



# Oakdale Farmers Market

Market Information and Guidelines for the 2020 Season  
**Wednesdays, June 3 – September 30, 2020, 2:00 – 6:00 p.m.**  
Richard Walton Park/Oakdale City Hall



The **Oakdale Farmers Market** serves as a venue for consumers to purchase locally grown products that promote healthy lifestyles while sustaining local agriculture. It is a market in which farmers; growers and producers sell their own products directly to the public, allowing consumers to have a direct relationship with the producer. Our location offers great visibility, ample parking and restroom facilities. We are also proud members of Minnesota Grown!

## Application Process

- Return the enclosed application form, application checklist, ST-19 form, copy of licenses/registrations (**commercial or Cottage Food Law registration**), general liability or product liability insurance, along with payment to the City of Oakdale.
- Return the EBT/Food Stamp Agreement if you would like to participate in the program. This is not mandatory this season, but it is encouraged to participate. Proper training will be provided.
- Fully completed applications and supplemental parts can be mailed, emailed or faxed to Market Coordinator.
- The Market Coordinator will review all vendor applications to determine whether a vendor can participate in the market. Space at the market and the items a vendor offers will be factors in determining approval.
- **All unaccepted or incomplete applications will be returned with the full registration fee.**
- The Market Coordinator has the right to deny any application.
- If accepted to be a vendor, payment will be processed, with a confirmation email sent to vendor.

## Market Goods

- The following items are approved for sale:
  - Vendor grown fresh fruits and vegetables.
  - Vendor grown herbs and spices.
  - Vendor produced farmstead products such as cheese, meats, fish, poultry, eggs, baked goods, canned goods, honey, maple syrup and preserves, if prepared and packaged in accordance with rules established by the MN Department of Health and MN Department of Agriculture.
  - Vendor grown bedding plants, hanging and potted plants, and cut flowers.
  - Vendor grown dried flowers or plants.
- Products not listed above must receive clearance from the Market Coordinator before sale.
- Products purchased for resale at the market are generally not allowed and must have prior approval of the Market Coordinator.
- Vendors may not sell any items not approved or shown in their market application. Market staff has the right to ask vendor to remove products or depart without a refund.

## Items Offered for Sale

- All items must be prepared, displayed and stored in accordance with Minnesota Department of Agriculture, Minnesota Department of Health and Washington County Health Department guidelines.
- All producers of processed items (cheese, meats, jams, jellies, syrups, baked goods, pickled products, canned goods, etc.) are required to adhere to all state and local laws pertaining to the production and selling of such goods.
- Processed food items should be sold with a valid processing license/Cottage Food Registration and comply with Minnesota labeling law requirements.
- Produce sold as Certified Organic must have originated from an organic grown Certified Farm, and the vendor must provide a copy of their National Organic Standard certificate as provided by a USDA accredited agent.
- Farmers/growers that are not Certified Organic can advertise or sell produce as “Chemical Free” if they practice chemical free farming.
- All items should be sold by bulk, bundle or individual item. Items sold by weight units of measure require a Minnesota State Certified Scale.
- Items can only be sold that is specified on your application.

## Insurance

- Each vendor must have general liability insurance or carry product liability insurance as a rider on their Farm/Home insurance policy including listing the City of Oakdale as an additional insured.
- A certificate of said insurance must accompany the application.

### Permits/Licenses/Registrations

- All permits and licenses required by the State of Minnesota are the sole responsibility of the vendors.
- All vendors who are required to have such permits/licenses must submit copies with market application.
- Cottage Food Law sellers must accompany the application with a copy of their registration card

### Booth Space:

- A market permit will be provided to each vendor. It must be visible in the booth at all times.
- Stalls are assigned on a first-come, first-served basis with seasonal vendors given priority. Single day vendors will be placed accordingly at the market for that day.
- The Market Coordinator will assign booth space.
- **Booth space is not transferable.**
- The Market Coordinator has the authority to move and reassign vendor spots to enhance or facilitate market operations.
- All items must be contained within a vendor's assigned space. Vendors may request 1 or 2 booth spaces. Vendors are allowed only one vehicle in their assigned space. Vehicles may also be parked in an adjacent lot.
- All booth displays must be neat, tasteful and appropriate for all ages.
- Vendors are responsible for providing all tables, canopies, and other items needed for their display.
- All vendors who wish to erect canopies (including umbrellas) are required to safely anchor the canopy using weights and by securing their canopies to their vehicles if vehicle is nearby. No stakes are allowed.
- Stall sizes: 1 stall =10x10

