

Summer 2019 Little Canada Farmers Market!



Come join us on Mondays

2:30 p.m. - 6:00 p.m.

July 8 - October 7

(Excludes Sept 2)

Located at:

2920 Rice St (Hardware Hank Parking Lot)

If interested contact:

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Little Canada Farmers Market



Vendor Handbook ~Rules and Regulations~ 2018 Season

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1. NAME

The market shall be known as the Little Canada Farmers' Market and will be owned and administered by the City of Little Canada, through the Little Canada Parks and Recreation Department here after referred to as the "Board of Directors".

2. PURPOSE

The purpose of this Vendors' handbook is to describe the organization and administration of the Little Canada Farmer's market and to detail the rules and regulations to be followed by the Board of Directors, vendors and management of the market. The Market Manager or Board of Directors shall deal with any issue not covered in this handbook.

Mission

To create a sense of community and history, as Little Canada was an agricultural based community. To enhance community health with fresh, locally grown produce and plants. To encourage local production of food to reduce food costs, improve mental and physical health, and foster a positive family and individual activity. Support growers financially with sales of produce and plants. Beautify the City of Little Canada by encouraging production, planning and display of perennial and annual plants. Educate children and youth about food production.

Use

The use of the market is restricted to the sale of local products grown from the State of Minnesota or within a 50 mile radius of Little Canada. Special exemptions may be allowed from time to time, upon the approval of the Market Manager, subject to agreement by the Board of Directors in response to local supply or productivity.

Vendor Rights

The vendors as a whole should feel free to comment to the Little Canada Farmers' Market Board of Directors with respect to:

- The overall management, operation and administration of the market.
- The improvement of the market site and associated area; the layout of the vendor's space, and other physical improvements.
- The regulations of the market, including the hours of operation; designation of stall space; charging of market fees; housekeeping, rules, sanitation and posting of signs and other matters.
- The advocacy and support of the market and development of continuing advertising and promotional programs for the market.

3. MARKET LOCATION & SEASON

Location

The Little Canada Farmers' market will be located in the parking lot of Hardware Hank, 2920 Rice Street.

Dates & Hours

The 2018 season will be on Mondays, July 9 – October 8 (Excluding September 3rd) between 2:30 PM–6:00 PM. Rain or Shine.

4. MEMBERSHIP

The Board of Directors may, by a majority vote, admit to membership any person who:

- Is a grower, producer, or artisan resident of the State of Minnesota or others within a 50 mile radius of the city of Little Canada.
- In their opinion are a responsible advocate or supporter and a person likely to contribute to the betterment of the market.
- Agrees to abide by the rules and regulations of the association.
- Has paid the prescribed annual fee.

Producers Only

Applicants for membership must produce what they sell; **resellers are not eligible for membership**. All products offered for sale must be grown or produced by the applying vendor. The vendor is defined as the applicant or the applicant's spouse, sibling, child, parent or domestic partner, who assist substantially in the cultivation of the crops, or in the production of the agricultural, baking or craft product. The sale of items grown or produced by anyone other than the vendor, as defined above shall not be permitted.

5. VENDOR STATUS

There are two types of vendors at our market: Vendors that attend from July 9th through October 8th and vendors that are approved for daily sales by the Board of Directors.

6. PRODUCT CATEGORIES

Agriculture

Products include but are not limited to, fruit and vegetables, plants, shrubs, trees, flowers, honey, maple syrup, preserves, meat, fish, poultry & eggs, soils, manure, firewood, wool, animal feed, grains, etc. Agricultural vendors may sell pre-packaged, individual servings for take home, and a reasonable charge may be applied for small samples.

Baking

Products include, but are not limited to bread, rolls, buns, muffins, cookies, fruit pies, cakes, pastries, meat pies, etc. **No ready to eat single servings will be allowed at the market. Product must be sealed/tied when given to customer.**

Arts & Crafts

Arts and crafts must be hand made by the vendor using his or her own skill, artistry and training to produce a unique and original product.

New Products

If, after approval of original product lists, vendors wish to sell items which fall into a different category or which represent a major departure from the products(s) originally juried, they must have these items juried and approved before they can be offered for sale. The original application form will be amended, as required.

7. SELECTION PROCESS

Please note that the number of vendors in each category is limited in order to prevent saturation in one category. This will improve sales for all vendors. The Board of Directors will determine the number of vendors in each category through the application process.

Vendor Agreement

All applicants for membership must complete a “Vendor Application/Agreement” form. The purpose of the Vendor Agreement procedure is to maintain a high quality, producer-based market, to provide a variety and balance of products, to ensure fairness to all vendors and to ensure the vendors abide by the rules of the market. The agreement also lists all the products approved by the Board of Directors for sale at the market.

