



HOPKINS FARMERS MARKET

Vendor Guide & Rules of Operation 2020



Summer Market Address: Downtown Park Lot 16 9th Ave. S., Hopkins, MN 55343

Mailing Address: Hopkins Farmers Market, c/o Gwen Smith, 10091 Pilgrim Way, Maple Grove, MN 55369

Phone: 952.583.1930

Email: hopkinsfarmersmarket@gmail.com

Website: <http://www.hopkinsfarmersmarket.com>

Facebook: www.facebook.com/hopkinsfarmersmarket

Winter Market Address: 33 14th Avenue North, Hopkins, MN 55343. In Hopkins Activity Center.

- VENDOR GUIDE & RULES OF OPERATION
- VENDOR APPLICATION & REQUIRED ITEMS ***Reserved Vendors** in by February 1st
- VENDOR TYPE - STALL FEES & REQUIREMENTS

Mission Statement: The Hopkins Farmers Market seeks to honor the farming roots of the City of Hopkins and support family farms and small cottage businesses by providing our community with the best possible homegrown produce, agricultural products, and homemade crafts sold by individuals from the farms and small cottage businesses that produce them.

Abbreviation terms:

Hopkins Farmers Market is hereinafter known as the HFM.

HFM Board of Directors is hereinafter known as the BOD.

HFM Rules of Operation are hereinafter known as ROO.

HFM Market Manager is hereinafter known as HFM Market Manager or MM

VENDOR GUIDE & MARKET RULES & REQUIREMENTS

1. Vendors will supply their own tent/s, weights, tables, appropriate signage for your products & licenses posted, and any supplies needed and placed for a safe environment.
 - a. Tent/s: No larger than a 10' x 10'. Weights of 20 pounds for each corner or shared corners of tent. No stakes, pins or any marks into the pavement are allowed.
 - b. Tables, signs and all products must fit and stay within your stall space.
 - c. **Signs & Licenses;**
 - i. Licenses, posted in a visible place.
 - ii. Any **BAKED, CANNED or PACKAGED PRODUCTS MUST** post signage pertaining to the products and processing. In visible sight.
 - iii. Home Baked Items must have a sign in a visible place next to their product stating: "These baked goods are homemade and not subject to State Inspection." If not this signage you must post your Food Handlers License.
 - iv. Home Canned Items must have a sign in a visible place stating; "These canned goods are homemade and not subject to State Inspection."
 - v. Commercially Made Items made in a commercial kitchen must provide and post a Manufactures and/or Food Handlers License.
 - vi. Signs must be posted with your product information. In plain sight.
 - vii. Signs or vending implements must be posted within your stall space and not to exceed it. This includes any sandwich board signs or product displays.

2. Food sampling must follow the MN guidelines found at MFMA.org website.
3. Sellers must be 18 years and older. Individuals 17 years of age and younger who are operating as a Vendor must have an approved adult 18 year of age or older in their HFM booth at all times, no exceptions.
4. All sellable items must be pre-approved through each season's application.
5. A Vendor must submit in writing any additions. And receive prior written authorization from the BOD before selling anything not listed on the current year's application. The BOD reserves the right to refuse the additional items request.
6. Used items may not be sold.
7. Only home-grown produce grown by the Vendor, or hand-made products made by the Vendor, may be sold at the HFM.
8. Products may be reviewed by the BOD to ensure that they meet the HFM criteria. The BOD reserves the right to refuse acceptance of any Vendor or product that is not consistent with the HFM goals or ROO.
9. No CSA's "Community Supported Agriculture" vendors are allowed and or to sell, trade or pick-up goods during market hours.
10. Selling at the HFM site, which is Downtown Park, Public Parking Lot 300, on 16th Avenue S. south of Main Street, is permitted only during the dates and times set by the City of Hopkins, BOD and the 'Lot Use Agreement'.
11. Selling dates and times are pre-set, Saturday's, mid-June through end of October. Start day varies with each calendar year and market runs for a 20-week period.
12. **Upon arriving each and all Vendor/Guest/Entertainment must** see the Market Manager for your designated stall for each market day.
13. **STALLS: No stalls are owned or permanent.**
 - a. BOD will assign stalls and try our best to keep you in or near your regular spot/s. This notice is due to HFM using a "public lot" and unforeseen situations and special events, stall availability, vendor products, seniority, membership and date of applications. Therefore, you may be required to move or adjust on any given day of market without notice.
14. **Vendor set up:** Vendors should arrive no later than 7:00 am to begin set-up and must be open and ready to sell by 7:30 am. After 7:15 am no Vendor vehicles will be allowed in the HFM selling area. Please see the Market Manager on your placement and any needs.
15. **Selling is not permitted before 7:30 am or after Noon.**

