

Annandale Farmers Market Vendor Application

1. Farm/business name _____
2. Name of primary seller _____
3. Names of additional sellers _____
4. Address (include house number, street, city, state, zip)

5. Primary contact phone number _____
6. Alternative contact phone number _____
7. Text messaging phone number (in case we need to notify you about market delays due to inclement weather) _____
8. E-mail address _____
9. Address where crops are grown or product is produced (include house number, street, city, state, zip)

10. Do you grow or produce all items you intend to sell? Yes No If no, please explain.

11. Are you selling any processed food items requiring a license from the Minnesota Department of Agriculture (MDA)? Yes No If yes, please include a copy of your license from the MDA.
12. Minnesota Sales Tax ID number (if applicable) _____
13. Please list all items you plan to sell at the market.

14. How frequently do you plan to sell at the market?
 - Every week (\$10 per week/\$160 total for 2021)
 - Every other week (\$15 per week)
 - Once a month (\$15 per week)
 - Do not know/other (\$15 per week). Please explain. _____

15. Please check the following:

- I have read and agree to abide by all Annandale Farmers Market policies.
- I am responsible for complying with all Minnesota Department of Agriculture licensing and training requirements to sell products at the Annandale Farmers Market.
- I agree that the City of Annandale and the Annandale Area Community Team (ACT) are not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to the preparation for or participation in the Annandale Farmers Market, whether such injury, theft, or damage occurs prior, during, or after the Farmers Market. Seller further agrees to indemnify and hold the City of Annandale and ACT harmless for and against any claims for such injury, theft, or damage.
- I understand that it is recommended that I carry my own general liability and product liability insurance as the City of Annandale and ACT do not provide this coverage.

Signature of primary seller: _____ **Date:** _____

Mail paper applications to:

Annandale Community Team (ACT)
Attention: Farmers Market
P.O. Box 596
Annandale, MN 55302

Mail electronic application to: corrybregendahl@gmail.com

Your paper application must be accompanied by full payment and applicable licenses before market season opens (June 12 for the 2021 season).

Make checks payable to: ACT

Vendors will be notified of acceptance to the market as soon as possible. Contact Corry Bregendahl, Market Manager, at corrybregendahl@gmail.com for updates, questions, or more information.

Annandale Farmers Market Information and Policies

(revised March 1, 2021)

The Annandale Farmers Market strives to unite and support local farmers, growers, and producers by providing a centrally located, affordable venue in downtown Annandale to sell their goods and educate consumers about the benefits of buying fresh, locally grown and produced goods.

The Annandale Farmers Market will also serve as a venue for consumers to purchase locally grown, quality products at reasonable prices that will promote healthy lifestyles while sustaining local agriculture and artisans.

APPLICATION AND FEES

Vendors wishing to participate in the Annandale Farmers Market (AFM) must complete a vendor application and return it with the seasonal vendor fee (see fee schedule below) to:

Annandale Area Community Team (ACT)
Attention: Annandale Farmers Market
P.O Box 596
Annandale, MN 55302

Discover Downtown Annandale Farmers Market must approve all vendor applications before a vendor will be permitted to participate in the market.

Discover Downtown Annandale Farmers Market may decide to accept or reject any application in the best interest of the Annandale Farmers Market.

The following factors will be considered when approving vendor applications:

- Existing vendors and products sold. The market may choose to reject an application if we have reached the saturation point of sellers selling a particular product while at the same time recognizing that market competition is vital to both the market and consumers.
- Date vendor application is received. Completed applications received first will be considered first.
- Items offered for sale.
- Frequency of attendance/vending. Preference is given to vendors coming every week.
- Payment of vendor fee.

FEE SCHEDULE

For weekly vendors in 2021, the annual fee is \$160 for one ten-foot-by-ten-foot (10'x 10') space for the full 2021 market season. This fee is based on vending every week at the rate of \$10 a week. If you indicated in your application to the market that you will be present every week but then choose not to return for any reason, you will not be issued refunds for the weeks you do

not show up. However, if the market is shut down by federal, state or local officials due, for example, to the COVID-19 pandemic, you will be refunded your paid fees for scheduled days the market is not in operation as a result of the closure. However, no refunds will be issued nor pro-rated if you choose not to sell during the time allotted to the market day (8 AM to noon).

For vendors not vending every week at the market, daily stall fee is \$15 per day due at the start of each market day.

