



## VENDOR GUIDELINES & EXPECTATIONS OF THE LITTLE MARKET THAT COULD™

### The Little Market That Could™ Operations

- **Vendors begin setting up at 1-3:15PM, on Thursdays (4-7) Market June-Sept. @TSC 16907 Highway 13 south Prior Lake MN .** A SS Market Staffer will be at the Market trailer location to check in vendors and assist vendors with any questions. Application is for all dates. Full season attendance is recommended. You have the availability to return each year however new application/forms are to be filled out yearly required and needed in January.
- The Market begins at 3:57 and ends at 7:03, sales are available once set-up.
- There will be no moving vehicles in or on the market strip area between 3:15-7pm 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.
- 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.
- Restrooms are located inside partnering TSC, please be considerate

### 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 at 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 & 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**
- All items must be contained within a vendor's assigned space. Full seasonal rates are always BEST low rates. Payment plan can be arranged with a Full Season application.
- Vendors are allowed only one vehicle in their assigned space on the field.
- Vendors are responsible for providing tables, canopies, signs, hand sanitizer, wash station-ideally and other items needed for their display. A professional looking set up is requested.
- Tents and canopies must be weighted down and staked.
- No electricity or water is provided at either location, BRING YOUR GENERATOR if needed at your booth.
- Stall space will be assigned by Market staff to allow for the best product mix and traffic flow. Maintaining approximately 2ft 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 or 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 here produce is the exception
- Stall space is not transferable. All displays must be neat and tasteful, and we encourage you to do demos, individual samples (covered.)
- 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 all their trash from the Market area at close. This includes produce debris, bags, and boxes as a result of your sales. Trash cans are provided only for consumer use only on the strip. Bring yours.
- All Market vendors should represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes on, and face masks readily available if not on already. You are the person in charge of your booth, practice safe protocols and social distancing
- 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
- Food Truck Vendors selling ready-made food at the Market must have adequate garbage receptacle(s) visible and accessible to customers. You are not to sell other food items that were not agreed upon. H2O is sold by Smoke Signals™ student scholarship program only. Additional items for sale should be cleared with Smoke Signals first.
- 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 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 when setting up, during, or teardown of The Little Market That Could
- 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

### Social Media:

- Cross promotion of the events 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.
- 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 online sales please supply link to us, so we can direct customers to it during off season

**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
- All vendors, staff, customers should interact with kindness, no profanity or abuse will be tolerated
- No refunds are given

**Permits, Licenses, Taxes, and Insurance**

- Vendor Compliance with Food Laws, Licensing, Food Code Rules is the sole responsibility of all vendors
- 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
- Any required sales tax collections and remittances are the sole responsibility of the vendors. You must give us a signed ST-19 MN 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 seasonal Markets; 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. Thank you for being part of and being a cornerstone and a community builder

**Food Access Programs**

- SNAP EBT USDA Program(Supplemental Food Assistance Program Electronic Benefit Transfer). We operate a card reader machine where SNAP customers can swipe their cards and receive SS market tokens in exchange that they can then spend with farmers, growers and cottage food producer vendors who sell the SNAP-eligible foods. Additionally, we offer Market Bucks, which is an incentive program that up to \$10 per visit. SS offers this program at no additional cost to the eligible vendors or SNAP participants. Established in 2020.
- 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 month of June. We reserve the right to stop registration when and if need be, based on many obstacles. Yearly, Market Tokens change each year and ARE NOT GOOD for the next year. Established in 2016.
- 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™ as a courtesy, has 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 very small fee built in) and give them cash to purchase from you directly.

Date:\_\_\_\_\_ Check here \_\_\_Yes, I have read and understand the VENDOR GUIDELINES, RULES & EXPECTATIONS OF SMOKE SIGNALSTHE LITTLE MARKET THAT COULD™

Business

Name:\_\_\_\_\_

Printed Personal

Name:\_\_\_\_\_

Signature:\_\_\_\_\_

