



## 2023 VENDOR GUIDELINES RULES EXPECTATIONS WAIVER OF THE LITTLE MARKET THAT COULD™

### The Little Market That Could™ Operations

- Vendors can begin setting up Noon-3:30PM, on (14) Thursdays Market June 15-Sept. 14th on Rademacher Field/TSC parking lot: 16907 Highway 13 South Prior Lake MN A SS Market Staffer/Team Lead will be at the Market to check in vendors and assist vendors with any questions. Full season attendance is recommended and if signed up for full season **MUST ATTEND ALL 14 Nights at the low rate offered.** You have the availability to return each year however new application/forms are to be filled out yearly, are required and needed to be handed in by Jan. 30 along with your check made to: Smoke Signals
- The Market is advertised as: begins at 3:45 ends 7:15 however sales are available to start once you are set-up. Classics roll-in thru dusk.
- There will be no moving vehicles in or on the market strip area between 3:30-7:15pm Thursdays. Failure to comply with this regulation may result in a loss of future selling privileges. **Enter in at corner cut-out behind TSC on Village Lake Drive by the fire-hydrant and pine tree, road is one-way on field, vendors will fill in as they arrive unless directed otherwise prior.** One vehicle allowed when able and where able behind your booth, overflow is behind the SS Trailer or in new lot established.
- The Little Market That Could encourages vendors to be in place and ready ½ hour before the Market opens, Vendors must remain until the Market closes unless pre-arranged to leave early. All items must be contained within a vendor's space. Full seasonal rates are always BEST low rates. Payment plan can be arranged with a Full Season application.
- There are Restrooms located inside partnering TSC, please be considerate, leave it cleaner! BIFFS on field...TBD are a courtesy and only IF funding is available
- **If available our:** SS Stage programs start at 4:30 last up to 1hr, SS DEMO TENT start at 5PM last 15 min, SS Market-Bingo starts at 5:30 ends 6:30, DJ 4-7PM

### The Little Market That Could™ Setup

- The Market will occur in rain, shine, or snow. Please be prepared for all kinds of weather. Market hours may be adjusted if threatening weather occurs. **Please call/text if you have any questions 612.214.8770 or 952.456.1650 sendingasmokesignal@gmail.com robbfrank8@comcast.net www.sendingasmokesignal.org FB @thelittlemarketthatcould Twitter, Instagram, FB @sendingasmokesignal**
- Vendors are always welcome to attend planning meetings 2<sup>nd</sup> Tuesday of each month 7PM held at: 2445 Paha Circle Shakopee, MN January-September.
- **72 Hrs. noticed of not attending is appreciated & is now requested, as your customers value your presence wkly. We know life happens and things can occur out of one's control however: Please call/text with your intentions 72Hrs in advance: 612.214.8770 or 952.456.1650 IF YOU DO-NOT, YOU WILL BE INVOICED Additionally at \$50.00 FOR THE NIGHT for all vendors and \$50.00 FOR THE NIGHT for food trucks that are Not onsite when scheduled to be here AND this upcharge PAYMENT must be GIVEN BEFORE SETTING UP FOLLOWING WEEK, THIS IS TO CURB THE EMPTY BOOTHS THAT HAVE BEEN RE-OCCURRING AT THE LOW SEASONAL RATES. Thank you for your understanding and considerations to others.**
- Vendors are responsible for providing your own tables, canopies, signs, hand sanitizer, wash station or generators if needed and other items needed for display. A professional looking set up is requested, neat and tasteful. Stall space is not transferable. We encourage you to do/offer demos, ind. samples (covered.) OR sign-up for our demo tent at 5PM for approximately 15 min.
- Tents and canopies must be weighted down and staked. AS A COURTESY TO OUR VENDORS WE HAVE IMPLEMENTED AN ANCHOR PROJECT TIE-DOWN SYSTEM, SEE SHELDON FOR FIRST TIME USERS we aim to Maintain approximately one foot between each stall when no tent wall is being used.
- SS Market staff has the authority to move and reassign stall space to enhance or facilitate Market operations at any time during the season or at the discretion of the Market Coordinator Co-Founders
- Stall space is available to those actively engaged in selling accepted products. Solicitation of unrelated items for sale vs of approved goods on application is prohibited. We are a small market strip and try not to sell similar items, of course IE produce is the exception
- **The general cleanliness of The Little Market That Could is everyone's responsibility.** All vendors must keep their area neat while selling and make certain that the area is clean before leaving. Vendors removes and takes all their trash from the Market area at close. This includes produce debris, bags, and boxes as a result of your sales. Trash Units Grey/Recycling Units Blue are provided only for consumer use only. Bring your own to use within your area.
- All Market vendors should represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes on, and (face masks if used) readily available if not on already. You are the person in charge of your booth, practice safe protocols and social distancing, kindness & respect.
- Price, terms of sale, etc. in your stalls are determined between buyer/shopper and seller only. All vendors agree to abide by fair business practices accordingly amongst the market, as stated above once set-up, sales are permitted.
- **Food Truck Vendors selling ready-made food at the Market must have adequate garbage receptacle(s) visible and accessible to your customers. You are not to sell other food items that were not agreed upon. This includes: H2O (water)which is sold by Smoke Signals™ student scholarship program only and Root beer. Additional items for sale should be cleared with Smoke Signals first. Food Truck Vendors will now set-up on field in 2023 at location issued by Co-Founders and in place by 3PM or before.**
- Dogs are welcomed at the market however MUST always BE LEASHED and in control of. Must stay 40ft away from all live educational animal exhibits onsite. WASH hands, sanitize hands, keep them away from edibles.
- CHILDREN yours and CONSUMERS are to be supervised at all times by the parents or adult they are with
- Smoking & Alcohol are discouraged/prohibited when setting up, during, or teardown of The Little Market That Could operations
- Photo Consent, Yes! I GRANT PERMISSION for photos and or stories that publicly relate to The Little Market That Could™ or a Smoke Signals™ Community event that I have attended or taken part in; crowd release sometimes known as.

