



RICHFIELD FARMERS MARKET VENDOR GUIDE

The purpose of this guide is to assist vendors through the application process, and to be a useful reference to our market policies. It covers information about the market, licensing, insurance, online pre-orders and wholesale sales, food sampling and more.

CONTENTS

Richfield Farmers Market Vendor Guide.....	1
Mission and Market History.....	1
Market Dates, Times, and Location	2
Contact Information.....	2
Office contact information:.....	2
Market Staff:	2
Social media & Marketing:	2
2023 Vendor Application and Registration Timeline.....	3
Additional Items Due	3
Spring Social & Market Site Walkthrough:	3
Fees, Registration	4
Booth Size	4
Annual Rate for the full season (6 MONTHS/26 WEEKS)	4
Half season.....	4
Daily Rate	4
Payment options	4
Booth Payment for Annual Vendors	5
Booth Payments for Half Season & Daily Vendors:	5
Refunds & Cancellations	6
Picnic Table Usage.....	6
Vendor Selection Process.....	7
Returning Vendors Selection Process.....	7
New Vendor Selection Process:.....	8
Sales Tax, Insurance, & Licenses.....	8
Required Forms:.....	8
ST-19 & W-9 Form Information	8
Instructions on completing the ST-19 MN Revenue Operator Certificate of Compliance Form	8



Instructions on completing the W-9 IRS Form with a MN Employee Identification Number or Social Security Number.....	9
Vendor Insurance:	10
MN Farmers Market Association Insurance (MFMA)	10
Worker’s Comp insurance requirement.....	10
License Information:	11
Resellers of any produce or product:	11
For Home/Farm-Grown Produce (Fresh Fruit, Herbs, and Vegetables)	11
For Growers-Dealers/Dealers/Resellers/Wholesale Product Seller	11
For Certified Organic Sellers (Produce & Products)	11
For Fresh-Cut Flowers (grown on your farm):	12
For Greenhouse/Nursery Growers:	12
For Poultry Sellers	12
For Meat Sellers	12
For Eggs Sellers:	12
For Dairy Sellers	12
For Resellers of Meat, Eggs, or Dairy Products (in that you do not produce them yourself on your farm)	12
For Registered Cottage Foods Producers:	13
For Immediate Consumable Foods Producers	14
Products required to be made in a commercial kitchen	14
For Vendors Who Wish to Offer Food Samples	14
Other Foods.....	14
Definitions:.....	15
List of what can be sold at the Market:	17
General Guidelines & Policies:.....	18
Distance from the market	18
Number of booths	18
Subletting.....	18
Sustainability at the market	18
What can be sold.....	19
selling items you did not produce	19
Attendance:	20
Arrival, Set-up, and Break-down:	20



Booths and Display	21
Tents.....	21
Required Signage:.....	21
Electricity Access.....	22
Water Access	22
Vendor code of Conduct.....	23
EBT/Market Bucks AND Credit/Debit Card Token System.....	24
\$1 EBT Tokens.....	24
\$1 Market Bucks & Produce Market Bucks:	25
\$5 Credit/Debit Tokens.....	26
Check Reimbursement Procedure for Tokens & Market Bucks:.....	26
Online Sales – Pre-Orders through the Richfield Farmers Market Food Hub	27
Senior Farmers Market Nutrition Program (S/FMNP)	28
VEAP Donation Collection	28



MISSION AND MARKET HISTORY

Since 1990, Richfield Recreation Services has coordinated the Richfield Farmers Market in Veterans Memorial Park to provide access to local, healthy, and affordable foods. We offer this transformative gathering space where long-term sustaining connections between MN farmers & producers, community members, and neighbor to neighbor relationships are strengthened. The Market emphasizes educational and recreational activities to promote active living and community enrichment.

The Veterans Memorial Park Farmers Market has a long tradition of offering locally grown produce and products to the Richfield community. The market is held at one of the best locations in the twin cities, in Veterans Memorial Park, under a picnic pavilion. About 50 different local vendors come to sell at the market, many of whom have been selling with us for years. We are proud to say that all our vendors come to us from 200 miles or less and at least 80% of the market items are produced right here in MN. Besides the market, the park offers plenty of other fun activities like walking trails through a wooded area and wetlands, a mini golf course, a malt shop café, a playground, free kid's activities in the arts building as well as the park holds the Honoring All Veterans Memorial.

The Richfield Farmers Market is a member of, and supports the initiatives set forth by the Minnesota Farmers Market Association and Minnesota Grown. We also participate in EBT and Market Buck Initiative, administrated by Hunger Solutions MN, which allows customers who use SNAP/EBT to purchase food from the farmers markets. We are committed to making healthy food accessible to everyone who comes to our markets.

The following polices are intended to assist returning and potential new vendors to navigate the vendor registration and product approval process. If you have any questions regarding the Richfield Farmers Market, please contact Richfield Recreation Services at the Richfield Community Center or call 612-861-9385.



MARKET DATES, TIMES, AND LOCATION

- Saturdays, May through October
- 7am – 12pm (May – August) & 8am – 12pm (Sept-October)
- Veterans Memorial Park, 6335 Portland Ave S (64th Street and Portland Ave S.), held under the picnic pavilion in the park.

CONTACT INFORMATION

OFFICE CONTACT INFORMATION:

Richfield Community Center ATTN: Farmers Market, 7000 Nicollet Ave S, Richfield, MN 55423
Office Phone: 612-861-9385

MARKET STAFF:

Richfield Farmers Market Coordinator – Bonnie Hanna-Powers

Phone: 612-861-9362

Email: FarmersMarket@richfieldmn.gov / Bhannapowers@richfieldmn.gov

Recreation Supervisor - Jessica Anderson

Phone: 612-861-9363

Email: JessicaAnderson@richfieldmn.gov

Richfield Farmers Market Staff – Mary Hayden

On-site at market only. Adminstrates EBT & Market Bucks Initiative and Credit/Debit Token Program at the Market Information Booth.

