



VENDOR APPLICATION

Vendor's Name: _____ Business Name: _____

Address: _____

Phone: _____ [] Check here if you can receive text messages at this number.

Email Address: _____

Photo Authorization: (initial) _____ By initialing, I authorize the Warroad Chamber of Commerce to post pictures of me and/or my booth space periodically on the Visit Warroad website (visitwarroad.com) and other social media accounts.

Warroad Market Dates:

- Saturday, July 13th, 2019** – Applications accepted until 7/8/19
- Saturday, August 10th, 2019** – Applications accepted 7/15/19-8/5/19
- Saturday, Sept 14th, 2019** – Applications accepted 8/12/19-9/9/19

Type of Booth:

- [] Farm Product Vendor [] Baked/Processed Foods [] Artisan/ Crafter
[] Direct Sales Representative [] Food Truck

Please provide a description of all items you plan to sell (use back if necessary):

[] I would like to reserve a space within the Warroad Market tent.
[] I decline the tables/chair offered and understand I am still required to set up my booth within the predetermined dimensions inside the Warroad Market tent

[] I have my own tent, tables/chair and would like a 10x10 booth space outside of the Warroad Market tent.

Registration Checklist:

- Application Form
- Non-refundable registration payment of \$25
PROMOTIONAL PRICING OF \$50 FOR ALL THREE EVENT DATES, IF REGISTERED AND PAID BY 7/8/19
- ST19 Form - https://www.revenue.state.mn.us/Forms_and_Instructions/st19.pdf
- Copy of License or Cottage Food Producer registration (if applicable)
- FOOD TRUCKS ONLY – Copy of your current insurance and up to date inspections

_____ (initial) I certify that products for sale in my booth are made, baked, or grown by myself.

The signature below indicates that the vendor has read and understood the Policies and Guidelines document and agrees to abide by them as a participant in the Warroad Market.

Signature: _____ Date: _____

*Please return application and check payable to:
Warroad Area Chamber of Commerce P.O. Box 551 Warroad, MN 56763*

Contact Sarah Homme with any questions or concerns | hommesarah@gmail.com | 218-242-2655



POLICIES AND GUIDELINES

1. The Warroad Market provides an opportunity for the Community of Warroad to get outdoors and see the amazing goods and services that are *hand-crafted, freshly grown, or uniquely offered* in our neck of the woods. Participation in the Warroad Market is open to vendors, non-profits, and educational organizations.
2. Vendors are expected to be aware of and follow all laws, food safety guidelines, and regulations pertaining to their products.
3. All vendors must complete and submit the following in order to reserve booth space:
 - 1) Completed Application Form
 - 2) Non-refundable registration payment of \$25
PROMOTIONAL PRICING OF \$50 FOR ALL THREE EVENT DATES, IF REGISTERED AND PAID BY 7/8/19
 - 3) ST19 Form - https://www.revenue.state.mn.us/Forms_and_Instructions/st19.pdf
All vendors are expected to follow the tax laws pertaining to their products. To ensure you are in compliance, please review MN Fact Sheet 148. <https://www.revenue.state.mn.us/businesses/sut/factsheets/fs148.pdf>
 - 4) Copy of License or Cottage Food Producer registration (if applicable)
 - 5) FOOD TRUCKS ONLY – Copy of your current insurance and electrical inspection
4. Warroad Market coordinators suggest providing a door prize of your product(s) upon arrival to extend your marketing reach and incentivize foot traffic to the vendors of the Warroad Market.
5. The Warroad Market site will be the green space north of Main Street Bar and Grill in Warroad and will open at 8 a.m. for vendors to begin setting up. Vendors must be prepared to sell by 9 a.m. (selling before 9 a.m. is prohibited) and must remain on site throughout the duration of the Warroad Market sale.* After the market closes at 2 p.m., vendors will have until 3 p.m. to pack up and leave the premises.
6. Booth Spaces:
 - 1) A large tent with several booth spaces will be provided by the Warroad Market. A map of the booth spaces within the tent will be sent in advance of the event.
 - 2) Each booth space will include two (2) - 6' long tables (in an L-shaped configuration) and one (1) chair. If you do not require tables or a chair please signify this on the application. You will be limited to the predetermined dimensions of the booth space you are assigned on the map.
 - 3) Vendors who have their own tent and tables are welcome to set up outside the Warroad Market tent. A 10x10 space will be marked on the grass and a map will be sent in advance of the event.
 - 4) No Electricity is available on site.
7. Warroad Market will only allow one vendor to represent the same direct selling company. The first one to register confirms their booth space.
8. If you are unable to attend the Warroad Market on your registered date, please notify us at least 48 hours in advance.
9. Failure to adhere to the policies may result in a vendor's expulsion from the Warroad Market.

