



# Big Lake Farmers Market 2019 Vendor Application

Every Wednesday from June – August • 3:00 – 7:00pm

Every Wednesday in September • 3:00 – 6:00pm

Lakeside Park, 101 Lakeshore Drive, Big Lake, MN 55309

Interested vendors must submit the following items to Big Lake City Hall (160 Lake Street North, Big Lake, MN 55309):

- 1) Vendor Application with Signatures
- 2) MN Department of Revenue's ST19 "Operator Certificate of Compliance" form
- 3) Copies of any food or product licenses required by the state of Minnesota (Consult the Permit/License section of the Goods Accepted Guidelines)
- 4) Vendor fee of \$100 for the season (*checks payable to "City of Big Lake"*) or \$10 per week (up to \$100)

Name of Business/Farm:
Name of Primary Contact:
Address:
Cell Phone:
Email Address:
Website Address:
Address where produce is grown:
Minnesota State Tax ID:
Current Food-Related Licenses:
List the items below that you plan to sell at the market. Your items <u>must be home grown or handmade</u> . Items purchased for resale are not allowed. Items not listed below will not be allowed to be sold at the market without prior approval.

Read and Initial Below:

\_\_\_\_\_ I have read and agree to abide by all 2019 Big Lake Farmers Market Policies.

\_\_\_\_\_ I agree that the City of Big Lake and their respective officers, employees, market managers, agents and consultants are not liable for any injury, theft, or damage to either the buyer or seller, or their property arising out of or pertaining to preparation for or participation in the Big Lake Farmers Market whether such injury, theft, or damage occurred prior, during, or after the Big Lake Farmers Market. Business/Farm further agrees to indemnify, defend, and hold harmless the City of Big Lake and their respective officers, employees, agents, and consultants for and against any claims for such injury, theft or damage.

\_\_\_\_\_ I understand that the City of Big Lake recommends that I carry my own general liability and product liability insurance, as the City of Big Lake does not provide this coverage.

Signature of Primary Seller \_\_\_\_\_ Date \_\_\_\_\_

Application Timeline & Notification: Applications are reviewed and approved by the City's Recreation Coordinator. Completed applications received by Friday, May 17, 2019, will be considered first with preference given to vendors that enhance the variety of products offered at the market. Applicants will be notified of his/her application status within five business days. Full refunds will be given to applications not accepted by the Big Lake Farmers Market Committee.

Please Mark All Weeks You Plan On Attending Market:

- |                                    |                                  |                                   |                                   |                                    |                                    |
|------------------------------------|----------------------------------|-----------------------------------|-----------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> June 5    | <input type="checkbox"/> June 12 | <input type="checkbox"/> June 19  | <input type="checkbox"/> June 26  | <input type="checkbox"/> July 3    | <input type="checkbox"/> July 10   |
| <input type="checkbox"/> July 17   | <input type="checkbox"/> July 24 | <input type="checkbox"/> July 31  | <input type="checkbox"/> August 7 | <input type="checkbox"/> August 14 | <input type="checkbox"/> August 21 |
| <input type="checkbox"/> August 28 | <input type="checkbox"/> Sept. 4 | <input type="checkbox"/> Sept. 11 | <input type="checkbox"/> Sept. 18 | <input type="checkbox"/> Sept. 25  |                                    |



# 2019 Goods Accepted

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The Big Lake Farmers Market is a market in which farmers, growers, and producers sell their own products directly to the public, allowing consumers to have a direct relationship with the producer of the items they purchase. This market will emphasize quality and freshness. We also welcome anyone with handmade crafts.

The following goods are accepted at the Big Lake Farmers Market but are not limited to:

- Vendor grown fresh fruits, vegetables, and mushrooms
- Vendor grown herbs and spices
- Vendor grown bedding plants, hanging and potted plants, cut flowers, dried flowers and plants
- Vendor made baked goods
- Vendor made (handmade) art and craft items (items purchased for resale are not allowed)
- Vendor produced farmstead products such as cheese, meats, fish, poultry, eggs, baked goods, honey, maple syrup, and preserves, if prepared and packaged in accordance with rules established by the Minnesota Department of Agriculture
- Vendor made hot and ready food items

Products not listed above must receive clearance from the Big Lake Farmers Market Committee before sale.