Recreation Department: 612-861-9385

SOCIAL MEDIA & MARKETING:

Join, Promote, & Follow Us! www.richfieldmn.gov/farmersmarket

E-newsletter:

- sign up at www.richfieldmn.gov/news



Facebook @RichfieldFarmersMarket



Instagram @RichfieldFarmersMarket



Twitter @RichfieldFarmkt



2023 VENDOR APPLICATION AND REGISTRATION TIMELINE

- January 3: Vendor registration begins (open to all new & returning Vendors)
- February 1: Priority application deadline for returning 2022 season vendors
- After Feb 1: New vendors accepted on a rolling basis, as space allows.
- March 31 – Accepted vendors: vendor fees invoice due date. All supplemental paperwork due.
- May 6 Opening Day for Richfield Farmers Market
- Oct 28 Final Day for Richfield Farmers Market

ADDITIONAL ITEMS DUE

The following items are due by March 31, if applicable to your products:

- MN Cottage Foods Producer Certification
- Copies of MDA, USDA or other licenses required to sell your products
- Ready-to-eat/hot food vendors, apply for Temporary Food license through Richfield Business Licensing Office
- General Liability Insurance Certificate, with City of Richfield listed as additional insured party
- National Organic Standard Certification (as provided by USDA accredited agent)
- Other applicable licenses & certifications

SPRING SOCIAL & MARKET SITE WALKTHROUGH:

Date: Saturday, April 29, 2023

Location: Veterans Park Picnic Pavilion, 6335 Portland Ave S, Richfield, MN, 55423

Let's get together and kick off the season with a party! This is a chance to meet your market staff, volunteers, fellow vendors, and check out the space ahead of the market season. We will take a walk through the market site and have a chance to answer questions about the market layout.



FEES, REGISTRATION

BOOTH SIZE	ANNUAL RATE FOR THE FULL SEASON (6 MONTHS/26 WEEKS) Due before 3/31	HALF SEASON May 6 – July 29 • due before 3/31 August 5 – October 28 • due before 6/30	DAILY RATE Due 1 week or more before market date
10' x 10'	\$675	\$350	\$35
15' x 10'	\$1,015	\$525	\$52.50
20' x 10'	\$1,350	\$700	\$70

VENDORS OUTSIDE THE PAVILION

For those vendors that are outside of the picnic pavilion, we offer a 25% rebate on their stall fees at the end of the season. This rebate will be in effect only when there is not a spot available under the pavilion for them. The rebate will be returned via check or applied to future market dates, according to the vendor's preference.

Vendors outside of the pavilion bring their own tent, tent weights, tables, and other display materials.

PAYMENT OPTIONS

- Pay online – accepted vendors will receive online payment instructions via email.
- By check:
 - Checks payable to The City of Richfield
 - Submit check payments to:
Richfield Farmers Market, 7000 Nicollet Ave S, Richfield, MN 55423
- Call Richfield Recreation to pay with a card: 612-861-9385.
- Visit the Richfield Community Center during business hours, and pay with cash, check, or card.
7000 Nicollet Ave, Richfield, MN, 55423.



BOOTH PAYMENT FOR ANNUAL VENDORS

- The Richfield Farmers Market is now a full 6 months long!
For vendors who plan to sell all season with us, there are two payment options.
 - Pay the entire booth fee amount by 3/31/2023.
 - For your convenience, you may pay in two payments, one “half season” at a time.
The first installment is due by 3/31, the second installment by 6/30.

BOOTH PAYMENTS FOR HALF SEASON & DAILY VENDORS:

Half season and daily booth rentals will be considered at the discretion of the Market Staff. Daily vendors are required to sell a minimum of 2 times per season and we give preference to those vendors who want to sell 3 times or more.

- Half season vendors must pay by 3/31 for May-July and 6/30 for Aug-Oct.
- Daily vendors must pay at least one week in advance for any market day for which you are scheduled. You may also pay for all the dates ahead of time.
- Payments can be made online, via check, over the phone, at the Richfield Community Center, or at the market with check or cash.
- Booths are not reserved until they are fully paid.
- Daily booth fees cannot be paid with Market tokens.
- Payment for your first selling date is due by 3/31/2023 for returning vendors and within 1 week of acceptance for new vendors.



REFUNDS & CANCELLATIONS

Richfield Farmers Market does not provide refunds for market dates when a vendor misses or is absent from the market. We also do not issue refunds due to weather cancellations or delays, which is a natural part of doing business at outdoor events. In addition, we do not provide refunds if by a vendor's own choosing they quit the market or are asked to quit the market by Farmers Market Staff. Refunds are issued based on the Market Staff's discretion.

Lost or stolen reimbursement checks (for vendors' tokens and market bucks). There are processing costs associated with these types of transactions which may be assessed to the vendor.

PICNIC TABLE USAGE

There are a limited number of 8' picnic tables available for vendors' use.

With the increase of growth at the market as well as to be able to provide table space for community groups, kids activities, customer seating, etc. please be aware that the Market Staff has the right to organize and use these tables for whatever purpose will best serve the market that day. Therefore, we encourage you to bring your own tables.