**Egg Sellers, please read the section on Egg Sales for more information on refrigeration time frames.*



FREQUENTLY ASKED QUESTIONS

WHO NEEDS A LICENSE?

- Resellers of any food, including produce.
- Vendors who sell any food products (except those that are exempted under Minnesota Statutes 28A. 15 Sub-division 2, or registered Cottage Food vendors selling non-hazardous foods.)
- A food establishment or food plant licensed by the Minnesota Department of Health (MDH) or Minnesota Department of Agriculture (MDA) might need to get a different type of food license to sell foods at a farmer's market. Contact the MDA with questions. (651-201-4500).

WHO DOES NOT NEED A LICENSE?

- Vendors of non-food items
- Educational, charitable, or religious organizations not regularly engaged in selling food at their institutions
- Anyone who grows the produce that they are selling. However, if you buy any produce to sell, you are not exempt and need a license. (Products of animals raised on a farm owned by the seller may be exempt, please see ANIMAL PRODUCTS section)

WHO IS REQUIRED TO BE A REGISTERED COTTAGE FOOD PRODUCER?

- Sellers of foods that are not considered to be hazardous such as jams, jellies, baked goods, cakes, cookies, fruit pies, breads, maple syrup, candies, caramels, fudge, lefse, etc.
 - Seller must post a visible sign stating: "THESE PRODUCTS ARE HOMEMADE AND NOT SUBJECT TO STATE INSPECTIONS."
 - Foods must be labeled to include Name and Address of the person preparing and selling the foods.
- Sellers of foods that were home-processed or home-canned in Minnesota
 - Pickles, veggies or fruits that have an equilibrium pH value of 4.6 or lower (e.g. canned pickles, tomatoes, salsa, apples, pickled beets, horseradish, sauerkraut and most fruits)
 - Products must be sold directly from seller to the end user
 - Seller must display a sign stating: "THESE CANNED GOODS ARE HOMEMADE AND NOT SUBJECT TO STATE INSPECTIONS."
 - Each container sold or offered for sale must be labeled with the Name and Address of the person who processed and canned the goods and a Date of processing and canning.

FOODS THAT CANNOT BE SOLD BY A COTTAGE FOOD PRODUCER OR WITHOUT A LICENSE:

- Apple or fruit juice
- Pumpkin pies, custard pies, cream puffs
- Low acid canned foods such as green beans, corn, peas, mushrooms, soups, meat, fish, eggs or any other product containing meat, eggs, dairy or any product that requires refrigeration.

To learn more about the process of registering as a Cottage Food Producer and the regulations that apply, please visit <https://www.mda.state.mn.us/food-feed/cottage-food-producer-registration>



FREQUENTLY ASKED QUESTIONS (CONT.)

ANIMAL PRODUCTS

1. CAN POULTRY BE SOLD AT A FARMERS' MARKET?

Please discuss this matter with someone from the MDA (651-201-6027) as Federal and State laws have varied requirements for poultry sales.

2. CAN BEEF, PORK, LAMB, ETC., BE SOLD AT A FARMERS' MARKET?

Federal and State laws require that meat products be processed under continuous inspection of the USDA or the Minnesota Meat Inspection Program.

Farmers can sell raw cuts of meat from inspected slaughter if the animals are the farmer's own animals, with no added off-farm ingredients. These products need to be held under refrigeration at 41°F or less.

Any curing, drying, cooking, or adding of off-farm ingredients requires additional inspection and/or licensing. Please contact the MDA at 651-201-6027 for details.

3. CAN EGGS BE SOLD AT A FARMERS' MARKET?

Eggs can be sold at a farmers' market if they meet the following requirements:
(<https://www.mda.state.mn.us/egg-handling-and-sales-shell-eggs>)

- A person selling eggs produced only on their farm are exempt from licensing. However, anyone who is reselling eggs needs a license.
- All eggs must be cleaned by approved methods, per MN Rule 1520.0500
- All eggs offered for sale need to be candled and graded.
- Eggs need to be refrigerated at 45°F or less. They must be sold within **4 hours** of removal from a mechanical refrigerator.
- Each carton needs to be labeled with the following information:
 - Correct size and grade
 - Name, Address, and Zip Code of seller
 - Statement: "Perishable, Keep Refrigerated"
 - Statement: "Safe handling instructions: To prevent illness from bacteria: Keep eggs refrigerated, cook eggs until yolks are firm, and cook foods containing eggs thoroughly."
 - A pack date in Julian calendar (day of the year). For example: The labeling of a grade A egg packed on June 1 will have a pack date of 152.
 - A freshness date not to exceed 30 days from the date of pack. The freshness date must also have an explanation such as "exp.", Best if used by or similar explanation. In the example above, the freshness date would be July 1.