



Centennial Lakes Farmers Market 2012 Guidelines and Application



Market Dates: Thursdays, June 14 – September 27, 2012. 3p.m. – 7p.m.

Market Location: Centennial Lakes Park, 7499 France Avenue, Edina, MN 55435

Vendor Application Process:

- Return the completed application form, applicable permits/licenses, and proof of insurance to: Centennial Lakes Park, 7499 France Avenue, Edina, MN 55435. Do not send payment at this time. Successful applicants will be invoiced. (If your insurance company charges you a fee to add the market as an additional insured, you may send in your proof of insurance after you are accepted.)
- Applications deadline is March 19th. Applications received after March 19th will be given consideration only as space and product mix allows.
- The City of Edina and the Centennial Lakes Farmers Market committee will review all applications to determine which vendors are best suited for the available market spaces. **Prior CLFM vendors in good standing will be given preference in selection.** All applicants will be notified of their status.

Market Policies

Market Goods:

- Our market is intended for local growers or producers of food products. No brokers or resellers are allowed. The market does not allow non-food items to be sold.
- The following general items are approved for sale:
 1. Fresh fruits and vegetables if grown by vendor.
 2. Herbs and spices, if grown or produced by vendor.
 3. Honey, maple syrup, jams, preserves, pickles and canned goods that are prepared and packaged by the vendor in accordance with rules established by the Minnesota Department of Agriculture.
 4. Cut flowers, dried flowers, bedding plants and potted plants if grown by the vendor.
 5. Bakery goods prepared in a licensed facility.
 6. Meats, cheeses, eggs and fish that is prepared and packed in accordance with rules established by the Minnesota Department of Agriculture and produced by the vendor.
 7. Candies and treats prepared in a licensed facility and produced by the vendor.
- Products not listed above must receive prior approval from the market manager before sale.
- Vendors may not sell any items not approved or shown in their market application. Market staff has the right to ask vendors to remove such products, as well as approved products that are deemed to be of poor quality.
- All items must be prepared, displayed, sold and stored in accordance with the guidelines established by the Minnesota Department of Agriculture, Minnesota Department of Health and the City of Edina Health Department. Vendors are responsible for obtaining all applicable permits that these organizations may require. **For permit questions, call Edina Health Department at 952-826-0466.**
- All items should be sold by bulk, bundle or individual item. Items sold by weight units of measurement require a Minnesota State Certified Scale.
- Market staff reserves the right to inspect crop and production areas.

Market Space:

- Booth space is approximately 10' deep x 12' wide. Larger booth spaces are available for an additional fee. All selling must be done within these dimensions.
- Maximum of one booth space per vendor.
- Booth space is not transferable; no subletting of space is allowed.
- Vehicles are not permitted in booth space unless written permission is given by Market Manager.
- Vendors are responsible for providing all tables, canopies and other items needed for their display.
- Tents and canopies must be weighted. Stakes are not allowed to be pounded into planter beds due to concerns with damaging irrigation or electrical systems.
- Booth space will be determined by a random drawing and will be assigned for the entire season. Market staff reserves the right to reassign booth space to facilitate market operations.
- All booths and displays must be clean, safe, neat and tasteful.
- All market vendors must have signage noting the vendor/business name.
- Prices of goods must be readily visible on appropriate signage.
- Limited electricity may be available for an additional fee; please inquire with the Market Manager. All generators used must be "whisper quiet" style.

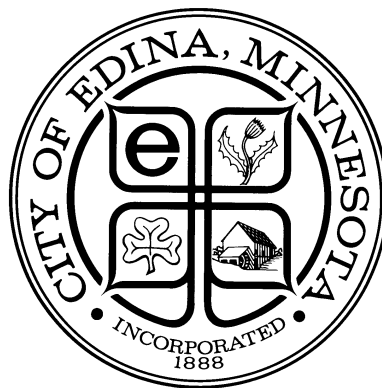
Set-up/Tear-down:

- Vendors may begin setting up at 2 p.m. on market day. Market staff will be onsite to assist vendors.
- Vendors may drive vehicles onto the park walkways to unload products and supplies but must remove their vehicles before beginning the actual set-up so that other vendors might get past.
- Market vendors must be ready to start selling at 3 p.m. on market day. Selling will only be allowed between 3 p.m. and 7 p.m. No selling before or after these times.
- No vehicles may be on the market walkways between 2:55 p.m. and 7:00 p.m.
- Vendors must remove all items including displays, tents, trash and debris from the market space by 8:00 p.m. This includes product debris and boxes incidental to product sales.

General policies:

- No smoking or consumption of alcoholic beverages allowed in the Park.
- No grilling or cooking of food products is allowed without the prior written permission of the market manager and the approval of the City of Edina Health Department. Food vendors would be required to obtain an itinerant food license and comply with all pertinent regulations.
- Product sampling is not allowed without prior approval of the market manager and the Edina Health Department. Special sampling guidelines will apply.
- Vendors are not allowed to have pets within the market areas.
- Market will take place rain or shine. Please contact the market manager if you are unable to attend a market date due to the weather.
- Parking shall be allowed in all Centennial Lakes surface lots, however, oversized trucks and trailers are prohibited from parking in any spaces within 100' of the Centennial Lakes Plaza Buildings. Additional parking restrictions will be applied as needed.
- All vendors must represent themselves in a professional manner. Shirts and shoes must be worn at all times. Discourtesy, swearing, shouting or hawking is not allowed.
- Price, terms of sale, etc., are solely between the buyer and seller. All vendors agree to abide by fair business practices.
- Any required sales tax collections and remittances are the sole responsibility of the vendors.