16. Vendors are expected to sell until 12:00 noon and may not begin to dismantle their stalls until then. HFM customers will be allowed to finish their purchases before any vehicles are allowed to drive through the customer walking areas.
17. Vendors have until 12:30 pm to complete tear-down.
18. The HFM parking lot is reserved for customers only. Anyone affiliated with the market should find other locations to park. One location to try is the public parking ramp that corners on Main Street and 11th.
19. Vendors are expected to remove litter from their area and take it home. **The City of Hopkins does not provide trash containers for HFM use.** The dumpsters in the area of the HFM belong to local businesses and are not to be used.
20. **LATE** arriving Vendors, must contact the Market Manager. Repeated lateness or no-shows without notification will jeopardize Vendor's standing in the HFM. The BOD reserves the right to warn, fine, or dismiss a Vendor from the HFM for repeat offenses.
21. Vendor Dismissal: In the event a Vendor is dismissed from the HFM, they will forfeit any payments or fees already made.
22. The HFM is open rain or shine. A Vendor's failure to appear on their scheduled dates will result in a forfeiture of their stall fees and jeopardize their vendor standing. If market is 'Closed' for any reason the Vendor will be notified as soon as possible.
23. Cancelled market days by Vendor, BOD, or Market Manager will not be refunded. Exchange of dates may be possible. Please check with MM or BOD.

VENDOR APPLICATION & REQUIRED ITEMS

- HFM Application Vendor
 - Vendor Agreement
 - Liability Insurance, naming Hopkins Farmers Market as the carrier.
REQUIRED IF - vending a consumable food product.
 - ST-19
 - LICENSES & CERTIFICATION, all required by city, state & HFM.
 - HFM Application: Guest, Entertainment, Special Event or Volunteer
 - Payment for Stall Fees and if applicable.
24. Applications are available online at HFM website: www.hopkinsfarmersmarket.com and will be submitted online or by request only: print and mail in applications.
 25. **All vendors required items** must be filed into the Hopkins Farmers Market BOD before being cleared to participate in Hopkins Farmers Market;
 - a. HFM Vendor Application submitted to the HFM BOD; online or requested by mail.

b. **VENDOR AGREEMENT – ALL VENDORS PARTICIPATION**

- i. All promotions applicable to each specified vendor per promotion.
- ii. EBT/ATM/Market Bucks/HFM Coupons Programs & Special Events Agreement filed before participation and reimbursements are allowed.
- iii. Apply and submit Vendor Agreement (forms online found on our website.)
<http://www.hopkinsfarmersmarket.com/join-hopkins-farmers-market.html>
- iv. Agree to share photos and links to you and your business.

c. **Liability Insurance** – Required for Food and Consumable Vendors Only

- i. Required by the City of Hopkins, coverage of \$150000.00, naming Hopkins Farmers Market as the Certificate Holder, address: Hopkins Farmers Market, (Downtown Park Lot 300), 16 9th Avenue S., Hopkins, MN 55343.
All vendors selling or giving out consumable products are required to carry Liability Insurance.

d. **Licenses FOOD OR PRODUCTS** Required by State, City or HFM

- Vendor's responsible for submitting Current copies of their required licensing by state for their vending products and or business. Such as Food Handlers License or professional license, etc.
- Upon Inspections at HFM - If possible, the Market Manager and a BOD Member will assist the Inspector through the inspections.

- i. ST-19: MN State sales tax id#. Vendors selling items subject to State Sales Tax must be registered to collect Minnesota sales tax and submit along with their application a completed Form ST-19, Operator's Certificate of Compliance. Vendors selling nontaxable items do not need a sales tax number but must submit a completed Form ST-19 stating no taxable items are being sold

ii. STATE/CITY LICENSES:

iii. Manufacturers

iv. Commercial

v. Cottage Law or Pickle bill –

1. Link:MDA.STATE.MN.US/Licensing/License types/cottagefood.aspx

2. The person who makes the food must be the same person/s who sell the food, and the food must be sold and delivered directly to the ultimate consumer by the person/s who made it.

vi. Food Sampling:

1. Follow MN Guidelines. If special license is required or needed.

2. Link: MFMA.ORG

vii. Produce vendors only: FMNP #: Farmers Market Nutritional Program: Membership with Minnesota Department of Agriculture.

viii. MN Grown # Vendors who are Minnesota Grown licensed should report

their license number to the HFM Treasurer with their HFM yearly application.

