

Thank you for your interest in the Mankato Area Farmers' Market. Below are the rules, regulations and costs for Artisan Vendors at the Mankato Farmer's Market.

1. **To become a member:** Prospective vendors must fill out an application, have your product juried by a committee from our Market association and then be accepted by the Board of Directors.
2. The artisan must live within 40-mile radius of the Madison East Center, Mankato.
3. Artisans must produce what they sell at the Market. Raw materials may be purchased to complete the product but no commercially produced products may be sold.
4. Each vendor is responsible for the goods he/she sells.
5. Each vendor is responsible to obtain any special licensing needed and to follow all State and Federal laws related to his/her products and business.
6. The market is located at the Madison East Center parking lot and is open Tuesday and Thursday, 3:30 pm-6:00 pm and Saturday, 8:00 am-12:00 pm. Vendors may begin setting up 1 ½ hours before starting time, but no earlier.
7. No money will be exchanged before the whistle blows which signifies the Market is open.
8. There will be no setting aside of product for a customer during the 1 ½ hour setup period before the whistle blows.
9. Artisan vendors are required to notify the Market Manager of any dates they will be attending the Market. The manager must be notified of an absence at the latest by 8:00 pm of the preceding day.
10. Check with the manager each Market day for stall assignments.
11. Vendors are required to display a sign at least 10" x 20" or larger with their name and address, identifying themselves and their business. This sign should be visible and legible to the customer and neat in appearance. Any other signs as required by law should be displayed such as, Homemade Product signs.
12. Stall fees of \$25 are payable daily and are collected by the Market manager. Daily fees are capped at \$350 per business per year.
13. All vendors must submit a ST-19 sales tax form and proof of insurance on or before the April meeting each year with their membership application.

Artisan Application Mankato Area Growers Association 2012

Name _____

Name of Business _____

Address _____

City & State _____

Email _____ Do you check it? _____

Telephone Number _____ Cell _____

How many miles from Madison East Center, Mankato do you live? _____

What products do you intend to sell at the Farmers' Market? _____

Days, dates and times you plan to attend: _____

*Attached to this application you will find my proof of liability insurance _____

This form is for Artisans/Artwork only. Growers are required to apply for membership. If accepted, you are agreeing to have your product juried by a committee of MAGA members.

In filling out and signing this form, you are seeking the privilege of selling at the Mankato Farmers' Market. You are agreeing to abide by all rules and regulations of MAGA, as specified in the by-laws. This includes:

- You make all your products yourself,
- you are not selling on behalf of another party,
- you live within a 40 mile radius of the Mankato Market,
- you accept all responsibility for proper licensing and conformance to the law of your products and business,
- you will only sell good quality products and that you accept full responsibility for the quality of your products.

I agree to the conditions stated above, and that all information I have stated on this form is correct.

Print name

Signature

Date

Please return completed applications to: Three Rivers RC&D, Attn: Joe Domeier 1160 S Victory Drive Ste #4 Mankato, MN 56001 For questions, contact jadomeier@threeriversrcd.org or call 507-345-4744 ext 104



MFMA Insurance Program

The Minnesota Farmers' Market Association (MFMA) continues to work closely with Stearns Insurance Services to provide a low cost liability insurance program available *exclusively* to MFMA members! MFMA members (both Market and Vendor membership levels), may take advantage of this program starting in 2012.

Plan Features

General Liability Insurance including Products and Completed Operations

Limits of Liability: \$5,000,000 aggregate
\$2,000,000 per occurrence

\$250.00 Deductible per claim

Policy term: March 1, 2012 to March 1, 2013

Underwritten by Atain Specialty Insurance Company, AM Best A rated

Coverage Guidelines & Eligibility

Market Insurance: - Your Farmers' Market must be an MFMA member to be eligible for this member benefit.

-Market size is limited to the "average # of vendors per event multiplied by the # of events in the policy year" being less than or equal to 1,500. **Examples:**

Eligible market: 20 vendors x 75 events = 1,500 or 30 vendors x 45 events = 1,350

Ineligible market: 30 vendors x 52 events = 1,560

Vendor Insurance: - A vendor must be an MFMA member to be eligible for this member benefit.

