



OSSEO FARMERS MARKET

Tuesdays, July 11 through September 26

3:00 to 7:00 p.m.

Boerboom Veterans Memorial Park, 416 Central Avenue, Osseo, MN
(at 5th Street NE and Central Avenue)

2017 SEASON MARKET GUIDELINES

The Osseo Farmers Market is a market of local farmers, food producers, and artisans who gather to sell their own products directly to the public. This small city market values diversity, quality, and freshness.

Application and Fees

- ◆ Vendors wishing to participate must complete an application form and return it with the appropriate vendor fee to the City of Osseo to be considered to participate.
- ◆ The Market Manager shall review and approve all vendor applications before a vendor can participate. Space at the market, location of the vendor, past history with the vendor, and the items a vendor offers will be factors in determining approval.
- ◆ Fees for unaccepted applications will be returned promptly.

Market Goods

- ◆ The following items are approved for sale:
 - ◇ Vendor grown fresh fruits and vegetables;
 - ◇ Vendor grown herbs and spices;
 - ◇ Vendor produced farmstead products such as cheese, meats, fish, poultry, eggs, baked goods, canned goods, honey, maple syrup and preserves, if prepared and packaged in accordance with rules established by the MN Department of Agriculture;
 - ◇ Vendor grown bedding plants, hanging and potted plants, and cut flowers;
 - ◇ Vendor grown dried flowers or plants; and
 - ◇ Vendor made arts and crafts.
- ◆ Products not listed above must receive clearance from the Market Manager before sale.
- ◆ Products purchased for resale at the market are generally not allowed and must have prior approval of the Market Manager.
- ◆ Vendors may not sell any items not approved or shown in their market application. The Market Coordinator has the right to ask vendor to remove such products.
- ◆ All items must be prepared, displayed, and stored in accordance with Minnesota Department of Agriculture, Minnesota Department of Health, and Hennepin County Community Health Department guidelines.
- ◆ All producers of Cottage Food and 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.
- ◆ Cottage Food and processed food items should be sold with a valid processing license or comply with Minnesota labeling law requirements.
- ◆ Produce sold as Certified Organic must have originated from an Certified Organic grown Farm.
- ◆ Farmers/growers that are not Certified Organic can advertise or sell produce as "Chemical Free" if they practice chemical free farming.
- ◆ All items should be sold by bulk, bundle, or individual item. Items sold by weight units of measure require a Minnesota State Certified Scale.
- ◆ The Market Manager reserves the right to inspect crops and production areas at any time before or during the market season.



General Market Guidelines

- ◆ Vendors may begin setting up no earlier than 2:30 p.m. A Market Coordinator will typically be at the Market at 2:30 p.m. to check in vendors and assist them with any questions.
- ◆ There will be stalls for approximately 10 to 15 vendors per week.
- ◆ The Market will begin at 3:00 p.m. No presales are allowed. Failure to comply with the starting time will result in a \$10 fine and/or loss of future selling privileges.
- ◆ There will be no moving vehicles in the market area between 2:45 p.m. and 7:00 p.m. If you arrive after 2:45 p.m., you must park in an adjacent area and walk your merchandise and supplies (tents, tables, etc.) to and from your stall location. Failure to comply with this regulation may result in a loss of future selling privileges.
- ◆ Market vendors must be ready to start selling at 3:00 p.m. The City of Osseo encourages vendors to be in place ½ hour before the Market opens, but please note no presales are allowed.
- ◆ The Market will occur rain or shine. Market hours may be adjusted if threatening weather occurs. Please call 763-425-2624, ext. 101 or email kbroaden@ci.osseo.mn.us if you have questions about threatening weather.
- ◆ One stall is approximately 20 feet by 15 feet (two parking spaces); all items must be contained within the stall. Vendors may request one or two stalls.
- ◆ Vendors are allowed only one vehicle in their assigned stall. Vehicles may also be parked in an adjacent lot.
- ◆ Vendors are responsible for providing all tables, canopies, and other items needed for their display.
- ◆ Tents and canopies must be weighted down.
- ◆ No stakes may be pounded into the tarmac.
- ◆ Stall space will be assigned by Market staff for the entire season but can be subject to change with proper notification.
- ◆ Stall space will be assigned or changed to allow for the best product mix and traffic flow.
- ◆ Market staff has the authority to move and reassign stall space to enhance or facilitate Market operations.
- ◆ All displays must be neat and tasteful.
- ◆ Alcoholic beverages, smoking, and pets are prohibited at the Market.
- ◆ The general cleanliness of the Market area is everyone's responsibility. All vendors must keep their area neat while selling and make certain that the area is clean before leaving.
- ◆ All Market vendors should represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn.
- ◆ Price, terms of sale, etc., are between buyer and seller only.
- ◆ All vendors agree to abide by fair business practices.
- ◆ Vendors must remove all trash from the market area by 7:15 p.m. This includes produce debris, bags, and boxes as a result of their sales. Trash cans are provided only for incidental trash.
- ◆ Any vendor who the Market staff feels is not complying with the Market rules may be asked to leave.
- ◆ The vendor in turn may petition to be re-accepted to the Market if approved by the Market Manager.

