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Weekly Farmers Market, Classic Roll-IN or other event site Expectations. We are looking forward to a good season. Below are event details to help you and The Little Market That Could™ Community Event run smoothly PLEASE review, sign and date. If you have secured your reserved space for the season-we anticipate your participation weekly, timely and for the full duration. Late comers and absences will be subject to a fee and possible loss of space without refund.

NOTE: DUE TO COVID-19, BOOTHS WILL BE SET-UP WITH approximately 6FT BETWEEN EACH OTHER. PLEASE!!! Practice Social distancing at your booth, maintain a separate area for money transactions away from your product. Encourage your customer to pre-order with you each week. Have a spray bottle of disinfectant (vinegar & H2O) available at your booth and hand sanitizer. NO ONSITE SAMPLING. ALL FOOD SOLD AND OFF FOOD TRUCKS ARE SOLD TO-GO. Thank you, remember things may change as MN Governor announces daily at 2pm.

Dates, Time, Set-Up, Location, Market Phone numbers:

Dates: THURSDAYS June 4th through September 24th (17) and or September 13th at PLHS 7AM-3PM or additional venues

Time: 4PM-7PM—The Little Market That Could™ will begin promptly at 4. NO PUBLIC SALES PRIOR

Set-Up: 3PM-3:45PM Late arrival vendor spaces may have to be reassigned to daily, waitlisted, or other vendors due to pedestrian traffic

Location: Partnering venue Tractor Supply Company 16907 Highway 13 South Prior Lake, MN. 55372 – Enter vendor strip at the far south end to your area reserved, unload and move your vehicle to the south end of the TSC parking lot only. (unless pre-arranged to have it in your reserved spot, applies mostly to farm/farmers.)

Market Contacts: Rosemary 612.214.8770 | Sheldon 952.456.1650 emails: sendingasmokesignal@gmail.com | robbfrank8@comcast.net

NO ONSITE SAMPLING. ALL FOOD SOLD AT BOOTHS AND OFF FOOD TRUCKS ARE SOLD TO-GO. PRACTICE SOCIAL DISTANCING. HANDWASHING/SANITIZING

VENDOR SPACES: General Single Booth spaces are 10' x 10' OR a Double Booth space 10'x20' However Food Trucks may vary in size and charged accordingly. Booth spaces are assigned by Market Staff for the entire season (17). Please note it may take up to 3wks to work-out the kinks and changes may occur during this time, you may be asked to relocate prior to set-up. Note: Vendors who have been with the market since opening our doors have secured their right to their area. **Vendors are responsible** for providing (unless prearranged and paid in advance we will provide) their own tables, chairs, tents, weights, bungee-cords, banners & signage and any other additional items you may need available to help you sell each week in attendance. Due to the surface we are located on, you will NOT be able to stake your tents and for safety measures ALL tents MUST BE weighted and secured. PLEASE use discretion when winds are extremely high and perhaps just set-up your tables as we do-not reimburse you for any broken tents or items. **Organized, clean and attractive booths encourages customer loyalty from weekly shoppers. PRACTICE SAFE DISTANCING WITH YOU AND YOUR CUSTOMER**

NO ELECTRICAL ON GROUNDS: Should you the vendor require a generator you MUST BRING it along, it is your responsibility

SIGNAGE: Vendors are responsible for providing your own signs, banners, type of payment that is accepted at your booth, license posted if needed on booth

SET-UP | TEAR-DOWN: Both are vendor responsibilities and it **Begins at 3PM**, with a Market Team member present. Vendors must be set-up by 3:45PM. No sales prior to 4PM are allowed. **No early Teardowns before 7PM.** Vendors MUST remain open and present for the duration of 4-7pm unless due to weather hazards which Market Team members will note. Your space must be left in a clean manner as it was found. All Garbage, boxes taken with you.

BOOTH APPEARANCE: Research shows that customer service, appearances do matter! Make a great first impression by having neat and tasteful displays, coverings, produce in containers vs ground, good signs, clean and organized spaces. Did you know 78% of consumers will bail on a transaction due to a poor customer experience. **Have a specific area away from your products that you will use for money transactions.**

RESTROOMS: ARE LOCATED IN TRACTOR SUPPLY COMPANY PLEASE BE CONSIDERATE WHEN USING. WASH YOUR HANDS.