- Vendors in tents will provide their own tables.
- In the Pavilion:
 - If you pay for a 10' booth space, you are allowed to use one 8 ft. picnic table.
 - If you pay for a 15' booth space, you are allowed to use one 8 ft. picnic table, and are encouraged to bring your own table(s) for additional display space.
 - If you pay for a 20' booth space, you are allowed to use two picnic tables.
 - If you need to use an additional picnic table other than those stated above, then you must check with Market Staff that day. If there is an extra table available, then you can rent it for the day for \$15. This will be on a first come, first serve basis. We recommend that you bring your own extra tables.
 - Please be aware that you must keep within the barriers of your assigned booth space. If a space between booths is desired, it should be arranged and agreed upon by the neighboring vendors. Contact the Market Coordinator with any questions.



VENDOR SELECTION PROCESS

RETURNING VENDORS SELECTION PROCESS

Incomplete applications will not be considered until they are completed. If you need assistance completing your application, please contact market staff.

Priority 1: Vendors returning from the previous summer season of the Richfield Farmers Market. *

Priority 2: Vendors that have participated in the Richfield Winter Market during the previous winter season.

*Applications from returning vendors will receive priority over new vendors as long as they continue to meet the vendor criteria listed below.

- Returning vendors must:
 - Have application in by the priority deadline of Feb 1, 2023.
 - Have supplemental documents submitted: W9, ST-19, and licenses in by deadline of March 31, 2023.
 - Have applied for Temporary Food License (if applicable) and submitted insurance certificate submitted by April 15, 2023.
- Accepted vendors will be notified and invoiced for their booth fees. Payment must be received by the deadline, or their space becomes open for a new vendor to register.
- A Richfield Farmers Market vendor must be in good standing to be invited back the following year.
 - Examples of **not** being in good standing include:
 - Arriving late or leaving the market early without asking/notifying market staff
 - Not following market policies
 - Irregular attendance
 - Not turning in application materials by deadlines
 - Selling to customers past the official market closing time
 - Non-compliance with insurance and MN Department of Health and/or Agriculture regulations
 - Excessive complaints from shoppers to staff
 - The quality of the product changes in lowered quality
 - Additionally, changes in vendor participation may occur at the discretion of the Market Staff based on factors such as attendance changes, changes in the market vision, or changes in the market plans.



NEW VENDOR SELECTION PROCESS:

Incomplete applications will not be considered. If you need assistance with completing your application, please contact market staff.

Priority will be given to previous vendors from past seasons that are in good standing. New applicants will next be considered if space allows and based on the market's need.

By March 31, 2023 all new vendors who have applied will be notified of acceptance status. Accepted vendors will be invoiced for their booth payment, space in the market is not guaranteed until booth payment is received.

Craft/Artisan vendors are allowed at the market as daily vendors, with food vendors given priority, and crafters taken as space allows, at the discretion of market staff. No home party, direct sales representatives and/or consultant type of business are allowed at the market.

New vendor applications will be considered on a rolling basis throughout the season, as space allows.

SALES TAX, INSURANCE, & LICENSES

REQUIRED FORMS:

In addition to the booth fee & Vendor Application you must submit:

- ST-19 Minnesota Revenue Operator Certificate of Compliance Form
- W-9 IRS Form
- Current general liability insurance certificate or rider policy, or copy of MFMA vendor insurance form

ST-19 & W-9 FORM INFORMATION

All Vendors must fill out these forms. These forms are available online at www.richfieldfarmersmarket.org

If you are selling items or services that are taxable* under MN State Law, you must have a MN Tax ID number. Apply online at <https://www.revenue.state.mn.us/guide/registering-your-business> or contact the MN Department of Revenue at (651)282-5225.

*It is the vendor's responsibility to know if you need to register for a MN Tax ID number.

INSTRUCTIONS ON COMPLETING THE ST-19 MN REVENUE OPERATOR CERTIFICATE OF COMPLIANCE FORM

- You must complete this form by the deadline.
- Place this information on the form:
 - Name of group: Richfield Recreational Services, 7000 Nicollet Ave S. Richfield, MN 55423
 - Name and Location of event: Richfield Farmers Market, Veterans Memorial Park, 6335 Portland Ave S



- Dates of event: Saturdays May – Oct. 7am-noon

- If selling non-taxable items, check the box: "I am selling only nontaxable items."

INSTRUCTIONS ON COMPLETING THE W-9 IRS FORM WITH A MN EMPLOYEE IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER.

You must complete this form and send it in by the deadline.

In order to be paid by the City of Richfield for your income derived from the EBT & Market Buck Initiative & Credit/Debit System you must fill out this form. If this income is over \$600.00 it may be reported.



VENDOR INSURANCE:

General Liability Insurance with a coverage limit of \$1,000,000 that includes products & completed operations coverage is required for all vendors.

A copy of your current General Liability Insurance Certificate or Rider Policy is due before the market season begins. The City of Richfield must be listed (at 7000 Nicollet Ave S, Richfield MN 55423) as an additional insured party.

MN FARMERS MARKET ASSOCIATION INSURANCE (MFMA)

Vendor Insurance is available through the Minnesota Farmers Market Association, as well as from other sources.

MFMA Vendor Insurance Info: <https://www.mfma.org/Vendor-Insurance>

or contact the MFMA:

Kathy Zeman kzeman@mfma.org

(507) 664-9446 - feel free to text

Catering insurance is available from FLIP - www.flipprogram.com

WORKER'S COMP INSURANCE REQUIREMENT

If you employ outside staff (not yourself or members of your family), please include your workers' compensation insurance information with your application. This is required. If applicable, include additional license numbers or copies/proofs of certifications.