Permits, licenses, taxes, and insurance

- ◆ A Market permit will be provided to each vendor. It must be visible in the stall at all times and is not transferable.
- ◆ Farmers Market Nutrition Program vendors must display appropriate signage provided by FMNP.
- ◆ All permits and licenses required by the City of Osseo, Hennepin County, the State of Minnesota, or the Federal Government are the sole responsibility of the vendors and must be displayed.
- ◆ Any required sales tax collections and remittances are the sole responsibility of the vendors.
- ◆ The City of Osseo 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 Osseo Farmers Market; whether such injury, theft, or damage occurred prior, during, or after the Osseo Farmers Market, seller further agrees to indemnify and hold the City of Osseo harmless for and against any claims for such injury, theft, or damage.
- ◆ All vendors should carry their own general liability and product liability insurance, as the City does not provide this coverage.



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(at 5th Street NE and Central Avenue)



2017 OSSEO FARMERS MARKET APPLICATION

Phone: (763) 425-2624, ext 101, Karen Broden Email: kbroden@ci.osseo.mn.us

Please Print

Date _____

Business or Farm name _____

Name of primary seller _____

Name(s) of additional sellers _____

Street address _____

City _____ State _____ Zip _____

Home phone _____ Cell phone _____ Fax _____

Email _____ Website _____

Check here if you allow your phone number and/or email to be given to customers who may wish to contact you directly with inquiries about your product availability.

Address where crops are grown or crafts are made: _____
(We reserve the right to inspect location at any time during market season)

Check number of market stalls requested: _____ 1 (20 x 15 ft) _____ 2 (40 X 15 ft)

Do YOU grow or produce ALL your items? (circle one) YES NO

If not, please explain _____

Are your items organic or certified organic? ___ Organic ___ Certified Organic ___ Neither

Are you selling any processed food items? (circle one) YES NO

Are you a registered Farmers Market Nutrition Program vendor? (circle one) YES NO

Minnesota Sales Tax ID number (if applicable) _____

What food related licenses do you currently hold? _____

Additional licensing from the Hennepin County Community Health Department may be required to participate in the market. For information about Cottage Foods registration contact Minnesota Farmers Market Association (320) 250-5087 or visit www.mfma.org.

2017 OSSEO FARMERS MARKET APPLICATION

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Please list all items you intend to sell at the market and list specific varieties, if possible. Items not listed may not be sold at the market without Market staff approval . Attach additional page if necessary.

Please mark ALL of the weeks you plan on attending the market:

- | | | |
|----------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> July 11 | <input type="checkbox"/> August 1 | <input type="checkbox"/> September 5 |
| <input type="checkbox"/> July 18 | <input type="checkbox"/> August 8 | <input type="checkbox"/> September 12 |
| <input type="checkbox"/> July 25 | <input type="checkbox"/> August 15 | <input type="checkbox"/> September 19 |
| | <input type="checkbox"/> August 22 | <input type="checkbox"/> September 26 |
| | <input type="checkbox"/> August 29 | |

Please read and initial:

____ I have read and agree to abide by all City of Osseo 2017 Farmers Market policies.

____ I agree that the City of Osseo and their respective officers, employees, 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 Osseo Farmers Market; whether such injury, theft, or damage occurred prior, during, or after the Osseo Farmers Market; Business/Farm further agrees to indemnify, defend, and hold harmless the City of Osseo their respective officers, employees, agents, and consultants 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 Osseo does not provide this coverage.

Fee Schedule

Please check where applicable:

Osseo Resident/Business (Must have home/business address within City limits)

- Annual Vendor Fee (12 weeks)— \$75 for one stall; \$150 for two stalls
- Weekly Fee (depending on availability)— \$15 for one stall; \$30 for two stalls

Non Resident/Business

- Annual Vendor Fee (12 weeks)— \$100 for one stall; \$200 for two stalls
- Weekly Fee (depending on availability)— \$20 for one stall; \$40 for two stalls

Please mail the completed application form and applicable fee to:

Osseo Farmers Market, 415 Central Ave, Osseo, MN 55369

- ◆ This signed application (above boxes must be checked and signature below included)
- ◆ \$ _____ amount enclosed, please make checks payable to *City of Osseo*

Signature _____ Date _____

Completed applications received by May 31, 2017, will be considered first. Applications received by May 31 will be notified of their status approximately June 5. Applications that arrive after May 31 will be given consideration, if space allows. Full refunds will be given to any applications that are not accepted.