DRESS CODE: Vendors and their employees must wear full attire including a shirt and shoes at all times. Smoke Signals™ The Little Market That Could and it's affiliates are not responsible for injuries, accidents, deaths, mishaps etcetera.

SMOKING, ALCOHOL: Vendors and their employees are prohibited from smoking and consuming alcohol while involved with set-up, during or tear-down of the market

PET POLICY: It is against Minnesota Department of Agriculture regulations as stated in the Operational Guidelines for Farmer Market Vendors that their pets/animals may not be in their booth. We did introduce live educational farm animal nights and or animal exhibits to The Little Market that Could™ in 2019 and ALL general public pets/dog will be leashed and kept 40 feet away from the live educational exhibits and as stated numerously Smoke Signals™ The Little Market That Could and it's affiliates are not responsible for injuries, accidents, deaths, mishaps etcetera. Wash your hands when involved with live animals.

ATTENDANCE: Consumers anticipate and rely on your **regular attendance.** Once your location is established and guaranteed to a vendor your regular attendance is required for the operations of **The Little Market That Could™ to run smoothly. We understand that life does happen and some concerns are beyond control and in which case a minimum of six hours notice that you will not be attending is required. The Little Market That Could™ is held rain or shine Unless severe weather or rain is eminent....**

WEATHER: Weather is always a factor at outdoor events. The Little Market That Could™ will be held outside as it is a seasonal open air farmers market scheduled for 17 Thursday nights from June 4th through September 24th in all kinds of weather. **PLEASE BE PREPARED FOR ALL KINDS OF WEATHER!** With the exception of times when severe weather will endanger all of us and the general public such as lightening within the area, tornado watches or warnings, extremely high winds or any other UNSAFE conditions. The market team/staff will then make a decision at 3PM to close for the evening. If time allows it will be posted on social media, and our website at: www.sendingsmokesignal.org Should sever weather arrive during the market all onsite will be directed into Tractor Supply Company's safe zones.

YOUR PRODUCTS FOR SALE or Show at The Little Market That Could™ or other events held by: Smoke Signals™ NO ONSITE SAMPLING.

ALL FOOD SOLD AT BOOTHS AND OFF FOOD TRUCKS ARE SOLD TO-GO. PRACTICE SOCIAL DISTANCING. HANDWASHING/SANITIZING

Product approval decisions are based on multiple factors at the discretion of Smoke Signals™ The Little Market that Could™ Co-founders, market team planning committees including however not limited to:

- Items must be home grown locally, locally produced or handmade by the vendor and to which the items vendors put on their applications for view. -vendors responsibility to comply
- All prepackaged products must be prepared in accordance with the **RULES AND REGULATIONS** established by the **MINNESOTA** Departments of Health & Agriculture –vendors responsibility to comply
- All items must be prepared, displayed, stored in accordance with the **MINNESOTA** Departments of Health & Agriculture and **Scott County Community Health Department Guidelines** –vendors responsibility to comply
- Canned items/Salsa etcetera **must meet the pH levels and all regulations and PROPER LICENSING** required by the Department of Agriculture and Home labeling Laws/ Cottage Foods Laws –vendors responsibility to comply
- All producers of processed items such as: jams, jellies, breads, baked goods, granola, coffee, tea, syrups, honey, soaps etcetera are required to adhere to all labeling laws and requirements. **Labels must contain: product identity, complete list of ingredients used and any or all allergens concerns, name and address of maker. A placard must in place stating “these products/canned goods are homemade and NOT subject to Minnesota State inspection.”** Labeling is covered in the Department of Agriculture Operational Guidelines for Farmers Market Publications and by the Minnesota Department of agriculture “Cottage Laws” governing homemade products -vendors responsibility to comply
- **When applicable vendors must comply with Minnesota State Statute 28! Licensing Food Handlers. Copy of licensing must be included with application for eligibility to sell at The Little Market That Could™/Smoke Signals™ - vendors responsibility to comply.**
- Produce sold as organic must have originated from an organic grown certified farm and documentation include with your initial application -vendors responsibility to comply. Farmers/growers not certified organic can advertise or sell produce as chemical free if they practice chemical free farming. -vendors responsibility to comply.
- All items should be sold in bulk, bundle or individual item. Items sold by weight units require a Minnesota State Certified scale -vendors responsibility to comply.
- **ALL VENDORS ARE RESPONSIBLE FOR THEIR OWN TAXES AND BOOK-KEEPING a ST19 form MUST BE SIGNED AND TURNED IN** with your application- vendors responsibility to comply
- **COST OF GOODS/FAIR BUSINESS PRACTISES—prices set and terms of sales are solely between buyer and seller and it is up to each individual vendor to determine their currency whether it be; cash, check, credit card. ALL sellers agree to abide by FAIR BUSINESS PRACTICES and ANY required sales tax collections and remittances are SOLE RESPONSIBILITY OF VENDORS/SELLERS**
- **THE POWER OF PRODUCE P.O.P. program** of the UofM and we as a outlet for the program here at The Little Market That Could™ was started in 2017 where area residents of Savage & Prior Lake aged 4-12 and seniors ages 62+ can register during a window of registration at the Farmers Market and generally during the months of June & July or until funding has been deemed exhausted or at the discretion of Smoke Signals™ Co-founders. This program is designed to encourage healthy food choices, build a sense of community and support the local growers and small business artisans food producers. Each week after registering the above ages will receive a \$2 MARKET TOKEN that they can spend at a participating farm Booth for produce or towards a farm product item made with produce ONLY. Please if you are a participant of P.O.P. at your booth provide options that they can purchase in a \$2 increment, no change is given. Farmers then add up the market tokens and bring to the Smoke Signals™ market team for a receipt to be reimbursed for the total amount collected in Market Tokens then a check will be issued the following week to you. P.O.P will continue as long as resources are available. We are looking at adding SNAP/EBT and will keep you posted.