- Vendors assume full liability for the products they sell and hereby agree to hold the City of Edina and Centennial Lakes Park harmless against any claim of injury or damage by any buyer, seller or other persons resulting from the vendor's participation in the market.
- The City of Edina is not liable for any injury, theft or damage to either buyers or sellers arising from participation in the Centennial Lakes Farmers Market, whether such injury, theft or damage occurred prior to, during or after the market. Vendor further agrees to indemnify and hold the City of Edina and its employees harmless for and against any claims for such injury, theft or damage.
- **The City of Edina requires that each vendor have a minimum of \$300,000 of general liability insurance and submit a certificate of insurance naming the City of Edina as additional insured. Food vendors or vendors doing food sampling need to have \$1,000,000 in general liability insurance.**
- Any vendor whom the market staff feels is not complying with the market rules, or is a no-show without prior notice to the Market Manager, may be asked to leave and/or barred from participation in future markets. The vendor, in turn, may petition the Centennial Lakes farmer's market committee for reinstatement.
- The Market Manager has ultimate onsite authority to enforce all rules of the market and to mediate disputes.
- **Seasonal vendor fee for the 2012 season is \$200 per 10' x 12' space; larger spaces of 10' x 20' are \$240. Individual dates, as well as partial season space for seasonal products may be available as space allows. Please contact Market Manager for information.**





CENTENNIAL LAKES FARMERS MARKET
Thursdays, June 14 – September 27, 2012. 3 p.m.-7 p.m.
7499 France Avenue, Edina, MN 55435
952-833-9582
tshirley@ci.edina.mn.us



2012 VENDOR APPLICATION

Please Print

Business/Farm Name: _____

Primary Seller Name: _____

Name of additional sellers: _____

Street address: _____

City: _____ State: _____ Zip: _____

Business phone: _____ Other phone: _____

Email: _____ Website: _____

Please list all items that you plan to sell at the Centennial Lakes Farmers Market. Items not listed may not be sold without permission from the Market Manager. If possible, list specific varieties. (Use back of this page if necessary.)

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

If "No", please explain: _____

Address where crops are grown/products produced: _____

Are your items organic or organically grown? Yes, licensed/certified? _____ No

What other local farmers markets do you currently participate in:

Please check all weeks that you plan on attending the Centennial Lakes Farmers Market:

June 14 July 12 Aug 9 Sept 6
 June 21 July 19 Aug 16 Sept 13
 June 28 July 26 Aug 23 Sept 20
 July 5 Aug 2 Aug 30 Sept 27

Booth size requested: 10' x 12' **\$200** 10' x 20' **\$240**
(Maximum of one booth space per vendor)

Please initial each box and sign below:

I have read and agree to abide by all Centennial Lakes Farmers Market policies. I understand that failure to follow these policies may exclude my participation in the market with forfeiture of all monies paid.

I agree that the City of Edina and its respective employees, officials and agents are not liable for any injury, theft or damage to either the buyer or seller, or their property, arising out of my participation in the Centennial Lakes Farmers Market. I further agree to indemnify, defend and hold harmless the City of Edina and its respective employees, officials and agents for and against any claims for injury, theft or damage.

The City of Edina takes pictures and videos of people participating in the Centennial Lakes 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 purposes.

I understand that I must carry a minimum of \$300,000 in general liability and product liability insurance because the City of Edina does not provide this coverage. **I have enclosed my certificate of liability coverage with my application, listing the City of Edina as additional insured. (Insurance certificate can be sent after acceptance.)**

Signature of Vendor: _____ Date: _____

Application deadline is March 19th. All applicants will be notified of their status by April 15th. For more information call the Market Manager, Tom Shirley at 952-833-9582, or email tshirley@ci.edina.mn.us

Please mail:

- Signed Application that has been filled out in its entirety
- Copies of applicable licenses and permits
- Liability insurance certificate
- Completed Workers Compensation Compliance form (enclosed)
- Completed ST:19 form (enclosed)
- Photo's of your booth/display, or any marketing materials for your company are optional but appreciated
- **Do not mail payment at this time. Successful applicants will be invoiced**

Mail to: Centennial Lakes Park
Att: Farmers Market
7499 France Avenue
Edina, MN 55435

THE MINNESOTA DATA PRACTICES ACT requires that we inform you of your rights about the private data we are requesting on this form. Private data is available to you, but not to the public. We are requesting this data to determine your eligibility for a license from the City of Edina. Providing the data may disclose information that could cause your application to be denied. You are not legally required to provide this data; however, refusing to supply the data may cause your license to not be processed. Under MS 270.72, the City of Edina is required to provide the Minnesota Department of Revenue your MN Tax ID Number or Social Security Number. The Department of Revenue may supply information to the Internal Revenue Service. In addition, this data can be shared by Edina City Staff, the State of Minnesota Driver License Section, Hennepin County Auditor, Bureau of Criminal Apprehension, Hennepin County Warrant Office, and Ramsey County Warrant Office. Your signature on this application indicates you understand these rights. Your residence address and telephone number will be considered public data unless you request this information to be private and provide an alternative address and telephone number. Please sign below to indicate that you have read this notice.

Signature X _____

I request that my residence address and telephone number be considered private data. My alternative address and telephone number are as follows:

Address _____ Telephone number _____