- ix. Manufacturers
- x. Commercial
- xi. Other:

e. Payment for Stall Fees are **NON-REFUNDABLE**.

26. All Approved Vendors must have completed the Vendor Application and required documents turned in with stall fees **by February 1** of the current year.

27. Returning Vendors must have applied by February 1 to reserve your product space.

28. Guests - Event & Entertainment using stall spaces must file an application for approval to participate in Hopkins Farmers Market. No stall fees are required. Electricity is limited.

29. Volunteers must file an application for approval to participate in Hopkins Farmers Market. If using separate stall space, no stall fees are required.

30. The HFM has limited available space, therefore application does not guarantee admission. Factors such as type of products, conformity with the mission statement, duplicate product availability. Vendor seniority and order of applications received are considered in granting admission.

VENDOR TYPE AND STALL FEES

***ALL FEES ARE NON-REFUNDABLE**

***No Stalls are owned or permanent**

VENDOR TYPE	10' x 10' STALL FEE	REQUIREMENT
Full Time Vendor	\$600 per season per stall, add stall fee \$600	Accepted on a product type and space-available basis. All Dates Required.
Daily Vendor	\$35.00 per each stall per each scheduled market day	Accepted on a product type and space-available basis. Required minimum of Four market days. \$= # Stall x \$ Stall Fee
Guest Event Entertainment	N/A	Application Submitted and Approved. Limited electricity available. Prerequisites needed.

31. Electricity is not provided. We do have a couple of spots for electricity that will be given with special permission and availability.

32. Generators: Are allowed with the special permission of the BOD. Please inquire to the BOD for special instructions. Your stall placement may change due to your needs.

33. Location of stall spaces will be determined solely by, and at the discretion of the BOD, based on seniority of HFM Vendor, type of product being sold, and other variants.
34. The HFM will allow payment plans. Must be set up with the BOD.
35. Any checks submitted to the HFM which are returned by the bank for any reason will result in a \$35 penalty fee to the Vendor. This check and penalty must be paid, in cash, prior to the next market day. A single repeat of a returned check will result in the Vendor's immediate dismissal from the HFM, an additional \$35 penalty, immediate payment for scheduled and yet unpaid stall dates, and forfeiture of any and all fees already paid to the HFM. If after dismissal from the HFM Vendor still does not fulfill their financial obligations, they may be subject to collections activity by a collection agency and/or small court.
36. Attendance will be taken weekly. Vendors in good standing will have priority. Such as stall selection options if applicable.
37. Unexcused absences, multiple absences, tardiness or leaving early will place you in default and the BOD can take you off the schedule of any or all of upcoming scheduled dates without any refund of stall or membership fees.
38. **OFFSITE EVENT RULES & REQUIREMENTS or REPRESENTING HFM**
 - a. Any Persons of HFM representing Hopkins Farmers Market at an OFFSITE EVENT RULES & REQUIREMENTS. This includes Vendor/s, Volunteer/s, Employee/s or guests.
 - b. Required and expected to;
 - i. Display only HFM signage available as per venue's requirements.
 - ii. Display only HFM Banner across the tent front and table top skirt.
 - iii. Display only HFM sandwich board signs.
 - iv. Handout HFM Information, literature, advertisements, coupons and like items.
 - v. Provide sales of HFM items. (Reporting to the BOD of all sales and turning in all the items and monies etc.)
 - vi. Follow the events rules and regulations.
 - vii. Reply to the BOD a summary of the event and HFM's involvement.
 - c. Special circumstances require approval of the BOD;
 - i. If you are approved to sell some of your products at the event
 1. You may not display signage overpowering HFM's.
 2. You may not hand out your own personal business literature or items.
 3. You may post your business sign on the table top no greater than 8 ½ inches by 11 inches.
39. **HOPKINS FARMERS WINTER MARKET** follows Vendor Rules & behaviors.
 - a. Dates & times may vary: Saturday's November thru Mid-December. 9:00 AM to Noon. Stall Fees are in the application located on our website.
 - b. Located in Hopkins Activity Center, 33 14th Ave. N. Hopkins.