### Social Media:

- Cross promotion of the Smoke Signals events that you partake in is recommended. Please share, tag, invite etcetera to get your sales boosted. Then interact onsite physically at your vendor stall to promote your sales. **Promote us as: The Little Market That Could- a fresh open air community farmers market located at 16907 HYW 13 South Prior Lake MN**
- New Logos are needed and or description of your business whenever you change them, we try and link you on our website and make promo ads during off season as well. Do you have an online sales site, please supply link to us, so we can direct customers to it during off season
- **When you make posts on social medias use: (Vendor Name we are at: The Little Market That Could™ a fresh open air farmers market tonight Thursday AT:16907 HYW 13 South Prior Lake MN**

### Dismissal & Grievances:

- A vendor who is not in compliance with the VENDOR GUIDELINES, may be asked to leave, this includes: A vendor who misrepresents their products or sells a product not approved on their application or arranged prior to market starts. A request can be made to re-enter the following week however it will be on a case-by-case situation and determination and all fees paid prior
- All vendors, WILL interact with kindness, no profanity or abuse- physical, verbal, mentally, will be tolerated towards others
- No refunds are given.

**Permits, Licenses, Taxes, and Insurance, SS Waiver**

- Vendor Compliance with Food Laws, Licensing, Food Code Rules is the sole responsibility of all vendors. You must give us a copy of each
- All permits and licenses if required by the City of Prior Lake, Scott County, the State of Minnesota, or the Federal Government are the sole responsibility of the vendors. You must give us a copy of each
- Any required sales tax collections and remittances are the sole responsibility of the vendors. You must give us a signed MN ST-19 Minnesota form
- All vendors are responsible for knowing if they need a sales tax ID number. If you are required to have a number, that must be included on the Market application. If you do not require a tax ID number, a confirmation letter stating so must be submitted.
- The Little Market That Could™, Smoke Signals™ 501©3 nonprofit, community events, volunteer staff, co-founders and partnering venues are not liable for any: sickness, COVID-19, injury, theft, damage, death to either the buyer/shopper or seller/vendor, or their property, arising out of or pertaining to preparation for or participation in all the season Market Thursdays; whether such: sickness, COVID-19, injury, theft, damage, death occurred prior, during, or after The Little Market That Could™, Smoke Signals™ 501©3 nonprofit, community events, volunteer staff, co-founders and partnering venues; seller further agrees to indemnify and hold The Little Market That Could™, Smoke Signals™ 501©3 nonprofit, community events, volunteer staff, co-founders and partnering or not venues, harmless for and against any claims for such: sickness, COVID-19, injury, theft, damage, death.
- All vendors MUST carry their own general liability and product liability insurance, The Little Market That Could™, Smoke Signals™ 501©3 nonprofit, community events, volunteer staff, co-founders and partnering or not venues does not provide this coverage for you. All vendors must include a copy of all licenses and insurance certificate with their completed application/forms.
- For all vendors, due to space constraints, priority will be given to long time full season applicants returning, a waiting list will be created for new applicants for when space allows, or fill-ins needed. Thank you for being part of and being a cornerstone and a community builder here at The Little Market That Could. Remember: 72 Hrs. noticed of not attending is appreciated & is now requested, as your customers value your presence wkly. We know life happens and things can occur out of one’s control however: Please call/text with your intentions 72Hrs in advance: 612.214.8770 or 952.456.1650 IF YOU DO-NOT, YOU WILL BE INVOICED Additionally at \$25.00 FOR THE NIGHT for vendors and \$50.00 FOR THE NIGHT for food trucks that are Not onsite when scheduled to be here AND this upcharge PAYMENT must be GIVEN BEFORE SETTING UP FOLLOWING WEEK, THIS IS TO CURB THE EMPTY BOOTHS THAT HAVE BEEN RE-OCCURRING AT THE LOW SEASONAL RATES. Thank you for your understanding and considerations to others.