Review & Jurying

All products to be offered for sale must be approved by the Board of Directors to ensure they are indeed produced by the applicant; produced direct from farmer to market and that they are of high quality and are compatible with the other products sold at the market. The committee reserves the right to refuse acceptance of any applicant or product that is not in keeping with the rules, regulations or standards of the Little Canada Farmers’ Market.

8. BOOTH/STALL ALLOCATION

Space Limitations

Vendors are normally limited to a single booth/stall space, which is a 12’ frontage feet. Vendors may apply for multiple spaces, but allocation depends on the space available at the time, and may be withdrawn at any time if the space is required for new vendors. Under no circumstances shall a vendor rent more than two (2) stalls which consists up to 24’ frontage feet.

Sharing

Two paid members of the Association, subject to approval by the Market Manager may share a stall.

Subletting

Vendors may not sell, sublet or rent their stall space to other vendors.

Space Allocation & Location

Space is allocated to Seasonal vendors first. The priority for remaining space is given to daily agricultural and baking vendors, followed by daily craft vendors, based on the number of days each will attend the market during the year.

9. VENDOR RESPONSIBILITIES

Compliance

Vendors must fully comply with and abide by the following and failure to do so may be grounds for termination of the Vendor Agreement and membership: Abide by the Bi-Laws and/or Constitution of this Handbook. Municipal, Provincial and Federal Regulations regarding labeling, measures, health and safety, etc. for all products offered for sale at the Market. Compliance is the responsibility of the individual vendor.

Payment of Fees

Fees will be billed to vendor after registration approval from the Market Manager. All applicable fees must be paid in full prior to set up.

Photography

The City of Little Canada reserves the right to take photos in the market of vendors as well as events and guests to be used in our marketing campaigns.

Booth Sitters

Vendors are expected to attend the Market in person to sell their own products, and not make use of agents or employees. Shoppers want to speak to the actual producer. Occasional use of booth sitters is permitted, and vendors are encouraged to arrange a sitter rather than not opening the booth/stall/table for the day. Any vendor who uses a booth sitter five times will be required to explain to the Board of Directors why their Vendor Agreement and membership should not be terminated.

Punctuality

Vendors can start to set up by 1:30 p.m. Vendors must wait until the staff moves the parking barriers to enter. Vendors are not allowed to move barricades. Vendors shall be open and ready for business at 2:30 p.m. Vendors arriving after 3:00 p.m. will be assigned a stall from an available vacant space. The Market Manager may assign any stall not occupied by 3:45 p.m. to another vendor. A vendor shall make every effort to notify the Market Manager as soon as possible if they are not going to be in attendance that week. Vendors must keep their booths/stalls/tables open for the entire market time, and not begin to tear down before designated close time. Special arrangements for leaving early must be approved by the Market Manager.

Late arrivals and early departures are frowned upon and the Market Manager will issue warnings. After a total of two (2) warnings have been recorded, the vendor will be asked to explain and face the possibility of being removed from the market for the remainder of the season without refund.

Products

Vendors must bring enough products to last for the entire market. Exceptions may be made for reasons of product supply beyond their control. All vendors must remove their vehicles, market belongings and products after every market day.

List

Prior to the first market day vendors will supply the Market Manager with a list of items they propose to sell. The Board of Directors will make the final determination as to what will be allowed to be sold.

Conducting Business

Vendors must remain in their own booth/stalls when selling. Sales must be conducted in an orderly and business-like fashion, and no shouting or other objectionable means of soliciting trade are permitted.

Displays

Vendors are responsible for providing all display materials (displays, chairs, etc.) and setting up and tearing down any displays. The Market Manager may ask that unsightly or unsafe materials be

removed. Stalls must be kept neat and clean at all times. The Little Canada Farmers' Market accepts no responsibility for damage or loss of any materials.

Parking

Vendors may park one vehicle within their allocated stall space.

Pricing

All items offered for sale must have prices prominently and clearly displayed. Shoppers prefer and expect this. Vendors must not practice distress pricing by undercutting other vendors or dumping products at bargain or sale prices. In the event of continued distress pricing, the Board of Directors reserves the right to cancel Vendor Agreement and membership and/or to impose "pricing ranges". Each vendor will be responsible for his or her own sales tax collection, where applicable.

Permits

Vendors are responsible to obtain all necessary licenses, permits, inspections and certificates for the sale of their products. These permits need to be available to both shoppers and the Board of Directors who request to view them. The permits given to vendors from the Little Canada Farmers' Market **must be clearly displayed as well as FMNP signs.**

Farm Products Grades and Sales Act

Produce should be sold by units or in containers. If your product is sold by weight, the scale has to be government inspected, with a valid sticker displayed. All produce should be correctly labeled and priced.