LICENSE INFORMATION:

RESELLERS OF ANY PRODUCE OR PRODUCT:

If you buy any produce or products to resell at the market, you will need to get a license from the Dairy & Food Inspection Division of the MN Dept. of Agriculture.

Any resold products must be labeled with the name, address, phone, email/contact info of person whose grew and/or produced the products once you have a license and approval from market staff.

For Home/Farm-Grown Produce (Fresh Fruit, Herbs, and Vegetables)

You do not need to be licensed if your produce is grown on your land/farm. All that is required is the W-9 Form, ST-19 MN Revenue Operator Certificate of Compliance Form, and a copy of your General Liability Insurance Certificate or Rider Policy.

- If any item you plan to sell has been bought/grown or produced by anyone other than yourself, you will need a license through the Dairy & Food Inspection Division of the MN Dept. of Agriculture.

FOR GROWERS-DEALERS/DEALERS/RESELLERS/WHOLESALE PRODUCT SELLER

If reselling produce, you need to contact the Dairy & Food Division of the MN Dept. of Agriculture at 625 Robert Street North, St. Paul, MN 55155 OR call 651-201-6027 to apply for a **Retail Mobile Food Handler License** in order to sell at Richfield's Farmers Market.

For Certified Organic Sellers (Produce & Products)

Any product represented as organic must be produced in accordance with the USDA's National Organic Standards (however there are some exemptions).

<http://www.ams.usda.gov/nop/NOP/standards.html>

OR <https://www.mda.state.mn.us/organic>

For more information, contact Cassie Dahl, Ag Marketing & Development, MN Dept. of Agriculture: [651-201-6134](tel:651-201-6134) , Cassie.Dahl@state.mn.us

We require a Copy of your National Organic Standard Certification (as provided by a USDA accredited agent) by the deadline.



For Fresh-Cut Flowers (grown on your farm):

You do not need to be licensed if your flowers are grown on your land/farm. All that is required is the W-9 Form, ST-19 MN Revenue Operator Certificate of Compliance Form, and a copy of your General Liability Insurance Certificate or Rider Policy.

- However, if any item you plan to sell has be bought/grown or produced by anyone other than yourself, you will need a license through the MN Dept. of Agriculture.

For Greenhouse/Nursery Growers:

Greenhouse growers who purchase plants must maintain them in their greenhouse for at least 45 days and the container must be changed.

- Violation of this rule could result in suspension of all selling privileges for up to one calendar year.

Call the Nursery License Line at 651-201-6619 for requirements and more information or see <https://www.mda.state.mn.us/plants-insects/nursery-certification-and-plant-regulation>

For Poultry Sellers

Refer to the Selling Minnesota: Poultry Products factsheet.
https://www.mfma.org/resources/Selling%20MN/LFAC_local_poultry.pdf

For Meat Sellers

Refer to the Selling Minnesota: Meat Products factsheet.
https://www.mfma.org/resources/Selling%20MN/LFAC_local_meat.pdf

For Eggs Sellers:

Refer to the Selling Minnesota: Shell Eggs factsheet.
https://www.mfma.org/resources/Selling%20MN/LFAC_local_eggs.pdf

For Dairy Sellers

If selling dairy products of any kind, contact the Dairy & Food Division of the MN Dept. of Agriculture 651-201-6027 to learn licensing requirements in order to sell at Richfield's Farmers Market.

For Resellers of Meat, Eggs, or Dairy Products (IN THAT YOU DO NOT PRODUCE THEM YOURSELF ON YOUR FARM)

Contact the Dairy & Food Division of the MN Dept. of Agriculture 651-201-6027 to be licensed in order to sell at Richfield's Farmers Market.



For Registered Cottage Foods Producers:

These are foods that fall under the “Cottage Foods” Exemption which allows individuals/vendors (but not businesses) to make food in their own home kitchens to sell directly to the consumer.

- Some examples include: Maple Syrup & Honey; Baked foods; Candies & Confections; Dried, Dehydrated or Roasted Foods; Icings, Frostings or Sugar Art; Jams, Jellies, Preserves, & Fruit Butters as well as some Canned Pickles, Canned Fruits & Vegetables, Fermented Foods, and Vinegar Products.
- For current regulations, and to become a registered Cottage Foods producer, please visit: <https://www.mda.state.mn.us/food-feed/cottage-food-producer-registration>



For Immediate Consumable Foods Producers

Contact us first at 612-861-9362 or 612-861-9363 for information about any licensing requirements related to selling your products at the farmers market in Richfield.

- Once accepted as a vendor, you will need to apply for a Farmers Market Stand Food License through the Richfield Business & Licensing Office, 612-861-9870, at City of Richfield 6700 Portland Ave S, Richfield MN 55423.
 - There may be a charge for the license.
 - You must apply for your Farmers Market Stand Food License no less than 2 weeks prior to your first market date.
 - They will send your application over to the Bloomington Environmental Health Division (952-563-8934 or envhealth@ci.bloomington.mn.us) where a health inspector will follow up to ensure you are following proper safe food handling practices. This health inspector will notify us if you are approved to sell. In addition, a health inspector will visit you during the market to inspect your food setup.
 - All vendors who sell immediately consumable food are required to have a gravity hand washing station onsite at your booth.

PRODUCTS REQUIRED TO BE MADE IN A COMMERCIAL KITCHEN

If you sell any of the following products, your products must be prepared in a Commercial Kitchen and have a license:

- Immediately Consumable Foods (food eaten on-site at the market)
- Cheeses and Butter
- Other Prepared and/or Potentially Hazardous Foods (including anything that contains dairy, eggs, fish, meat, poultry or seafood).

For Vendors Who Wish to Offer Food Samples

- All vendors who offer food samples are required to have a gravity hand washing station onsite at your booth.

