



2023 Food Truck Guidelines

Market Information

Market Address: Becker Park, 5530 Douglas Dr N, Crystal, MN 55429

Mailing Address: Crystal Community Center, 4800 Douglas Dr N., Crystal MN 55429

Phone: 763-531-0052

Email: farmersmarket@crystalmn.gov

Website: <https://tinyurl.com/3rs6kkt5>

Mission Statement: The Crystal Farmers Market seeks to provide an opportunity for the community to gather and enjoy entertainment and access to homegrown produce, agricultural products and homemade crafts sold by individuals from the farms and small cottage businesses that produce them.

2023 Market Dates: Tuesdays, June 13 through September 26

2023 Market Time: 3:00 - 7:00 p.m., 3 - 6:30 p.m. the month of September.

Market Contact Information

Contact Person: Stacy Chouinard, Recreation Supervisor, City of Crystal

Phone: 763-531-1153

Email: stacy.chouinard@crystalmn.gov

Abbreviation terms

Crystal Farmers Market is hereinafter known as the CFM.

Overview

The Crystal Farmers Market guidelines are designed to ensure:

1. The market is a safe and enjoyable place for guests and Vendors.

2. The market and its Vendors follow federal, state, county and local regulations.
3. The market maintains a welcoming, community feel for everyone.
4. Vendors have a fair, equitable and respectful environment to conduct their business.
5. The City and its vendors shall not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age or sexual orientation

Food Truck Guidelines & Rules of Operation

Vendor Behavior

1. All market Vendors should represent themselves in an appropriate manner, dress and state of cleanliness. Shirts and shoes must be worn. All displays must be neat and tasteful.
2. Not allowed at the market:
 - a. Alcohol
 - b. Smoking – Smoking is not allowed at the Market.
3. Vendors who have a concern about the conduct and/or prices of another Vendor should contact market staff so the concern can be addressed appropriately.
4. Any Vendor not in compliance with the market rules must leave when requested to do so by market staff. The Vendor may petition to be re-accepted to the market.
5. The City of Crystal takes photos and videos of people at public parks and participating in/attending the CFM for use in marketing and promotional materials. By attending the CFM attendees grant permission to use the name, photos, videos and quotes from me and my employees for this purpose.

Market Operation Logistics

1. Selling at the CFM site, which is Becker Park, is permitted only during the dates and times set by the CFM. Selling dates and times are pre-set, Tuesdays, Mid June to end of September. 2023 Season Dates: June 13 through September 26, 2023.
2. Vendor set up: Vendors should arrive no later than 2:30 pm to begin set-up and must be open and ready to sell by 3:00 pm. After 2:45 pm no Vendor vehicles will be allowed in the CFM selling area. Please see the Market coordinator on your placement and any needs.

3. Selling is not permitted after 7:00 p.m.
4. Vendors must remain in their own booths/stalls when selling. No shouting or other objectionable means of soliciting sales are permitted.
5. Sellers must be 18 years and older. Individuals 17 years of age and younger who are operating as a Vendor must have an approved adult 18 year of age or older in their CFM booth at all times, no exceptions.
6. **Vendors are expected to sell until 7:00 p.m. and may not begin to dismantle their stalls until then.**
7. The general cleanliness of the market is everyone's responsibility. All Vendors must keep their area neat while selling and make certain that all trash is removed from the market area by 8 p.m. This includes sweeping up and disposing of any litter, organic or otherwise, left over after the market. Trash cans are provided only for incidental trash – large items should be taken with the Vendor for appropriate disposal. Failure to clean up in accordance with these guidelines will result in additional fees.
8. Upon inspections at CFM by any licensing body, if possible, the CFM will assist the Inspector through the inspections.
9. Attendance will be taken weekly. Vendors in good standing will have priority. Such as stall selection options if applicable.
10. LATE arriving Vendors must check in with the Market Coordinator. Repeated lateness or no-shows without notification will jeopardize Vendor's standing in the CFM. The CFM reserves the right to warn, impose a fee, or dismiss a Vendor from the CFM for repeat offenses.
11. Unexcused absences, multiple absences, tardiness or leaving early will place you in default and the CFM can take you off the schedule of any or all of upcoming scheduled dates without any refund of stall fees.

