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 Participant Name

# Champlin Farmers Market—2023

## Operating Guidelines

- I. **Name/Location.** The name of the market will be known as the Champlin Farmers Market and will be in the parking lot of the **Mississippi Crossings Event Center located at 307 E. River Parkway, Champlin, MN 55316.**
- II. **Hours of Operation.** The market will operate from **2:00 PM to 6:00 PM each Tuesday** beginning **July 11<sup>th</sup> and running through October 10<sup>th</sup> (14 weeks).** Set-up time for vendors will be from 1:00 – 2:00 PM (Vendors must be set-up before 2:00 PM) each Tuesday and vendors must vacate the parking lot by 6:30 PM, but not before 6:00 PM.
- III. **Affiliation.** The Champlin Farmers Market will be affiliated through the City of Champlin’s Parks and Recreation Department and managed by a committee formed through such department, headed by Jake Widmyer and Alicia Jahnke.
- IV. **Participants.** All participants (vendors) will be Minnesota Farmers and Growers located within a radius of 100 miles of the City of Champlin and will pay an annual fee. The Committee has the right to inspect participating farms or gardens to verify produce sold is Minnesota Grown and not purchased wholesale for retail sale. Participants agree to the rules within, and violators may be suspended from subsequent selling days.
- V. **Market Rules.** The following rules apply to each participant, whether an annual member or weekly participant.
  - a. Items sold must be grown or raised by the participating farming/member family. There will be no retailing of wholesale produce without permission by the committee.
  - b. All items should be visibly marked with price or sign thereof, and items should be sold only by bulk, bundle, or individual item. Selling by weight can only be done if the participant uses a Minnesota State Certified scale.
  - c. Only participants certified by the Department of Agriculture to accept FMNP voucher checks can accept these checks for payment from customers.
  - d. Animal sales are prohibited, either livestock or domestic.
  - e. Participants may cooperatively sell produce and product grown by other market participants, as defined by the Committee, if a participant is not able to be present on a certain day.
  - f. Craft type items and cookbooks may be sold by a participant, with a 48-hour prior approval from the Committee, so long as the product is an extension of a product produced and raised by the farmer/grower.
  - g. No more than 3 non-food “guest” vendors will be allowed each week at the discretion of the committee. Guest vendors may be limited to no more than 5 weeks per season.
  - h. Guest vendors will be limited to those who sell items; Thirty-One Bags, Tupperware, etc. and shall not include political parties, home repair companies or companies of the like.
  - i. All participants should carry product liability insurance as a rider on their Farm/Home insurance policy and may be asked by the committee for a copy of the policy.
  - j. Any vendor selling meat must be licensed and their facility inspected by the State of Minnesota.
  - k. Participants designated as a certified organic farm may sell organic produce. Those that are not certified but sell chemical-free produce may advertise as “chemical free.”
  - l. All vendors must supply their own power and/or extension cords.
  - m. Customer Satisfaction: Since the market’s success depends highly on customer satisfaction, it is imperative that participants be open to feedback and refunds for customers. If the customer complaint is the following week and the selling participant is not present, a monetary refund will be given by the City of Champlin’s Park and Recreation Department. The limit of a refund will be \$15 per customer and reimbursement will be received from the selling participant upon notification of the refund. Customers showing abuse with the Customer Satisfaction will be handled individually on a case-by-case basis with the Committee.

- n. Champlin Farmers Market encourages its vendors to participate in the promotion of the market by offering discounts or free items during a given week. These promotions must be approved prior by the committee and will be dealt with on an individual basis.
- o. NO SMOKING- It's a city policy to prohibit smoking in its parks system. Mississippi Crossings is considered part of the park system!
- p. All Vendors must anchor all tents and make sure their booth is always safe. The City of Champlin WILL NOT provide sandbags or weights, you must supply your own.
- q. Vendors must supply their own tables, tents, and chairs. There is no electricity available on site.
- r. If you will be selling a non-agricultural food item, you will need to be licensed by Hennepin County and you must be able to provide license.

VI. Annual and Weekly Fees. Collected fees will be used to support the advertising, set-up fees, and promotion of the market. Annual fees are collected once per year and weekly stall fees will be collected each Tuesday during set-up times.

VII. **Application deadline and full payment for acceptance in the market is June 16, 2023. Vendors will be notified within 3-5 business days after receipt of their application as to their acceptance. If accepted, checks will be cashed at that time. The market has the right to limit certain vendors so as not to flood market with too many similar items. The market will also allow up to 3 non-food vendors each week.**

## 2023 CHAMPLIN FARMERS MARKET REGISTRATION FORM

Market Stall Fee – Whole Season \$100

**OR**

Guest Market Stall Fee (weekly) \$20

Participant Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

I have received, read, and agree to abide by all the market rules: \_\_\_\_\_  
(Signature required)

- Has the Department of Agriculture certified you to accept FMNP voucher checks?  
\_\_\_\_\_Yes \_\_\_\_\_No
- Type of products you intend to sell: \_\_\_\_\_
- Do you sell organic products? \_\_\_\_\_Yes \_\_\_\_\_No

**Return, with payment to:  
Champlin's Farmers Market - 11955 Champlin Drive - Champlin, MN 55316**