

~2016 BECKER MARKET at the HUB~

Greetings! This is a year of transition for the Becker Market. In 2016 we will celebrate our 10th year by transitioning the Becker Market to Historic 313 Fourth Street, future home of the Willmar Food Hub.

The **Willmar Food Hub's** mission is to improve the marketplace opportunities for local independent farmers and to increase access for all consumers to healthy locally-grown food products. The Hub will be one business inside Historic 313 Fourth Street. There will be three additional local-food-related businesses that plan to open Summer 2016. Educational and value-added opportunities will be provided.

Please note these changes:

1. We will keep our current schedule of 18 Thursdays from June through September.
2. Hours will be 2:00 p.m. to 6:00 p.m.
3. Fourth Street will not be blocked, at least not initially.
4. Vendors will be on the sidewalk in front of the 313 Hub building on 4th St. and, in some cases, inside 313.
5. There are limited vendor spaces available. Local food products only. Approved vendors who will vend for the entire season will have priority.
6. Vendor cost for the season: \$175; Non-season vendors: \$12.00 per Thursday
7. Vendors must provide their own setup/takedown.
8. Becker Bucks will be available.
9. SNAP benefits will be available.
10. There will be a few parking spaces in the street at 313 reserved for those vendors who need extra product stored in their vehicles.
11. The alley can also be used for unloading/loading prior to and after the market.

Application and Fees:

1. Those wishing to participate in the market must complete an application form and return it with the appropriate vendor fee to the Willmar Downtown Development (WDD) before consideration for participation in the market.
2. The WDD shall review and approve all vendor applications before the vendor can participate in the market. Space at the market and the items a vendor offers will be factors in determining approval.
3. Remember the market is there to promote "home grown" and "hand-made" products only.
4. Fees for unaccepted applications will be returned promptly.

Market Goods Acceptable for Sale:

1. Local foods and food products – locally grown and raised
2. Food for sale by local restaurants, caterers, or vendors
3. Cooking demonstration of local or international cuisine
4. Flowers, plants, bedding plants, etc.

Market Goods:

1. Products not listed above must receive clearance from the market committee before sale.
2. Products purchased for resale are generally not allowed and must have prior approval from the market coordinator.
3. Vendors may not sell any items not approved or shown in their market application. Market staff has the right to ask vendor to remove product(s).

4. All items must be prepared, displayed and stored in accordance with the Minnesota Department of Agriculture, Minnesota Department of Health and Kandiyohi County Community Health Department guidelines.
5. All producers of processed items (cheese, meats, jams, jellies, syrups, baked goods, etc.) are required to adhere to all state and local laws pertaining to the production and selling of such goods.
6. Processed food items should be sold with a valid processing license or comply with Minnesota labeling law requirements.
7. Produce sold as organic must have originated from an organic grown Certified Farm
8. Farmers/Growers that are not Certified Organic can advertise or sell produce as “chemical free” if they practice chemical free farming.
9. All items should be sold by bulk, bundle or individual item. Items sold by weight units of measurement require a Minnesota State Certified Scale.

General Market Guidelines:

1. Vendors may begin setting up at 1:00 PM, but not before that time on market days. A Market Manager will be at the Market location at 1:00 PM to check in all vendors and assist vendors with any questions they may have about setting up. Market vendors must be ready to start selling at 2:00 PM on market days.
2. The market will begin at exactly 2:00 PM.
3. Vendors must remain in place until the market closes at 6:00 PM. Exception will be sellout of product(s) before 6:00 PM.
4. Restrooms are available inside the Willmar Food Hub.
5. No loud machines, generators or very odorous products/goods are allowed.
6. Becker market committee reserves the right to inspect products and product sources, including: greenhouse(s), garden(s), farm(s), or other places of production.
7. Any vendor who the market staff determines is not complying with the market rules may be asked to leave. The vendor, in turn, may petition to be re-accepted to the market if approved by the market committee. Noncompliance with market rules will result in a written and verbal warning. Further non-compliance will lead to revocation of vendor application; no refunds will be given.
8. Vendor preference given to products from a 75 mile radius.
9. Occasional vendors may be denied if products they are selling are already in abundance at the market.
10. Market will occur rain, shine or snow!
11. All items must be contained within the stall.
12. All market vendors must have signs displaying their name or farm name. All displays must be neat and tasteful.
13. Price, terms of sale, etc. are between buyer and seller only.
14. Vendors must remove all trash, produce debris, boxes, etc. by 6:30 PM. Trashcans are provided only for incidental trash.