OTHER FOODS

Please contact us about any other food items not listed.

If your product isn't listed, contact the MN Dept. of Agriculture, Dairy & Food Division, at 625 Robert Street North, St. Paul, MN 55155 or 651-201-6027 to find out more about your licensing requirements to sell with us.



DEFINITIONS:

Growers: any individual who derives income from farming as indicated by the appropriate schedule of their income tax return.

Producers/Farmstead Producers: any individual who is not a grower or farmer but who grows, raises, or manufactures goods intended for sale at the market by the force of his or her own labor. This applies to vendors who still sell food products, such as cheese, meat, eggs, etc.

Prepared Food Producer: any individual who transforms raw ingredients into a finished food product meant for consumption off the market site. Examples include but are not limited to jams, jellies, pickles, other fruit and vegetable preserves, baked goods, etc.

Immediately Consumable Food Producer: any individual who transforms raw ingredients into a finished food product intended for consumption at the market. Examples include but are not limited to: any foods sold heated or prepared on-site, drinks, BBQ sandwiches, hot dogs, tamales, roasted corn, ice cream, etc.

Farmer: an individual whose principal products are agricultural in nature

Vendor: an individual whose goods or services are sold at the market.

Returning Vendor: a vendor who sold at our market from a previous season

New Vendor: a vendor who this will be their first season selling at our market

Daily Vendor: a vendor who holds a booth on an available basis and who pays a daily fee for their space.



Annual Vendor/Full Season Vendor: a vendor who participates the entire season and may hold a specific booth for the entire season.

Grower-Dealer(s): are those individuals who grow at least 30% of what they sell at the Market, based on dollar sales generated at the market. Also, Grower-Dealers may buy product to be re-sold at the market.

Dealers: are those individuals who buy products to be re-sold and do not grow or produce what they sell.

MDA: MN Department of Agriculture, Dairy & Food Inspection Division licenses many vendors' food products. Located at 625 Robert Street North, St. Paul, MN 55155 or call 651-201-6027

USDA: United States Department of Agriculture



LIST OF WHAT CAN BE SOLD AT THE MARKET:

The Richfield Farmers Market at Veterans Memorial Park is for local growers and producers to sell their products. No brokers, agents or others may represent a farmer. We currently allow and reserve only one space for one Grower-Dealer or Dealer vendor to sell at the market.

- Homegrown Fresh Fruits, Herbs, & Vegetables including Certified Organic
- Homegrown Fresh Cut Flowers & Dried Plants
- Plants:
 - Rootstock, Shrubs, and Trees
 - Perennials, Annuals, Hanging and potted plants
- Frozen Farm-Raised Meats, Poultry, Jerky, & Eggs
- Cheeses and Butter (produced in a commercial kitchen)
- Pasteurized Dairy products
- Immediately Consumable Foods (prepared in a commercial kitchen)
- Honey & Maple Syrup Products including those qualifying under the MN Cottage Foods Producer Exemption
- Bread & other Bakery Goods, including those qualifying under the MN Cottage Foods Producer Exemption.
- Canned Goods (ex. Jams, Jellies, Preserves, Fruit Butters, Pickles, Picked Vegetables & Fruits, Sauerkraut, Kim Chi, Chutneys, Horseradish, Salsas) including those qualifying under the MN Cottage Foods Producer Exemption
- Spices, Rubs, & Sauces including those qualifying under the MN Cottage Foods Producer Exemption
- Vinegars & Oil Olive Products including those qualifying under the MN Cottage Foods Producer Exemption
- Candy & Confections including those qualifying under the MN Cottage Foods Producer Exemption
- Dried, Dehydrated, and Roasted Products including those qualifying under the MN Cottage Foods Producer Exemption
- Other Food Products Not Listed Here (contact us)
- Craft/artisan vendors are allowed at the market as space allows. Food producers and other farm products will be given first priority.
- No home party and/or consultant type of business are allowed at the market.



GENERAL GUIDELINES & POLICIES:

DISTANCE FROM THE MARKET

The rental of selling space shall be restricted to those whose principal production site is located within 200 miles (radius) of the Richfield Market location.

NUMBER OF BOOTHS

- Vendors may rent a maximum of 2 booth spaces per season, with the exception of early and late season availability. Priority for double booths (20' long) and 1 ½ booths (15' long) go to returning market vendors in good standing.
- In addition, we only allow one booth spot per business and/or family. If you farm on the same land/location as your other business partner and/or family member, you are not allowed to sell in an additional spot at the market.
 - 2 family members farming land with the same address but a different section of the acreage, if farmed separately, is allowed. Contact Market Coordinator with questions.

SUBLETTING

Vendors may not sublet or rent their booth space to any other party.

If a vendor is found to be subletting or renting their booth to a family/business not recorded on their application, they will immediately be asked to leave the market for the remainder of the season, with the possibility of not being allowed to sell again with us in future seasons.

SUSTAINABILITY AT THE MARKET

The Richfield Farmers Market values sustainability. In 2019 we added Organics Recycling containers and a dumpster to the farmers market, and started a "Take A Bag, Leave A Bag" program for customers.

- In 2023, we will continue collecting Organics (compost) at the market.
 - Any spoiled or unsellable food, plant or vegetable trimmings or leftovers should be added directly to the Organics dumpster. Vendors are encouraged to bring a bucket to collect their own organics. These things should not be placed into the green Organics bags, which are for customer use.
 - If you sell ready-to-eat foods, you will need to serve the food in BPI certified compostable containers, flatware, cups, etc. Vendors will help educate customers, by telling customers that they can put all serve ware into the organics recycling when they are finished.
 - We will help vendors transition to certified compostable products by brainstorming what products would work well for your needs, and providing resources for where to buy these products. Please contact us for more information on this.