VENDOR RESPONSIBILITIES

24-hour advance vendor notification of absence: Vendors must give the market manager 24-hours notice if they are not coming to the market. If vendors fail to give 24-hours notice two times during a season, they may lose their assigned spot and be assigned a new spot.

Equipment and signs. Each vendor is responsible for providing and removing any and all equipment and supplies s/he requires to do business on the market site. This includes signs, tables, chairs, products, sanitation supplies, and equipment utilized for cleanup purposes. All signs must remain with the allotted vendor's booth space and must not block traffic or pedestrian ingress or egress, or interfere with other vendors' display or views.

Booth Space. Each vendor is assigned space as determined by the market manager. Booth space is not transferable. Requests for particular locations within the market will be considered by the market manager but the manager reserves the right to assign and locate all vendors. To better manage space, assigned locations will be reserved until 7:30 AM. If vendors do not arrive by 7:30, another vendor may be placed in that spot and the assigned vendor may be moved to another (perhaps less desirable) spot. We are implementing this arrival cutoff to ensure smoother access for booth set-up and to make sure the best spots are fully occupied.

COVID-19 requirements. All vendors must comply with the following Annandale Farmers Market guidelines and policies regarding sanitation and social distancing developed by the market steering committee. These policies are based on Minnesota Department of Agriculture requirements as well as recommendations from the Centers for Disease Control and the Minnesota Farmers Market Association. (If requirements and/or recommendations change after this date, the AFM steering committee will issue updated policies.)

As of March 1, 2021:

- Each vendor (or market management) is required by the Minnesota Department of Agriculture (MDA) to mark off an area 6 feet in front of their booth to maintain social distancing between vendors and customers. This may be done using chalk, caution tape/rope between stanchions, or placing an extra table in front of product tables.
- Customers will not be allowed to touch ANY products or items sold by the vendors until customers have taken possession of their purchase. Returns will not be allowed.

- Food sampling will be banned at the market this year according to requirements from the MDA.
- Vendors and vendor assistants will be required to wear masks at all times at the AFM to protect the health of customers and reassure customers we are taking all actions possible to protect the health of the market community. Masks must cover both your mouth and nose.
- Food demonstrations will not be offered this year in accordance with MDA requirements.
- At least one hand-washing station including a table, water faucet/reservoir, wastewater bucket, towels and towel dispenser, trash can, and soap dispenser will be provided by the market and available for vendor and public use, accompanied by signage outlining proper handwashing protocols.
- Vendors will not be allowed to sell products at the market if they—or anyone in their household or anyone where the food is made—is sick with COVID-like symptoms until everyone is symptom-free.
- The market has purchased food-safe gloves for vendor use. Vendors may request these at the market booth.
- Vendors will prevent bare-hand contact with exposed, ready-to-eat food by using deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.
- Vendors serving ready-to-eat food will be asked to limit glove use to only one task and discard them when damaged, soiled, or when interruptions occur in the operation. They will remove gloves after a cough or sneeze and immediately wash hands.
- Vendors will regularly clean and sanitize equipment, objects, and surfaces.
- Vendors will use federally approved disinfectants for use on surfaces against coronavirus, including Clorox and Lysol products, as well as bleach solutions.
- Vendors are encouraged but not required to use touchless payment systems, such as Apple Pay and touchless card (chip) readers.
- Vendors are encouraged to wash and sanitize hands frequently.
- Market management will electronically distribute sanitation guidelines to vendors prior to the start of the season.
- Market management will distribute one laminated copy of shopper guidelines to each vendor for posting at each booth.
- Updated sanitation and distancing guidelines for customers will be shared on our social media platforms both prior to and during the market season.
- Vendors are encouraged to participate in pre-order, pre-payment and pickup options if you so choose. The market will not coordinate this.

LOCATION AND HOURS OF OPERATION

The market is located on the Annandale City Square, in front of City Hall, located at 30 Cedar Street East. The market will last 16 weeks beginning June 12, 2021 and last through September 25, 2021. The market will operate every Saturday from 8 AM to noon. We expect every-week vendor booths to be occupied during the entire market season June 12th to September 25th

unless extenuating circumstances arise. All vendors must remain at the market site until noon and must vacate the market site by 1 PM to allow traffic to access businesses on the square.

The market will begin at 8 AM on market days. Traffic cones will be placed to limit public access to the space prior to opening the market to allow vendors time to set up before 8 AM. Set up time begins at 7 AM. The Annandale Farmers Market will operate in all weather conditions. Market hours may be adjusted if threatening weather is imminent. Vendors may text or call the market manager concerning market delays due to inclement weather.