DISMISSAL & GRIEVANCES: A vendor who is not in compliance with these expectations/rules may be asked to leave and no refunds will be made. A vendor who misrepresents their product or sells a product that is not approved on their application may be asked to leave. ALL vendors are expected to act and treat others including The Little Market That Could™ Smoke Signals™ Teams, volunteers and Co-founders professionally and abuse/profanity will not be tolerated. A vendor, may ask for reinstatement upon agreed conditions. Decisions will be handled case by case and at the discretion of Smoke Signals™

CLASSIC VEHICLE ROLL-IN PARTICIPANTS: I understand there will be No Burnouts, No Racing and additional harmful acts that may jeopardize others while participating prior, during or after the event .

Further I understand, I am participating in this SS Community event at my own risk and knowingly assume all risk. I agree that Smoke Signals (SS) and event facility hosts are not liable for any sicknesses, injury, theft, or damage to either myself, buyer or seller, or their property, arising out of or pertaining to preparation for or participating in the Smoke Signals Event whether such injury, theft or damage occurs prior, during, or after the said event. I agree to park with a minimum of 6ft in between cars and social distance while on premise.

Participant, further agrees to indemnify and hold SS, event hosts, and its members, volunteers and assigns harmless for and against any claims for such injury, theft, death or damage.

I understand that I must carry my own general liability and product liability insurance and may be asked to show it, because

Smoke Signals™ and the event host sites do not provide this coverage.

PLEASE PRINT NAME, DATE, and then SIGN YOUR SIGNATURE

I have read through and agree to abide by The Little Market That Could™/Smoke Signals™ expectations and rules of this farmers market, roll-in, or events.

I understand lack of adherence to agreed expectations may result in additional fees and or possible eviction from the location site. Further, I understand that there are **NO REFUNDS.**

I agree that Smoke Signals™ The Little Market That Could™ Tractor Supply Company, their workers, volunteers, staff, Co-Founders etcetera **IS NOT LIABLE** for any sickness, injury, harm, thefts, damages, accidents, deaths that occur prior, during or after the night of each event and or farmers market.

SELLERS, Show folks, Vendors further agree to indemnify and hold Smoke Signals™ The Little Market That Could™ Tractor Supply Company harmless and not responsible for or against any claims made for such

Sickness, Injury, Harm, theft, damage, accidents, deaths.

I DO understand I MUST carry my own general liability and product liability insurances BECAUSE I understand that it is not provided coverage by: Smoke Signals™ The Little Market That Could™

Tractor Supply Company or venues

and I understand I MUST INCLUDE INSURANCE INFORMATION with my application for the nights I am at The Little Market That Could™ or opt out with registration materials.

I understand there will be photos taken of different areas of interest and also give my consent for these photos to be used in any social media awareness and marketing for and of

The Little Market That Could™/ Smoke Signals™ | Community Events

PRINT _____

SIGNATURE: _____ DATE: _____

BUSINESS NAME IF APPLICABLE
