

2017



Vendor Application & Policies

Wednesdays

June 7 – August 30 • 3:00 – 7:00pm

September 6 – September 27 • 3:00 – 6:30pm

Lakeside Park

101 Lakeshore Drive

Big Lake, MN 55309

Application Contact

Hanna Klimmek

Phone: 763-251-2979

Fax: 763-263-2000

Email: hanna.klimmek@ci.big-lake.mn.us

Application Site

Big Lake City Hall

160 Lake Street North

Big Lake, MN 55309



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2017 Vendor Application (page 1 of 2)

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

Interested vendors must submit the following three items by mail or in person to Big Lake City Hall (160 Lake Street North, Big Lake, MN 55309):

- 1) Two-page vendor application form- Please initial each page
- 2) MN Dept. of Revenue's "Operator Certificate of Compliance" form
- 3) Vendor fee of \$75.00 for the season (*checks payable to "City of Big Lake" with "Farmer's Market" in memo line*) – Or, you may choose to pay \$10 per week!

Seller Information

Name of Primary Seller:

Address:

Cell Phone:

Email Address:

Website Address:

Product Information

ONLY HOME GROWN & HANDMADE ITEMS ARE ALLOWED

Address where crops/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 must be home grown or handmade. Items purchased for resale are not allowed. Items not listed below will not be allowed to be sold at the market.

Vendor stalls are approximately 12'x28'. Vendor fees will not be prorated. Vendor fees do not include electricity (if needed). The Big Lake Farmer's Market Committee shall review and approve all vendor applications before a vendor can participate in the market. Fees for unaccepted applications will be returned.

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2017 Vendor Application (page 2 of 2)

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Read and Initial:

_____ I have read and agree to abide by all 2017 Big Lake Farmer’s 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 volunteer Big Lake Farmer’s Market Committee. Completed applications received by Friday, May 5, 2017, 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. The 2017 application deadline is **Friday, May 5, 2017**. Full refunds will be given to applications not accepted by the Big Lake Farmer’s Market Committee.

Please Mark All Weeks You Plan On Attending Market:

- June 7, 2017 June 14, 2017 June 21, 2017 June 28, 2017
- July 5, 2017 July 12, 2017 July 19, 2017 July 26, 2017
- August 2, 2017 August 9, 2017 August 16, 2017 August 23, 2017
- August 30, 2017 Sept. 6, 2017 Sept. 13, 2017 Sept. 20, 2017
- Sept. 27, 2017

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2017 Goods Accepted

Wednesdays

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

The Big Lake Farmer's 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 Farmer's Market but are not limited to:

- Vendor grown fresh fruits and vegetables
- 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.

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

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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.
- **Market Permit:** The City of Big Lake will provide each vendor with a Big Lake Farmer’s Market Permit on the first day of the market (June 7, 2017).
- **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.
- **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.

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- **Absences:** Vendors must notify City staff of absences by 9:00am the morning of the market.
- **Arrivals/Departures:** Vendors booths must be set up by 2:45pm. Vendor booths cannot be torn down until 6:45pm through August 30 and 6:15pm from September 6 – September 27. 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, vendors must request that City staff provide the cancellation notice by phone.
- **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 26, 2017.
- Smoking is not allowed in the Farmer's Market area.
- All pets must be on a leash.
- Event tents must be in proper working condition and have weights to restrain them when there is adverse weather.

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