- Bags and Packaging
 - The market encourages customers to bring their own reusable bag(s).
 - **Single-use plastic bags are not allowed at the market.** If you need to, or prefer to give out a bag, paper or BPI-certified compostable bags are a good option.
 - Vendors are encouraged to phase out all non-recyclable, non-compostable packaging.
- Resources for compostable bags, paper bags, and compostable packaging and serve ware will be shared on our website.
- Market staff and Richfield's Sustainability Specialist Rachel Lindholm are available to answer questions about organics recycling, sustainable bags and packaging.
 - rlindholm@richfieldmn.gov

WHAT CAN BE SOLD

Vendors are only allowed to sell products that they have listed on their application, produced themselves or are licensed to resell, and that have been approved by Market Staff. See page 13 for a list of what items can be sold.

SELLING ITEMS YOU DID NOT PRODUCE

- If you buy any produce or products to resell at the market, you will need to get a license from the Dairy & Food Inspection Division of the MN Dept. of Agriculture.
 - Any resold products must be labeled with the name, address, phone, email/contact info of person whose grew and/or produced the products once you have a license and approval from market staff.
- If a vendor is found reselling any item at their booth without a license from the MDA and/or without notifying market staff:
 - 1st time: the vendor will receive one verbal warning, and must remove the item
 - 2nd time: the vendor will receive one written warning, must remove the item
 - 3rd time: If a market vendor is found to be reselling an unapproved product a third time, market staff will schedule a visit with the vendor in order to inspect greenhouse(s), garden(s), farm(s), and/or other place(s) of production. Failure to allow inspection upon demand will cause them to forfeit their booth and any fees they may have paid.
 - 4th time: after a farm visit, if market staff sees a vendor continuing to resell this or any other items they will be automatically dismissed from the market for the season and any fees they may have paid are forfeit



ATTENDANCE:

- Vendors are expected to attend all dates they sign up for.
- If you can't make it to the market, please let us know right away.
 - On the day of the market: Please contact Bonnie via phone call or email: 612-861-9362, bhannapowers@richfieldmn.gov. Leave a voice mail or email if you are going to be late or absent from the market.
 - If you do not show up or contact Bonnie by 15 minutes before the opening time, your booth may be resold, without a refund.
 - If we do not hear from you by 6:45AM (or 7:45AM Sept-Oct) the morning you are absent or late, you will receive one written warning.
 - If you are late again you will be fined the current daily booth fee to be paid to the City of Richfield. This fee must be paid before you can attend the market again.
- Vendors who are consistently late or absent are not considered to be in good standing.

ARRIVAL, SET-UP, AND BREAK-DOWN:

SETUP TIME

Vendors can begin setting up 1 hour before the market start time.

- May-August the market opens at 7am, vendors can begin setup at 6am.
- Sept-Oct the market opens at 8am, vendors can begin setup at 7am.

BOOTH LOCATION

- Daily vendors should check in with market staff to find their assigned booth.
- Returning Vendors from past market seasons will generally set up in or near their previously assigned booth(s); however, market staff reserve the right to re-assign any vendor to a different booth in order to serve the market's overall best interests.

CLOSING TIME

- Vendors must be completely packed up and out of the market space by 1:00pm. The pavilion has other reservations starting at 1:30pm and park staff comes to clean it before then.
- After we close at 12pm, vendors may not continue to sell to customers entering the market.
- Market Staff will remind late customers of our closing time.

AFTER MARKET CLEAN UP:

All vendors are required to clean up their booth(s) after usage. This includes the selling and parking spaces. Failure to clean up properly will result in a fine (equivalent to our cost of cleanup) and/or loss of future selling privileges.



- Trash, Recycling & Organics Recycling facilities are located onsite at the market.
 - Vendors must break down all cardboard boxes before placing them in the recycling receptacle.
 - Vendors should provide their own organics receptacle, such as a bucket, which can be emptied straight into the Organics Recycling dumpster. Vendors should not use the receptacles provided by the market for customers.

PARKING

Overnight parking is prohibited in Veterans Memorial Park.

- If your vehicle is small enough, and the vendor space allows, you may park it directly behind your booth space at the market.
- Larger vehicles, vendors set up on the grass, or vendors who have more than one vehicle are required to park in the general parking lot in the back of the lot so that customers may have first priority to spaces closest to the market.
- Vendors and their employees are asked to park vehicles on adjacent city streets or in neighboring parking lots, rather than in the market parking lot during the busiest times at the market.

BOOTHS AND DISPLAY

TENTS

- If you are located under the picnic pavilion you do not need to provide a tent for your space.
- For vendors placed outside the pavilion, it is recommended that you bring a tent for your space.
- If you choose to use a tent, then you must weigh down the legs of your tent securely. Stakes should not be used, as there are electrical wires that run underground.
- The City of Richfield is not liable for any destroyed or damaged product, persons, individuals, etc. due to vendors not weighting down their tents properly and securely.
- Weights for tent must weigh at least 25 lbs. each and be secured to each tent leg or where two tent legs meet. For one 10x10 tent this means 4 weights each, each weighing 25 lbs. or more. Weights must be securely fastened to the tent leg or frame.
- Dumbbells or other household items loosely tied to the leg are not allowed. Likewise, simply laying a weight on the small "foot" of the tent leg is not allowed.
- In the event of high winds, the Market Staff has the right to not allow vendors to set up or take down tents. We recommend vendors to use their own discretion to operate without tents if they judge the conditions to be too windy.