Weather

1. The CFM is open rain or shine. A Vendor's failure to appear on their scheduled dates will result in a forfeiture of their stall fees and jeopardize their Vendor standing. If CFM is 'Closed' for any reason the Vendor will be notified as soon as possible.
2. Canceled market days by Vendor or Market coordinator will not be refunded. Exchange of dates may be possible.
3. Instances of severe weather can affect market operations. If the market does need to be cancelled, it will not be rescheduled – the market will resume on its next regularly scheduled day.

4. In the event of severe weather (hail, lightning, torrential downpour, tornado warnings, etc.) during the market:
 - a. Market staff have access to radar via cellphone, and will monitor any incoming weather.
 - b. During the market, should severe weather be expected to arrive (wind, hail, lightning, etc.) that may pose a danger to Vendors and/or customers, Vendors will be notified that the market is closing and Vendors may pack up and leave.
 - c. In case of dangerous weather conditions, where there is no time to pack up and leave, Vendors and customers will be notified immediately and directed to Becker Park shelter restrooms to seek shelter.

Vendor Stalls

12. No stalls are owned or permanent.
13. CFM will assign stalls and attempt to keep Vendors in or near their regular spot/s. This notice is due to CFM using a "public lot" and unforeseen situations and special events, stall availability, Vendor products, seniority, and date of applications. Therefore, you may be required to move or adjust on any given day of market without notice.
14. Location of stall spaces will be determined solely by, and at the discretion of the CFM, based on seniority of CFM Vendor, type of product being sold, and other variants.

Payments & Fees

- 15. Food Truck Fees will be waived for food trucks for the 2023 Farmers Market Season.**
16. The CFM has limited available space; therefore, application does not guarantee admission. Factors such as type of products, conformity with the mission statement, duplicate product availability. Vendor seniority and order of applications received are considered in granting admission.
17. Failure to clean up your stall space in accordance with our guidelines will result in additional fees.

Labeling and Sales Practice

18. Price, terms of sale, etc. are between buyer and seller only. All Vendors agree to abide by fair business practices.
19. All items must be prepared, labeled, displayed and stored in accordance with the Minnesota Department of Agriculture and/or Minnesota Department of Health and/or Hennepin County Community Health Department.

20. Solicitation unrelated to the sale of market goods is prohibited.

Signs & Licenses;

21. Vendors are responsible for obtaining all necessary licenses, permits, inspections and certificates for the sale of their products. Permits & Licenses must be posted in a visible place and available on-site throughout the season.
22. Commercially Made Items made in a commercial kitchen must provide and post a Manufactures and/or Food Handlers License.
23. Signs or vending implements must be posted in plain sight within your stall space and not to exceed it. This includes any sandwich board signs or product displays

Permits, Licenses, Taxes & Insurance

1. All permits and licenses required by the City of Crystal, Hennepin County and 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. All required applications, permits, licenses and certificates must be submitted before being cleared to participate in the CFM.
 - a. Submitted Prior to Application Acceptance:
 - i. CFM Vendor Application & Agreement- submitted to the CFM; online or requested by mail.
 - b. Submitted after Application Acceptance by May 15, 2023.
 - i. Certificate of Insurance must list the City of Crystal as additionally insured with the following coverages and minimum limits:
 1. Commercial general liability, business automobile liability, and food products liability, each in the amount of \$1,000,000 per occurrence; and
 2. Workers Compensation at statutory limits or evidence of exemption.
 3. The Certificate of Insurance must cover the dates of the market.
 - ii. ST-19 Minnesota Revenue Operator Certificate of Compliance. When completing the form place this information on the form:

1. Name of Group: City of Crystal, 4141 Douglas Drive, Crystal, MN 55422
2. Name and Location of Event: Crystal Farmers Market, Becker Park, 5530 Douglas Drive N, Crystal, MN 55429
3. Dates of events: Tuesdays June 13– Sept. 26, 2023
4. The City of Crystal is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the 2023 Crystal Farmers Market; whether such injury, theft or damage occurred prior, during, or after the 2023 Crystal Farmers Market. Seller further agrees to indemnify, defend and hold harmless the City of Crystal and its respective officers, employees, agents and consultants for and against any claims for injury, theft or damage resulting from the fault of the seller.