Food Safety

Every person handling food products must maintain a very high standard of personal hygiene and cleanliness. All vendors and staff must practice these standards to prevent the transfer of pathogens between vendors/staff and therefore to foods. Please adhere to the following guidelines:

- All foods offered for sale must be protected from contamination.
- Baking and processed foods must be pre-packaged at point of production, and smaller items such as muffins must be packaged in lots of at least 3 to discourage eating on site.
- All persons handling food must wear clean clothing, wash hands often, be free from infectious disease, NOT smoke, and avoid touching nose, mouth, hair and skin. All vendors **MUST** wash hands with warm water and soap after visiting the washroom.
- Containers and wrappings must be single use only.
- Do not allow any unauthorized persons access to where food is being prepared.
- Racks, shelves or tables must be provided for all food display and all food must be at least 6 inches off the ground.
- Watch children very closely.
- Personal effects should not be stored anywhere near food products.
- Sampling and condiments:
 - Do not allow customer to get hands anywhere near samples to be eaten by other customers; provide toothpicks or small paper containers or pass out each sample.
 - Provide tongs, forks, or spoons for each type of condiment being offered; no customer hands in the containers.

- Clean up the serving area often, being especially careful to pick up food scraps that fall on the ground.

Refuse

Stalls must be kept free from refuse during the market. At the end of the day all refuse must be removed from the premises by the vendor.

Alcohol

No alcoholic beverages are permitted on site at the market.

Smoking

No smoking allowed at any vendor stall.

Pets

Animals are not allowed in the Market Area or in any vendor stall.

Insurance

While the Little Canada Farmers' Market does carry basic Public Liability and Property Damage Insurance, any additional insurance coverage is the responsibility of the individual vendor. Little Canada Farmers' Market bears no responsibility for any vendor's property at the market.

10. MARKET MANAGER RESPONSIBILITIES

Rules and Regulations

The Market Manager supervises the operations of the market. The Market Manager will apply the rules and regulations of the market as detailed in the Vendors' Handbook, and report violations to the Board of Directors, as necessary. The Manager may ask the Board of Directors to suspend a vendor for one or more days for a violation of the rules.

Collection of Fees

The Market Manager shall collect all fees when they are due, and promptly deposit monies. Vendors may not sign up until appropriate fees are paid through the Parks and Recreation Department.

Space Allocation

The Market Manager shall assign all stall space, taking into consideration:

- Priorities established under Article 8.
- Vendor attendance record, including late arrivals and early departures.
- Stall availability.
- Product category and its compatibility with products of nearby vendors.
- Special requirements (outside vehicle, late arrivals, etc.)
- The Market Manager may move a vendor for reasons of safety, health, product compatibility or any other valid reason.

Removal of Persons

The Market Manager has the authority, with cause, to request any vendor or other person to leave the market operating area and, if necessary, to call the police for assistance.

Problem Resolution

Vendors are encouraged to approach the Market Manager or the Board of Directors if they encounter a problem. Any discussion of the problems of the market in front of customers is strongly discouraged and shall be avoided.

Entertainers

Musicians, entertainers, etc. present at the Market must have the prior approval of the Market Manager and/or Board of Directors.

Cleaning

The Market Manager shall ensure that the Market is left in a clean and tidy condition at closing. The vendors' cooperation is imperative.

Washrooms

Washrooms will be available inside Hardware Hank.

11. FEES

Vender Stall Fees

\$130 per stall for 13 weeks or \$20 per market. Fees will be billed to vendor after registration approval from the Market Manager.

Refund Policy

Membership and daily stall fees are non-refundable and non-negotiable. The full season fees may be refundable for a valid or compassionate reason on approval by the Board of Directors and Market Manager. Refunds will be pro-rated according to market days remaining. **A \$25 administrative fee will apply.**

12. GENERAL

Service With A Smile

It is expected that our Farmers' Market will be an upbeat and friendly place. Vendors, management, and the Board of Directors will always want to deliver service with a smile! Our shoppers deserve nothing less!

Community Table

A community table is available to charity and non-profit organizations, at no cost, for fund-raising, promotional and education purposes. To apply, contact the Market manager at least one week in advance. Any products for sale must be approved by the Market Manager and must not be in competition with Market vendors. All rules and regulations will apply to the community table. The person applying will be held responsible for ensuring that the booth is staffed and left in the same condition as received. Little Canada Farmers' Market does not supply table, chairs or marketing materials.