-Vendors will have coverage at any established* farmers' market or established* event in the state of Minnesota

-Ineligible markets & vendors: Individual insurance programs are available for markets and vendors who do not qualify for this program. Please contact Stearns Insurance Services for an individual proposal.

-No concessionaires are eligible. For example, vendors who sell pizza, hamburgers, or pop meant to be consumed onsite while at the market are ineligible for this program.

-Only small, one-of-a-kind, non-mass-produced crafts will be permitted to be sold.

-Premiums will be charged as a flat amount for the policy period. **No refunds for cancellations.** No reduced premiums for late entry into the policy period.

-Premiums noted include all processing fees and state taxes.

-Insurance is only valid in the state of Minnesota.

-See the Minnesota Department of Agriculture's website for Farmers' Market food safety guidelines.

-Contact the Minnesota Farmers' Market Association (MFMA) for market or vendor membership.

-A certificate of insurance will be emailed or mailed to you as your proof of insurance.

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Premiums & Options

Market Options:	Farmers' Market Insurance.....	\$190.00
Vendor Options:	Vendor Insurance I (Food-Unprocessed)**	\$80.00
	Vendor Insurance II (Food-Processed)***	\$110.00
	Vendor Insurance III (Food-Unprocessed/Processed, Crafts)****	\$150.00

To list a market or landlord as an additional insured, please include a \$25 charge per additional insured.

Definitions

- * *Established Farmers' Market or Established Event:* Market or event is formally organized, has a board of directors, and is insured.
- ** *Food-Unprocessed:* Vendors who grow their own food products and do not process. Food goes directly from the ground to the stand. **Examples:** tomatoes, apples, potatoes, flowers, and plants.
- *** *Food Processed:* Vendors who grow their own food products and perform processing before sale. **Examples:** jam, jelly, honey, maple syrup, bread, baked goods, and spices. This category also includes cut meat, eggs, and mushrooms.
- **** *Food-Unprocessed/Processed, Crafts:* Vendors who grow and/or process their own food products AND/OR sell small, one-of-a-kind, non-mass produced crafts. **Examples:** jewelry, soap, birdhouses, and hand-made wearable items.

Insurance Program Arranged By



James Wensel MN license # 58926

Stearns Insurance Services, 4191 2nd Street S., St. Cloud, MN 56301

Phone: 320.253.3525 Fax: 320.650.1361 www.StearnsInsurance.com

Claim Reporting: Stearns Insurance Services, 320.253.3525

For Insurance Questions, Contact:

Rachel Haney (CSR, Stearns Insurance Services)
rachelh@stearnsinsurance.com, 320.253.3525

Jim Wensel (Agent, Stearns Insurance Services)
jimw@stearnsinsurance.com, 320.253.3525



Minnesota Farmers' Market Association, Attn: Deonna Bouska, 18542 Driftwood Rd., Clearwater, MN 55320

Phone: 320.250.5087 Email: info@MFMA.org www.MFMA.org

For MFMA Membership and Benefits Questions (Markets & Vendors), Contact:

Deonna Bouska (Operations Manager, MFMA)

dbouska@mfma.org, 320.250.5087



MFMA Insurance Application

- Available to MFMA Members Only -

Contact Information for the Authorized Representative Completing This Application:	
Name:	
Address:	
Email Address:	Phone:
Insurance Application:	
MFMA Member ID:	Business Name:
Primary Location: <i>(Full Address)</i>	
Secondary Location: <i>(Full Address)*attach additional locations as needed</i>	
Markets Only: Average # vendors per event:	Markets Only: # of events per year:
Items Sold:	
Estimated Receipts:	
Describe Past Claims:	

Premiums & Options:

- Market Options: Farmers' Market Insurance.....\$190.00
- Vendor Options: Vendor Insurance I (Food-Unprocessed).....\$80.00
- Vendor Insurance II (Food-Processed).....\$110.00
- Vendor Insurance III (Food-Unprocessed/Processed, Crafts).....\$150.00
- List Additional Insured's Name _____ \$25.00
- Additional Insured's Address _____
- List Additional Insured: _____ \$25.00
- Additional Insured's Address _____