REQUIRED SIGNAGE:

- All vendors must display the designated sign provided by the City of Richfield that includes their name and city address, in addition to their own business banner/name sign.
 - This sign needs to be visible to customers at all times when at the market.
 - If an incident arises with something purchased from your booth, customers need to be able to track where they brought their purchases.



- All vendors who can accept EBT/SNAP tokens must display an “EBT Accepted Here” sign of their own, or one provided by the market. This sign must be visible to customers at all times.
- All vendors must provide professional prices/price signs for the products they are selling. Unacceptable price signs include writing on pieces of notebook paper, misspellings, etc.
- Produce vendors: To comply with the Farmers’ Market Nutrition Program (S/FMNP), vendors are required to post prices for all FMNP eligible produce sold at the market AND post FMNP Sign given to you by the MN Dept. of Agriculture.

Electricity Access

For vendors who need electricity, there are a limited number of electrical boxes available at the market. However, electrical boxes are based on need on a first come, first serve basis and priority is given to past vendors in good standing. In addition, no vendor may use more than one electrical box and they must use only the box and/or outlet assigned to them. Vendors are responsible for their own electrical extension cords and equipment. The City of Richfield is not liable for any injury that results from improper electrical usage.

Vendors using electricity will pay a one-time \$25 fee.

Water Access

Water is available through the use of an outdoor water spigot.



VENDOR CODE OF CONDUCT

We reserve the right to govern the market in a manner consistent with good business practices and believe that vendors must present themselves in a professional manner at all times.

- All sellers must be properly dressed in clean clothes.
- All sellers must always wear footwear.
- No person may use tobacco, tobacco products, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products on City-owned parks, conservation areas, open spaces, or recreational facilities.
- No hawking or exuberant pressure intended to persuade customers to buy products is allowed.
- No selling of rotted, moldy, poisonous, or other foods that may endanger the health and safety of customers.
- Neither customers nor vendors may engage in solicitation or political activities anywhere within market grounds during market hours.
- Dogs and other pets are not allowed anywhere on the market site, including in vehicles.
- No radio or music may be played unless approved by market staff.
- Vendors must act respectfully toward other vendors, customers, volunteers, and market staff at the market. Examples of disrespectful behavior include but are not limited to: yelling, swearing, disruption, racial slurs, and name calling.
- If a vendor observes a market customer behaving disrespectfully to anyone at the market site, they should notify the Market Coordinator or Manager immediately. The Market Staff will then take the necessary steps to remove the offender from the market site.
- Vendors must guarantee customer satisfaction for all goods sold.
- Animals* are not allowed within the picnic shelter area and/or within the Farmers Market selling area during market hours. *Service animals are allowed.
- Alcoholic beverages and smoking are prohibited at the market. In addition, no person may use tobacco products on city-owned parks, conservation areas, open spaces, or recreational facilities, including without limitation: trails within parks used for walking and biking, picnic shelters, athletic fields, and play areas. Bill No. 2010-20 Section 1, city code 840.13



EBT/MARKET BUCKS AND CREDIT/DEBIT CARD TOKEN SYSTEM

Purpose: For vendors to be able to accept EBT Tokens, Market Bucks, and Credit/Debit Card Tokens as a form of payment.

Richfield Farmers Markets are a part of the EBT (Electronic Benefits Transfer) and Market Bucks Initiative through Hunger Solutions MN. This program allows customers who use Federal food assistance, known as Supplemental Nutrition Assistance Program/SNAP or EBT, to be able to buy food at our farmers markets. We also offer customers the ability to use their Credit/Debit cards at the market. Both of these are run through a token system.

This program is optional. However in an effort to make food be more accessible to everyone in our community we encourage and appreciate your participation in this program. Please contact us if you have any questions about this program.

In order to be certified in this program: please read the following instructions and opt in to the EBT agreement found in the vendor application.

\$1 EBT TOKENS

Customers using EBT Cards come to the market information booth. We run their card for the amount they request and then give them \$1 tokens to spend on eligible products at the market. There is no fee to EBT customers for this service.

- These tokens do not expire, so customers can save them for another day or spend them that day.
- These tokens must be spent only at Richfield Farmers Markets.
- No change can be given for EBT tokens.
- \$1 EBT tokens will be worth the same as \$1 bills – products will be priced the same for EBT customers.
- **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, any prepared item meant to be eaten onsite (i.e. BBQ sandwiches, ice cream bars, hot dogs, tamales, etc.), or non-food items.
- It is ILLEGAL to exchange cash for EBT tokens.
- Vendors will not exchange EBT tokens for US currency with any person except for authorized market staff.
- Customers using EBT RED tokens must pay for their purchase at the time of the sale.



- Do not take payments before the customer picks up the items or give them items and accept payment later.
- Do not accept tokens from another Farmers Market. If a customer tries to pay with other Farmers Markets' EBT tokens, please inform them that they can only pay with the official Richfield Farmers Market's EBT tokens. Our tokens are marked with a large red "R".
- Damaged tokens will not be reimbursed. Tokens should be turned in at the end of the market day.

\$1 MARKET BUCKS & PRODUCE MARKET BUCKS:

Customers receive market bucks when they use their EBT card at the Market Information Booth. Produce Market Bucks are an additional match, introduced in May 2022.

- No change can be given for Market Bucks.
- \$1 Market Bucks and \$1 Produce Market Bucks are worth the same as \$1 bills – products will be priced the same for EBT customers.

Market Bucks:

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. BBQ sandwiches, ice cream bars, hot dogs, tamales, etc.), or non-food items.