Permits, Licenses, Taxes & Insurance:

1. All permits and licenses required by the City of Willmar, Kandiyohi County, the State of Minnesota or the Federal Government are the sole responsibility of the vendors.
2. Any required sales tax collections and remittances are the sole responsibility of the vendors.
3. The City of Willmar and the Willmar Downtown Development are not liable for any injury, theft or damage occurred prior to, during or after the Willmar Food Hub Market. Seller further agrees to indemnify and hold the City of Willmar and the Willmar Downtown Development harmless for and against any claims for such injury, theft or damage.

4. All vendors should carry their own general liability and product liability insurance as the City of Willmar or the Willmar Downtown Development does not provide this coverage.

2016 Becker Market at the Hub Application

Every Thursday: June 4 – September 29, 2016

Time: 2:00 PM – 6:00 PM

Location: Historic 313 Fourth Street

Phone: 320-235-5978 or 320 894-7901

Email: info@willmardesigncenter.com

Becker Market/Wilmar Food Hub Committee:

Beverly Dougherty, Willmar Downtown Development Project Coordinator

Nancy Johnson & Jason Dougherty, Market Managers

The following two pages need to be filled out completely. Seasonal stall fee must accompany this two-page application for consideration. Please print clearly!

Business/Farm Name _____ Date ____ / ____ / 2016
 Name of Primary Seller _____ Home Phone _____
 Name of Additional Seller(s) _____ Cell Phone _____
 Address _____ City _____ State _____
 ZIP Code _____ Email _____ Website _____
 Do YOU grow or produce ALL your items? ___ Yes ___ No
 If not, please explain:

What food-related licenses do you currently hold?

Minnesota sales tax ID number (if applicable) _____

Are your items organic or certified organic? ___ Organic ___ Certified Organic

Additional licensing from the Kandiyohi County Health Department may be required to participate in the market.

Please contact the department at 320-231-7860 to assure that you are fully licensed.

Please list all items you intend to sell at the market. Items not listed may not be sold at the market without Market Committee Approval. Add additional page if necessary. If possible, list specific varieties.

Because of space limitations, only a few vendors will be allowed to sell from vehicles. Vehicles will be allowed to unload/load in the adjacent alley during setup and takedown. Vendors may participate in the market on any market day even if they have not signed up for the specific dates below. Please contact us in advance if possible, or sign up with the Market Coordinator on the day you attend.

Please check ALL weeks you plan on attending the market:

JUNE	JULY	AUGUST	SEPTEMBER
___ June 2	___ July 7	___ August 4	___ September 1
___ June 9	___ July 14	___ August 11	___ September 8
___ June 16	___ July 21	___ August 18	___ September 15
___ June 23*	___ July 28	___ August 25	___ September 22
___ June 30			___ September 29

*June 24, 2015 Willmar Fests Block Party. (Please note there will be extra pedestrian and vehicle traffic.)

Please Check:

___ I have read and agree to abide by all Willmar Downtown Development 2016 Willmar Becker Market at the Hub policies.

___ I agree that the City of Willmar and the Willmar Downtown Development and their respective officers, employees, agents and consultants are not liable for any injury, theft or damage to either the buyer or seller of their property arising out of or pertaining to preparation for or participation in the Willmar Becker Market at the Hub. Participants further agree to indemnify, defend and hold harmless the City of Willmar and the Willmar Downtown Development and Willmar Becker Market at the Hub and their respective officers, employees, agents and consultants for and against any claims for such injury, theft or damage.

___ I understand that it is recommended that I carry my own general liability and product liability insurance, as the City of Willmar or the Willmar Downtown Development does not provide this coverage.

Completed applications received by May 14, 2016 will be considered first. Applications arriving after May 14 will be given consideration if space allows. Consider your application accepted unless otherwise notified. Full refunds will be given to any applications that are not accepted.

Mail the completed application to the following:

Willmar Downtown Development
Attn: Becker Market/Willmar Food Hub
414 Becker Avenue SW
Willmar, MN 56201

All applications must include:

___ This signed application (above boxes must be checked and signature below included).

Vendor fee:

___ \$175.00 for the Season or \$12.00 per Thursday. # ___ Thursdays attending = \$ _____

Make checks payable to Willmar Downtown Development Becker Market at the Hub

Signature _____