



## kingfield farmers market

*nourishing our neighborhoods*

### **RULES OF OPERATION FOR VENDORS**

The mission of the Kingfield Farmers' Market is to bring neighbors together to buy, eat, and learn about local food. The Kingfield Farmers' Market supports local farmers, promotes vibrant community, and effects important changes in food and agricultural policy at the regional, state, and national levels.

**PURPOSE:** The Kingfield Farmers Market Rules of Operation for Vendors are intended to ensure 1) our market is a safe and enjoyable place for neighbors to gather and purchase great, locally grown and produced food and merchandise; 2) that the market and its vendors are in compliance with local, state, and federal regulations; 3) that we are able to be a positive part of our community; 4) that vendors have a fair, equitable, and respectful atmosphere in which to conduct their business; 5) that we can reasonably balance the interests of all of the Market's many stakeholders.

Kingfield Farmers' Market:

The 2009 Kingfield Farmers' Market (Market) is open on Sundays from 8:30 am – 1:00 pm, May 31st – October 25th. The Market is located at 4310 Nicollet Ave. S.

### **WHAT CAN BE SOLD AT THE MARKET:**

**Fresh Produce:** Growers may only sell produce that has been grown in Minnesota or bordering states. Growers must submit a written request to the market coordinator to seek permission to sell produce that they did not grow themselves and identify the product source to customers. Growers cannot acquire products from others and sell them as their own.

**Food Products:** Vendors must comply with required state and federal licensing and sanitation requirements. Preference will be given to local growers, bakers, restaurants and food vendors. Vendors must submit a written request to the market coordinator to seek permission to sell food products that they did not make themselves and identify the product source to customers. Vendors cannot acquire products from others and sell them as their own.

Food products will be reviewed on an individual vendor basis. The Market gives preference to local, all-natural and organic products that add to and compliment the market.

**Art/Service:** Vendors may only sell hand made items. The Market gives preference to local art and services that add to and compliment the market. The market will not exceed a 20% art/service vendor to 80% food vendor ratio.

## **APPLYING:**

1. All vendors must complete an application form available from the Kingfield Farmers' Market office, 4257 Nicollet Av S, Minneapolis, MN 55409 or online at [www.kingfieldfarmersmarket.org](http://www.kingfieldfarmersmarket.org).
2. Vendors may apply to reserve stalls for the entire season (all markets) or any combination of market day(s). Vendors must submit an application, any necessary payment and must receive market management approval before selling at the market.
3. Fees must be paid according to the fee schedule on the application or by other prior arrangement. In general, fees must be paid prior to market participation. Failure to pay fees when due may result in stall forfeiture. Vendors may request their payment status at any time.
4. A stall shall not be sublet by any vendor; however, with prior market management approval, market stalls and fees may be shared under the following circumstances:
  - Each vendor has completed an application and been approved to vend at the market;
  - Each vendor or designated vendor representative is present at every market attended;
  - There are no full stalls available;
  - The market management determines that it is in the best interest of the market to permit vendors to share a stall.

## **SPECIAL APPLICATION RULES FOR DAILY VENDORS:**

5. Daily vendors may complete an application at the market but should contact the market prior to showing up for the first time to discuss their suitability for becoming a vendor with market management.
6. Market management will collect any applicable fees from all daily vendors at each market.
7. Daily vendors will be assigned to available stalls on a first come, first served basis.
8. Daily vendors must line up outside of the market entrance and wait for market management to assign them a stall.
9. Daily vendors should NEVER drive into the market area without first speaking with market management. If all stalls become filled, any remaining daily vendors will be turned away.

## **COMPLIANCE:**

10. All vendors will be responsible for obtaining and keeping current any licenses, permits, or certificates necessary to conduct business at the Kingfield Farmers' Market.
11. Vendors must comply with any relevant local, state, or federal regulations governing their activities at the Kingfield Farmers Market or risk expulsion from the market and forfeiture of any fees already paid.

## **VENDING SPACE (STALL):**

12. Stalls are generally the same size as a 10'x10' canopy tent. Vendors requiring refrigerated trucks may receive additional space to accommodate their vehicle. Please inform market management at the time you apply to become a vendor if you will need to vend from your vehicle.
13. Not all stalls have electrical access. Please inform the market management at the time you apply to become a vendor that you will need access to electricity.

14. A covering such as an EZ-up or Caravan tent, must be provided by each vendor and should be suitable for any weather condition. For your safety and the safety of others, tents, awnings, and other protective covers must be weighted down and/or securely fastened at all times. Vendors assume full responsibility for any damages and injuries resulting from their tent or other display items flying away.
15. All vendors must post a sign in their stall area stating their business name.
16. Vendors must keep all required licenses, permits and insurance information in their selling space.
17. If you make claims to customers that you are using organic production methods, you must display your organic certification.