Signature: _____ **Date:** _____

Complete application online at www.MFMA.org or mail applications and payment (payable to "MFMA") to:

MFMA, Attn: Deonna Bouska, 18542 Driftwood Rd., Clearwater, MN 55320

***Disclaimer: This is a summary of insurance and the actual policy language holds true above all summarized language*



Membership Form

Office: 320-250-5087
 Email: info@MFMA.org
 Website: www.MFMA.org

MEMBER BENEFITS INCLUDE *(Partial List...Please Visit our Website for Further Opportunities!)*

- | | | |
|---|--|--------------------|
| Free Member Web Page on the MFMA Website! | Low-Cost MFMA Insurance Program! | Low-Cost Websites! |
| Free Online Posts on MFMA's "Making Connections"! | Farm-Direct Advocacy! | Discussion Groups! |
| Member Discounts From Preferred Suppliers! | Unique Funding Opportunities! | Co-op Buying! |
| Direct Industry Support from the MFMA! | Notifications & Discounts on Training Programs and Events! | |

MARKET MEMBERSHIP QUALIFICATIONS:

1. Be a community farmers' market (with a physical location in Minnesota) that represents three or more growers.
2. Be an established market with: by-laws and dues structure
3. Sell a majority of Minnesota grown agricultural products.

VENDOR MEMBERSHIP QUALIFICATIONS:

1. Sell a majority of Minnesota grown agricultural products and/or products crafted within Minnesota.
2. Adhere to merchant ordinances and to all food safety regulations and recommended guidelines.
3. Participate at one or more farmers' market locations within Minnesota.

MEMBERSHIP TYPE <i>(circle):</i>	Farmers' Market or Vendor	MEMBERSHIP YEAR:	
MFMA MEMBER ID: <i>(renewals only)</i>		SIGNATURE & DATE:	

Information Completed in This Section Is For Internal Use:

Contact Name:	
Contact Mailing Address:	
Contact Phone Number:	
Contact E-mail Address:	
Additional Contacts Authorized For This Account:	
Comments:	

Information Completed in This Section Will Be Displayed On Your Member Web Page:

Business Name:	
Business & Product Description: <i>(Include attachment if needed)</i>	
Business Contact Name:	

...application continued



Membership Form

Office: 320-250-5087
 Email: info@MFMA.org
 Website: www.MFMA.org

Business Mailing Address:	
Business Phone Number:	
Business Email Address:	
Business Website:	
Primary Selling Location Name:	
Primary Selling Location Address:	
Primary Selling Location's Seasonal Start Date:	
Primary Selling Location's Seasonal End Date:	
Primary Selling Location's Days and Hours Open:	
Second Selling Location Name:	
Second Selling Location Address:	
Second Selling Location's Seasonal Start Date:	
Second Selling Location's Seasonal End Date:	
Second Selling Location's Days and Hours Open:	
Additional Location Information: <i>(Include attachment if needed)</i>	

****Logos or images can be emailed to dbouska@mfma.org for inclusion on your new member web page. Please clearly reference the Business Name and Contact Name referenced on your application. You may also choose to complete this application and payment online at www.MFMA.org.**

**Please mail form and payment on behalf of "MFMA" in the amount of \$70.00 to:
 MFMA, Attn: Deonna Bouska, 18542 Driftwood Rd., Clearwater, MN 55320**



Operator Certificate of Compliance

Instructions

This form can be filled in onscreen.

Before completing this certificate. **Person selling at event:** Complete this certificate and give it to the **Operator/organizer of event:** Keep this certificate for your records. Place the cursor in a field and click to start typing. Move from field to field using the tab key. To close this window, click the **Close** button.

Selling at event		Minnesota tax ID number	
City	State	Zip code	
Event			

Merchandise sold

Describe the type of merchandise you plan to sell.

Sales tax exemption information

Complete this section if you are not required to have a Minnesota tax ID number.

I am selling only nontaxable items.

I am not making any sales at the event.

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.

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.

Sign here

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.

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

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**.

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**.

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.