



## City of St. Francis 2024 Farmers Market Application

Business/Farm Name:				
Name of Sellers:				
Mailing Street Address:				
City:		St:	Zip:	
Growing Area Address, if different from above:				
Home Phone:		Cell Phone:		
Email:		Website:		
Please answer the following questions:			YES	NO
Do you grow and produce all your items? If not, please explain:				
Do you give permission to the Market Manager to release your name, phone number and/or email to customers interested in contacting you for product information?				
Do you need to be located by your vehicle? If so, please provide your truck length _____ (in feet).				
What size your tent? _____ ft x _____ ft Recommended size is 10' x 10'. Larger sizes may require more than one stall fee.				

List the products you plan to sell at the market and attach additional page if necessary. Please note that applications will be reviewed by the Market Manager and vendors will be notified of any items that will not be allowed to sell at the market prior to the start of the season. If you are a produce farmer and sell produce only it is not necessary to write all varieties below.

---



---



---

Please mark the dates you will be in attendance:

Jun 12 _____	Jul 24 _____	Sept 4 _____
Jun 19 _____	Jul 31 _____	Sept 11 _____
Jun 26 _____	Aug 7 _____	Sept 18 _____
Jul 3 _____	Aug 14 _____	Sept 25 _____
Jul 10 _____	Aug 21 _____	
Jul 17 _____	Aug 28 _____	

Please note the following must be completed and turned in with the application to be valid:

- Vendor Application with Signature and Stall Payment Fee
- Completed MN Revenue ST 19 Form
- Other items as listed in the permits, licenses, and insurance section

Fee Calculation		
2024 Farmers Market Rates	Quantity	Amount Due
Full season stall fee \$120		
Daily rate stall fee \$20		
<b>Total Due</b>		

Payment			
	Cash		Check: #

---

I have read and agree to abide by all City of St. Francis 2024 Farmer Market policies and understand that the market stall fee is non-refundable.

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

To submit application and payment:

**In-person** In-person registration is accepted Monday through Thursday between 7:00 a.m. and 5:30 p.m., and Friday from 7 a.m. to 11 a.m. at City Hall.

**Mail** Mail-in registrations can be sent to:  
 City of St. Francis  
 Attn: Community Development  
 23340 Cree St NW  
 St. Francis, MN 55070

**Drop Box** Place your registration (marked Farmers Market) in a sealed envelope and drop it in the after hours deposit box located on the south side of the St. Francis City Hall.

---

## VENDOR PUBLICITY

We want to promote our vendors! We are always updating our website, marketing materials, and planning out new forms of promotions for the Farmers' Market. Please, check the pieces of information below that you would like to share with the public. We will not share any information that is not checked below.

- |  |  |
|--|--|
| <input type="checkbox"/> Your Name<br><input type="checkbox"/> Your Farm or Business name<br><input type="checkbox"/> Your Farm or Business location<br><input type="checkbox"/> Your Phone Number | <input type="checkbox"/> Your Email Address<br><input type="checkbox"/> Your Farm or Business website<br><input type="checkbox"/> Your Social Media Accounts/Pages |
|--|--|

Our customers would like to get to know you! Please use the space below to share a little about yourself, your family, the products you sell, your farm, other markets you sell at, etc. (or attach a sheet to your application). This information may be used in the marketing materials of the market.

---



---



---



---



---

## PERMITS, LICENSES, AND INSURANCE

Use the chart below to determine copies of which permits, licenses, and insurance forms you will need to submit with your application. **It is the vendor's responsibility to have all the correct licensing.**

Type of Product*	ST-19 MN Revenue Form	Certificate of General Liability Insurance	MN Dept of AG	MN Dept. of Health	Nursery Stock Growers Cert.
Fresh Fruit & Vegetables	√	√			
Meat, Eggs or Dairy	√	√			
Fresh Cut Flowers	√	√ or waiver			
Nursery Stock	√	√ or waiver			√
Non-Potentially Hazardous Foods (Home-Canned/Home-Processed Foods Qualifying under the MN "Cottage Food Law" Exemption)	√	√	√		
Immediately consumable foods	√	√		√	
Craft Products	√	√ or waiver			

\*The re-sale of products or products that contain ingredients created or produced off-site likely require from the MN Dept of Ag. More information about license requirements can be found on pages 6 – 15 of the MFMA Market Quick Reference Guide: [https://www.mfma.org/resources/Documents/MFMA\\_Market\\_Quick\\_Reference\\_Guide\\_2023-01-24.pdf](https://www.mfma.org/resources/Documents/MFMA_Market_Quick_Reference_Guide_2023-01-24.pdf)

## MARKET INFORMATION AND GUIDELINES

### Market Location and Operating Hours

The St. Francis Farmers Market is located at Community Park in the parking lot of Highway-47 and 227, St. Francis, MN 55070. The operating hours are Wednesdays between 3:00 to 7:00 p.m. June 12 through September 25.

### Market Eligibility and Rules

The following guidelines were established to determine vendor participation in the Farmers Market. Vendors who violate the market rules may be removed from participation in the market, without refund, at discretion of the Market Manager.

1. Vendors may not sell any items not approved or shown in their market application.
2. All items must be prepared, displayed, sold, and stored in accordance with the guidelines established by the Minnesota Department of Agriculture and the Minnesota Department of Health.
3. Craft items sold must be designed and made by hand by the vendor.

### General Policies

1. No smoking or consumption of alcoholic beverages allowed in the market area.
2. Contact the Community Development Specialist if you are unable to attend a market date either by email to [JSteffes@stfrancismn.org](mailto:JSteffes@stfrancismn.org) or by phone at 763-235-2309.
3. All vendors must represent themselves in a professional manner. Shirts and shoes must be worn at all times. Discourtesy, swearing, shouting, or harassment is not permitted.
4. Price, terms of sale, etc., are solely between the buyer and seller. All vendors agree to abide by fair business practices.
5. All stalls must be set up prior to 2:45 p.m. on the day of the market.
6. Vendors must remain until the close of the market. No early clean up.
7. Animals are not allowed in the market area.
8. Tents and canopies must be weighted down with at least 20 pounds per canopy leg.
9. Market staff reserves the right to inspect crop and production areas.
10. There is a restroom located in Community Park for vendor and customer use.
11. Vendor parking locations will be highlighted in the welcome letter. We ask that you follow this to allow parking for market customers.
12. Vendors are expected to provide their own tent, tables, chairs, and supplies necessary for stall operations.

### Permits and Licenses

All permits and licenses required by the State of Minnesota are the sole responsibility of the vendor. You must supply copies of these prior to the start of the season.

### Taxes

Any required sales tax collections and remittances are the sole responsibility of each vendor.

### Insurance

1. Vendors assume full liability for the products they sell and hereby agree to hold the City of St. Francis harmless against any claim of injury or damage by any buyer, seller, or other persons resulting from the vendor's participation in the market.
2. It is required that vendors carry their own insurance, as the city does not provide this coverage.
3. The City of St. Francis 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 City of St. Francis 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 St. Francis harmless for and against any claims for such injury, theft, or damage.

**I have read and agree to abide by all City of St. Francis 2024 Farmer Market policies and understand that the market stall fee is non-refundable.**

**Signature of Responsible Party** \_\_\_\_\_ **Date** \_\_\_\_\_