



2020 Farmers Market Annex Weekend Vendor Checklist

1. Turn in originals of the required paperwork ~ DO NOT PRINT FRONT AND BACK:

- Vendor Application
- Vendor License Agreement
- Vendor Parking/Set-up/Unloading Agreement
- MN ST-19 Tax Form (there's a box to ✓ if your product is non-taxable)
- Credit Card Authorization Form (if applicable)

2. Pay \$150 membership fee and first weekend space fee if it's within the next 2 weeks

- **Brand new vendors or Vendors who expect to be here fewer than six weeks** the entire season may pay the membership fee in \$25 increments over their first 6 weeks of attendance

3. Weekend stalls are reserved by calling the office on the Wednesday or later prior to the weekend and paying for the stall in full to secure a space. All fees for weekend rentals are due at the time of reservation and are non-refundable and non-transferrable to another date.

4. Health Department License needed for ALL food businesses

- Cottage Food Exemption certificate if your business falls under the Cottage Food Producer category, see <http://www.mda.state.mn.us/licensing/licensetypes/cottagefood.aspx>
- OR Seasonal Food Permit for all businesses not under the Cottage Food Law, see http://www.minneapolismn.gov/www/groups/public/@regservices/documents/webcontent/convert_260253.pdf