Produce Market Bucks:

While fresh, whole, raw fruits and vegetables are clearly ok for Produce Market Bucks, other items aren't so clear.

Here are some of the common questions (and answers):

- Canned vegetables or fruits – As long as these are processed without any added salt, sugar, oils, or fats, they are eligible for Produce Market Bucks.
- Dried vegetables or fruits – As long as they are dried without any added salt, sugar, oils, or fats, they are eligible for Produce Market Bucks.
- Fresh & dried mushrooms – Ok for Produce Market Bucks
- Coffee beans – Ok for regular Market Bucks & SNAP, not for Produce Market Bucks
- Plants that produce fruits & vegetables- Ok for regular Market Bucks & SNAP, not for Produce Market Bucks

- It is ILLEGAL to exchange cash for Market Bucks.
- Vendors will not exchange Market Bucks for US currency with any person except for authorized market staff.
- Customers using Market Bucks must pay for their purchase at the same time of the sale. Do not take payments before the customer picks up the items or give them items and accept payment later.
- Damaged market bucks will not be reimbursed and should be turned in at the end of the market day.



\$5 CREDIT/DEBIT TOKENS

Customers using Credit/Debit Cards come to the market information booth. We run their card for the amount they request and then give them \$5 tokens to spend on any products at the market.

There is no fee to Credit/Debit customers for this service. These are the only tokens that vendors who sell immediately consumable food may accept as a form of payment.

These tokens do not expire, so customers can save them for another day or spend them that day. These tokens must be spent only at Richfield Farmers Markets.

- \$5 Tokens will be worth the same as \$5 bills – products will be priced the same for Credit/Debit customers.
- Customers can spend these \$5 tokens on ANY products at the market.
- If customer does not spend the full \$5 token on your product, then you need to give them correct change back, in cash.
- \$5 Tokens are the only tokens that Immediately Consumable Foods Producers may accept as a form of payment. It is illegal for these vendors to accept EBT Tokens or Market Bucks.
- Do not accept tokens from another Farmers Market. If a customer tries to pay with other Farmers Markets' Credit/Debit tokens, please inform them that they can only pay with the official Richfield Farmers Market's Credit/Debit tokens. Please Note: our tokens are marked with a large black "R" to distinguish our tokens from the Bloomington Farmers Market, which are similar in design.
- Customers using \$5 Tokens must pay for their purchase at the same time of the sale. Do not take payments before the customer picks up the items or give them items and accept payment later.
- Damaged tokens will not be reimbursed. Tokens should be turned in at the end of the market day.

CHECK REIMBURSEMENT PROCEDURE FOR TOKENS & MARKET BUCKS:

- At the end of the market day you will turn in your EBT \$1 tokens, Credit/Debit \$5 tokens, and Market Bucks to one of the market staff at the Market Information booth.
- We will count these tokens and Market Bucks in front of you and then record those numbers in our market book. This information will then be recorded in your Token Tracking Sheet. Please keep this Token Tracking Sheet with your own records and bring it to every market day.
- Checks are mailed approximately once per month.
- Checks will be mailed to the name and address you indicated on your W9 form. If you need to change who is receiving the check or the address it is sent to, you will need to fill out a new W-9 form.
- When you receive a check from us, it is payment for the month before.
- Please cash your check as soon as possible. There is a re-issuing fee that you will have to pay if you lose your check or if it is not cashed by the end of market year in Dec.
- Remember to keep your Token Tracking Sheet. If any discrepancy between what you were paid and how much you think you turned in for tokens and market bucks, we will need to see a record in order to compensate you accordingly. Please contact the Market Coordinator as soon as possible if you notice any issue with the check you received from us.



ONLINE SALES – PRE-ORDERS THROUGH THE RICHFIELD FARMERS MARKET FOOD HUB



Produce farmers and other food vendors are invited to participate in our online retail and wholesale sales through the market.

Due to cottage foods and licensing requirements, cottage foods producers are not eligible to participate in our online sales program; those cooking in a commercial kitchen are eligible.

The farmers market offers retail pre-orders to individuals, and acts as a Wholesale Food Handler, selling bulk produce and other goods to local institutions. If you are interested in participating in this program, contact the Market Coordinator for more information.

Online Farmers Market: www.localline.ca/Richfield-Farmers-Market



SENIOR FARMERS MARKET NUTRITION PROGRAM (S/FMNP)

All fruit and vegetable vendors are encouraged to participate in the Senior Farmers Market Nutrition Program (SFMNP).

The S/FMNP program allows Seniors, WIC mothers or expectant mothers to use vouchers/checks to purchase fruits and vegetables from vendors. We encourage all produce vendors to become authorized in this program to make our market more accessible to everyone in the community as well as increase your sales.

For more information, contact the Farmers Market Nutrition Program coordinators:

Christina Iliev Ag Marketing & Development 651-201-6494 Christina.Iliev@state.mn.us	Emily Mehr Ag Marketing & Development 651-201-6456 Emily.Mehr@state.mn.us
---	--

VEAP DONATION COLLECTION

The number one requested item at food shelves & pantries is fresh produce. In an effort to follow the farmers market's mission to make local food accessible to everyone in our community, we partner with the local nonprofit, Volunteers Enlisted to Assist People (VEAP) (9600 Aldrich Avenue S, Bloomington, MN 55420).

During the market, customers and vendors are encouraged to donate to VEAP by placing produce or shelf-stable licensed food products in the green bins located at the entrances of the market as well as at the market information table. At the end of the market, a volunteer from VEAP comes and collects any donations and brings them to VEAP to use in their food pantry program. We are grateful to all vendors who donate. To learn more about VEAP's work, see www.veap.org/