See required product licensing below:

Product	License/ Permit/ Certificate Required
Canned / processed/ baked items produced in a licensed and inspected commercial kitchen	MN Dept. of Ag Retail Mobile Good Handler License and/or other applicable license
Canned / processed/ baked items produced in a home kitchen	MN Dept. of Ag Cottage Goods Producer Registration
Eggs and/or poultry	MN Dept. of Ag Exempt Processor Form
Meat Product	MN Dept. of Ag Retail Mobile Good Handler License and/or other applicable license such as Wholesale Food Handler
Concession/Food Truck Type	MN Dept. of Health Temporary Food Stand and/or Retail Mobile Food Handler

**Application Contact:**

Corrie Scott  
 Recreation Coordinator  
 Phone: 612.297.6331  
 Email: [cscott@biglakemn.org](mailto:cscott@biglakemn.org)

**Application Site:**

Big Lake City Hall  
 160 Lake Street North  
 Big Lake, MN 55309



# 2019 Market Rules

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- All items must be prepared, displayed and stored in accordance with the Minnesota Department of Agriculture, Minnesota Department of Health, and Sherburne County Community Health Department guidelines. This is the sole responsibility of the vendor.
- 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.
- Processed food items should be sold with a valid processing license or comply with the Minnesota labeling law requirements.
- Farmers/growers that are not certified organic can advertise or sell products as “chemical free” if they practice chemical free farming.
- If processed items are prepared in a non-commercial kitchen, vendors must display a sign in his/her booth at all times notifying the public which items are prepared in a non-commercial kitchen.
- **Additional Permits & Licenses:** All permits and licenses required by the City of Big Lake, Sherburne County, State of Minnesota, and the Federal Government are the sole responsibility of the vendors. Copies of required licensing needs to be provided to the market coordinator before any sales are made at the Big Lake Farmers Market.
- **Taxes:** Any required sales tax collections and remittances are the sole responsibility of the vendor.
- **Insurance:** The City of Big Lake recommends that all vendors carry their own general liability and product liability insurance, as the City of Big Lake does not provide this coverage. The City of Big Lake is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the Big Lake Farmers Market, whether such injury, theft, or damage occurred prior, during, or after the Farmers Market. Seller further agrees to indemnify and hold the City of Big Lake harmless for and against any claims for such injury, theft, or damage.
- **Lakeside Park Policies:** All vendors must adhere to the City of Big Lake’s policies for Lakeside Park.
- **Vendor Stalls:** Vendor stalls are approximately 12’x28’. If electricity is needed, check with the market coordinator for availability before your first market date. Event tents must be in proper working condition and have at least 20 pound weights on each corner to restrain them when there is adverse weather.
- **Arrivals/Departures:** Vendor booths must be set up by 2:45pm. Vendor booths cannot be torn down until 7:00pm through August and 6:00pm in September. Vendors must pre-arrange with City staff for late arrivals and/or early departures by 9:00am the morning of the market.
- **Inclement Weather:** City staff will notify vendors by email by 12:00pm the day of the market if the market is cancelled due to inclement weather. If vendors do not have email, they must request another form of contact.
- **Refunds:** Pro-rated refunds will be provided only to those vendors who discontinue their market attendance prior to the season’s halfway mark, which is July 24, 2019.
- Smoking is not allowed in the Farmers Market area.

# 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.**

<b>Print or type</b>	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			

<b>Merchandise sold</b>	Describe the type of merchandise you plan to sell.

<b>Sales tax exemption information</b>	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 of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

<b>Sign here</b>	<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

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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.

## **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.taxes.state.mn.us](http://www.taxes.state.mn.us)**.

## **Information and assistance**

If you have questions or want fact sheets on specific sales-tax topics, call 651-296-6181. TTY: Call 711 for Minnesota Relay.

Most sales tax forms and fact sheets are also available on our website at **[www.taxes.state.mn.us](http://www.taxes.state.mn.us)**.

For information related to sellers and event operators, see Fact Sheet #148, *Special Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.