**Food Access Programs**

- **SNAP EBT USDA Program** (Supplemental Food Assistance Program Electronic Benefit Transfer). Smoke Signals™ operates a card reader machine where SNAP customers can swipe their cards and receive SS market snap tokens in exchange, which they can then spend with farmers, growers and cottage food producer vendors who sell the SNAP-eligible foods. Additionally, this program will offer Market Bucks & or NIPS if funding is approved and available yearly, which is an incentive program that issues up to \$10 per visit on swipes of customers. SS offers this program at no additional cost to the eligible vendors or SNAP participants. Program Established in 2020. ONLY FARMERS/COTTAGE FOOD VENDORS MAY ACCEPT AND TURN IN when amounts reach at least \$20. Ask us if unsure you qualify
- **Smoke Signals™ POP (Power of Produce Program)**. POP a state incentive program where children 4-11 and seniors 62+ from Prior Lake/Savage area residents, receive a \$2 SS Token each visit, to buy produce from produce vendors. We, raise the money to offer this program to those who register during the registration window. We reserve the right to stop registration when and if necessary, based on various variables. Yearly, Market Tokens do change each year and ARE NOT GOOD for the next year, do-not accept the old years ones, you will not be reimbursed ask if unsure what the 2023 token looks like. Program Established in 2016. ONLY FARMERS/COTTAGE FOOD VENDORS MAY ACCEPT AND TURN IN when amounts reach at least \$20. Ask us if unsure you qualify. No tokens are given out on last night
- Farmers, growers, and cottage food producer vendors that are eligible can accept these tokens from each program towards the payment of eligible items, balance owing if any is done between buyer/shopper and seller. Vendor remits each program token to the SS staff program perspective tent and a receipt is given for each program and must be signed by both parties. Checks are then issued the following week to each vendor and for each program.
- **Smoke Signals™ ATM Program** has as a courtesy, a separate credit card reader and if you the vendor do-not take credit cards, you may direct them to Sheldon where he will swipe their Credit Card up to \$40 (with a small fee built in) and give them cash to purchase from you directly. Program Established in 2020.

1. **Date Must reflect for upcoming season of 2023:** \_\_\_\_\_
2. **Check here** \_\_\_ Yes, I have read and understand the **VENDOR**

GUIDELINES, RULES & EXPECTATIONS, WAIVER OF SMOKE SIGNALS and THE LITTLE MARKET THAT COULD™ community events, including new implemented upcharge for my no shows or no call 72 hrs. in advance for dates I have signed up for.

3. **Business Name:** \_\_\_\_\_

4. **Printed Personal Name:** \_\_\_\_\_

5. **Signature:** \_\_\_\_\_

6. **Phone Number:** \_\_\_\_\_

7. **Email:** \_\_\_\_\_

8. **I am attending as, MUST CHECK ONE: Full Season Vendor (14)** \_\_\_\_\_ **PICK MY OWN DATES Vendor** \_\_\_\_\_

9. **Count me in for a courtesy table at the APRIL 15<sup>th</sup> 11-1PM Annual Mad-Hatters Fun-raiser** \_\_\_\_\_ **(this date is not available to food trucks)**