### **ARRIVAL, SET-UP, AND BREAK DOWN:**

18. Market setup begins at 7:30 a.m. Please wait outside the market until the market coordinator checks you in and directs you to a stall. **DO NOT DRIVE INTO THE MARKET WITHOUT CHECKING-IN.**
19. Scheduled vendors must arrive no later than 30 minutes prior to market opening or they may forfeit their stall and fee for the day.
20. All vendors must be ready to sell and have their vehicles removed from the market area no later than 15 minutes prior to market opening. **UNDER NO CIRCUMSTANCES WILL ANY VENDORS BE ALLOWED TO SET UP AFTER THE MARKET IS OPEN.** We urge you to allow yourself enough time to be ready for market opening!
21. There is a 5-mile per hour speed limit enforced on market grounds. Pedestrians always have the right-of-way. Vendors must operate their vehicles according to market management directives while on market grounds.
22. You must park your vehicle in the location designated by market management for vendor parking during market hours.
23. You may not break down your stall before market close at 1pm.
24. For safety reasons please wait for direction from market management before entering the market area with your vehicle for loading.

### **HEALTH AND CLEANLINESS RULES:**

25. If serving food samples and using utensils for cutting foods, you must have a minimum of 3 gallons of chlorinated water with you. Also hand-washing facilities are required if you are selling any food other than fresh produce.
26. All containers used to store vegetables and all spray bottles used to mist vegetables must be of an approved type and cleaned regularly. Any containers that are dirty or have been used to hold chemicals will be taken away and the produce inside will not be allowed to be sold.
27. Only disposable paper towels can be used to clean produce at the market.
28. Every vendor is responsible for clean up of his or her area. No trash or garbage can be left behind. All vendors must have a broom and dustpan for clean up.
29. No smoking in stalls or general market area.
30. No dogs or other pets are allowed anywhere on the market site.
31. All vendors must wear clean clothing and footwear. No bare feet will be allowed.

## **OTHER RULES:**

32. No hawking or exuberant pressure is allowed on customers to buy a product.
33. No solicitation or political activities are permitted during market hours.
34. No live animals can be sold or given away at the market.
35. No radio or music may be played unless approved by market management.
36. No one under the age of 16 shall be allowed to sell or maintain a selling space without an adult supervisor present.
37. Vendors must guarantee customer satisfaction for all goods sold.

## **ATTENDANCE, CANCELLATION, AND REFUNDS:**

38. There are generally no refunds to vendors after the first market for fees paid; however, the market may determine on an individual basis to offer refunds in cases of unusual hardship, crop failure, etc.
39. Vendors are expected to attend all markets for which they are scheduled. Vendors should notify market management in the event they will miss a scheduled market. In general, there are no refunds for missed markets. Vendors who are repeatedly absent risk forfeiting their stall for the remainder of the season and any market fees they may have already paid at the sole discretion of market management.
40. Cancellations due to weather or emergencies will be handled by the market management on a case-by-case basis. Please ensure that your contact information remains up-to-date in the event the market is cancelled unexpectedly.

## **ENFORCEMENT AND GRIEVANCE PROCEDURES:**

This document seeks to set forth a basic set of rules, regulations, and guidelines to provide for the successful operation of the Kingfield Farmers' Market but cannot contemplate every possibility; therefore, the Market reserves the right to do whatever may be additionally necessary to protect the intent and well-being of the Market, its staff and management, its patron community, and its vendor community. Market management further reserves the right to change, amend, or delete rules as needed and will notify vendors of any changes that are made and the date any changes become effective.

Market management will have the final authority to interpret and enforce any of the Market's Rules and Regulations.

Market management reserves the right to cause any vendor to stop selling any items that do not fit the guidelines above, pose a risk to patrons, or violate any municipal agency's regulations.

Market management may suspend or revoke a vendor's privilege to vend at the Kingfield Farmers' Market and cause that vendor to forfeit any fees already paid if that vendor poses a continual risk to patrons, is unwilling or unable to follow the guidelines above, or is repeatedly in violation of any municipal agency's regulations.

Market management reserves the right to take what steps may be necessary to determine whether a vendor is in compliance with the rules outlined above. This may include the inspection of a vendor's greenhouses, gardens, farm, fields, or other place of production to verify that the product being sold meets market qualifications. Vendors must allow for inspection when requested, or they will not be allowed to sell at the market.

Violations of any of the rules above may result in the Market assessing a penalty as follows:

- First offense: warning
- Second offense: \$25.00
- Third offense: \$50.00

Grievances should be brought to the attention of the Market's Board of Directors. Please submit grievances in writing as soon as is practicable to Kingfield Farmers Market Board of Directors, 4257 Nicollet Av S, Minneapolis, MN 55409 and/or [board@kingfieldfarmersmarket.org](mailto:board@kingfieldfarmersmarket.org). The Board will generally consider grievances at the next regularly scheduled meeting after the grievance is received; however, at its sole discretion, it may determine that a speedier hearing is warranted.