collected incorrectly, the market will immediately suspend or terminate my approval to accept tokens, and the offense may result in a \$25 fine and/or affect my ability to participate in the market.

I understand that it is my responsibility to inform my family and employees of these rules before they sell at the market on behalf of my farm or business.

I may quit participation in this program at any time, as long as I notify market staff before doing so.

Print Vendor Name _____

Name and Address to be printed on reimbursement check:

Vendor Signature **Date**

I verify that I have spoken to the vendor named above about the market token program, seeking translation if needed. I am confident that they understand all of the above rules and are willing to participate in the program.

Market Staff Signature **Date**

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 up to \$20,000 per year (\$10,000 or less before January 1, 2015)(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>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.

Bloomington Farmers' Market

Product Inventory List

VEGETABLES	Grown or produced by applicant or immediate family member (Check)	<ul style="list-style-type: none"> ➤ Place a Check to the left of all items which you hope to see at the Bloomington Farmers Market in 2016. ➤ Our market places a strong emphasis on vendor grown/raised/made items. ➤ A very limited number of farmstead/non-vendor-made consumable items may be approved for sale at the discretion of market staff <p><i>*For Items with (*) Please provide detailed listing below or attach separate sheet.</i></p>	For Office use only BFM Approved?
Asian Vegetables			
Asparagus			
Beets			
Broccoli			
Brussels Sprouts			
Cabbage			
Carrots			
Cauliflower			
Celery			
Chilies			
Corn			
Cucumbers			
Eggplant			
Fennel			
Garlic			
Gourds			
Herbs			
Indian Corn			
Kohlrabi			
Lettuce/greens			
Lettuce, salad mix			
Mushrooms			
Onions			
Parsnips			
Peas			
Peppers			
Potatoes			
Pumpkins			
Radishes			
Shallots			
Spinach			
Squash, Summer			
Squash, Winter			
Tomatillos			
Turnips			
Other (please list below)			

MEAT PRODUCTS	Grown or produced by applicant or immediate family member (check)	<ul style="list-style-type: none"> ➤ Place a Check to the left of all items which you hope to see at the Bloomington Farmers Market in 2016. ➤ Our market places a strong emphasis on vendor grown/raised/made items. ➤ A very limited number of farmstead/non-vendor-made consumable items may be approved for sale at the discretion of market staff <p><i>*For Items with (*) Please provide detailed listing below or attach separate sheet.</i></p>	For Office use only Approved?
Beef			
Fish			
Lamb			
Pork			
Poultry			
Shellfish			
Other (Please list):			
MISC.	Grown or produced by applicant or immediate family member (check)	<ul style="list-style-type: none"> ➤ Place a Check to the left of all items which you hope to see at the Bloomington Farmers Market in 2016. ➤ Our market places a strong emphasis on vendor grown/raised/made items. ➤ A very limited number of farmstead/non-vendor-made consumable items may be approved for sale at the discretion of market staff <p><i>*For Items with (*) Please provide detailed listing below or attach separate sheet.</i></p>	Approved?
Eggs			
Nuts, whole/shelled (list specific type below)			
Other (Please list):			
FLOWERS & NURSERY	Grown or produced by applicant or immediate family member (check)	<ul style="list-style-type: none"> ➤ Place a Check to the left of all items which you hope to see at the Bloomington Farmers Market in 2016. ➤ Our market places a strong emphasis on vendor grown/raised/made items. ➤ A very limited number of farmstead/non-vendor-made consumable items may be approved for sale at the discretion of market staff <p><i>*For Items with (*) Please provide detailed listing below or attach separate sheet.</i></p>	Approved?
Annuals*			
Bulbs*			
Cactus			
Ferns			
Flowers, fresh*			
Hanging Baskets*			
Herbs*			
Houseplants*			
Minnesota Natives*			
Perennials8			
Shrubs*			
Succulents*			
Trees*			
Vegetable Starts			
Other (Please list)			

VALUE ADDED PROCESSED	Main product was grown or produced by applicant or immediate family member (check)	<ul style="list-style-type: none"> ➤ Place a Check to the left of all items which you hope to see at the Bloomington Farmers Market in 2016. ➤ Our market places a strong emphasis on vendor grown/raised/made items. ➤ A very limited number of farmstead/non-vendor-made consumable items may be approved for sale at the discretion of market staff <i>*For Items with (*) Please provide detailed listing bellow or attach separate sheet.</i>	Approved?
Animal fiber			
Bee's wax products*			
Honey*			
Dried fruit*			
Dried Herbs*			
Jam/jelly/preserves*			
Pickled products*			
Salsa			
Cheese*			
Other (Please list)			