### Signs:

- All market vendors must have signs displaying their name or farm name and the town where they are located.
- Signs must be put up each week and must be up by the time the market starts.
- Pricing of goods sold at market is solely the responsibility of the individual vendor. All products for sale should be priced clearly and must be of good quality and condition.

### Set-up/Tear-down:

- Vendors may begin setting up at 12:30 p.m. **There will be no setting up prior to 12:30 p.m.**
- Market vendors must be ready to start selling at 2:00 p.m. on market day. Vendors are encouraged to be in place ½ hour before the market opens. Vendors must remain until the market closes officially at 6:00 p.m.
- **There will be no moving vehicles in the market area between 2:00 p.m. and 6:00 p.m. If you arrive after 2:00 p.m. you must park in an adjacent area and walk your merchandise and supplies to and from your booth location.**
- Vendors must remove all materials including paper, bags, boxes, or debris resulting from the market by 6:45 p.m. All trash must be disposed of properly.

### Market Policies

- The market will begin promptly at 2:00 p.m. **No sales prior to 2:00 p.m. The Market Coordinator will give a go-ahead to start selling (on occasion, selling will start before 2:00). If selling occurs before 2:00, on two (first one is a warning) separate occasions, the vendor will be not be allowed to sell the following week. They may return after their one week probationary period.**
- Pets, smoking and alcoholic beverages are prohibited at the market.
- The general cleanliness of the market area is everyone's responsibility. All vendors must keep their area neat while selling and make certain that the area is clean before departing.
- All market vendors should represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn at all times.
- Price, terms of sale, etc. are solely between buyer and seller only.
- All vendors agree to abide by fair business practices.
- We adhere to and support the Minnesota Grown campaign policy.
- Any required sales tax collections and remittances are the sole responsibility of the sellers.
- Seller assumes full liability for the products they market or sell and hereby agree to hold the City of Oakdale harmless against any claim of injury or damage by any buyer, seller, or other persons resulting from the use, consumption, disposition, display or market of seller's products.
- No one under the age of 16 shall be allowed to sell or maintain a selling space without an adult family member present.
- Vendors who sell out early should post a sign letting customers know they have sold-out and should not leave their booth unattended.
- **Any vendor who the market staff feels is not complying with the market rules may be asked to leave. You will be issued one warning if not obeying the rules and if a second warning is issued you will be terminated from the market for the remainder of the season. The vendor in turn may petition to be re-accepted to the market if approved by the Market Coordinator.**

## Weather

- The market will occur rain or shine. You as a vendor will make the decision on whether you will attend the market if threatening weather occurs.
- Threatening weather includes lightening, thunder, extreme heat, flooding, and high winds.
- **Vendors will contact the market manager via e-mail or cell phone/phone number provided by vendor to Market Coordinator at 1:00 p.m. each market day if threatening weather is imminent.**
- **At anytime during the market if weather becomes imminent, the vendor has the option to wait out the weather or pack up and close for the day.**
- Vendors will be provided an emergency number to contact the Market Coordinator on market day.

## Vendor Fees

- **Stall fees shall be as follows:**

|               |                           |           |
|---------------|---------------------------|-----------|
| ○ Full season | One parking space (10x10) | \$ 100.00 |
| ○ Full season | Two parking spaces        | \$ 165.00 |
| ○ Full season | Three spaces              | \$ 210.00 |
| ○ Full season | Four spaces               | \$ 245.00 |
| ○ Daily fee   | One space                 | \$ 20     |

**\*Note:** If you have a tent canopy that is larger than 10x10, it will not fit in the “one parking space booth”. You will be required to pay for two spaces for the season. Please indicate what size tents you have on the application form.

- All fees must be paid in advance



Oakdale Recreation Department  
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