CITY of CRYSTAL

CRYSTAL FARMERS MARKET MOBILE FOOD UNIT EVENT AGREEMENT

City of Crystal – Recreation Department
4800 Douglas Drive North
Crystal, MN 55429
Phone: 763-531-0052



Applicant Information

Name of Applicant: _____

Name of Food Truck: _____ License Plate Number: _____

Daytime Phone: _____ Email: _____

Address: _____ City/State/Zip: _____

Applicant Is: City of Crystal Resident or Business/Organization Non-Resident or Business/Organization

Reservation Information

Date(s) Requested: Sale Time 3-7pm (can sell until 10pm, market ends at 7pm)

June: 13 20 27 July: 11 18 25

August: 1 8 15 22 29 September: 5 12 19 26

Fees WAIVED FOR 2022 SEASON

\$235.00 Full Season (15 weeks)
\$120.00 Half Season (8 weeks)
\$65.00 Quarter Season (4 weeks)
20% discount for City of Crystal Residents or Businesses.

Food Truck Information

Food Truck Website: _____

Type of Food Sold: _____

Required Attachments – must be provided prior to a permit being issued.

- Hennepin County or MN Department of Agriculture Mobile Food License.
- Certificate of Insurance
- ST-19 Form



CRYSTAL FARMERS MARKET MOBILE FOOD UNIT EVENT AGREEMENT



Rules & Regulations (Please check each box to indicate you have read and understand these conditions.)

<ul style="list-style-type: none"> <input type="checkbox"/> All vendors must be inspected by an authorized agency and possess a current mobile food vendor vehicle license from Hennepin County or MN Dept. of Agriculture. A copy of your vendor license must be attached to this permit application. <input type="checkbox"/> Certificate of Insurance must list the City of Crystal as additionally insured with the following coverages and minimum limits: <ul style="list-style-type: none"> <input type="checkbox"/> Commercial general liability, business automobile liability, and food products liability, each in the amount of \$1,000,000 per occurrence; and <input type="checkbox"/> Workers Compensation at statutory limits or evidence of exemption. <input type="checkbox"/> The Certificate of Insurance must cover the dates of the permit. <input type="checkbox"/> Permits are only valid for the dates and times specified. <input type="checkbox"/> Failure to comply with terms of the mobile food unit permit is a violation of City Code Section 1345. 	<ul style="list-style-type: none"> <input type="checkbox"/> Mobile food unit shall not exceed a bumper to bumper length of 30 feet. <input type="checkbox"/> Mobile food unit shall provide an independent power supply. <input type="checkbox"/> Propane tanks shall be attached or secured to the mobile food unit and be adequately ventilated. <input type="checkbox"/> Vendors must park: <ul style="list-style-type: none"> <input type="checkbox"/> In location designated by event staff. <input type="checkbox"/> Vendors must dispose of gray water daily and may not be drained into a city storm water drain or sanitary sewer manhole. <input type="checkbox"/> Vendors are responsible for clean-up and trash removal generated from their operation in the immediate area. <input type="checkbox"/> Vendors will be assessed for all damages or extra trash clean up within the park generated by their operation. <input type="checkbox"/> Mobile Food Unit permit fees are non-refundable.
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Agreement & Signature

By signing and submitting this application the applicant agrees to comply with the terms and conditions of the permit, all applicable federal, state, and local laws, rules, regulations, and ordinances, and agrees to indemnify, defend, and hold the City of Crystal harmless for any damages, claims, liability, or costs arising from its operations under the permit. The applicant shall be responsible for repairing any damage caused to City of Crystal property related to its operations. The applicant certifies he or she is an agent of the above-named organization and is authorized to accept in their name the responsibility for observance of the rules and regulations of the City of Crystal and the requirements related to the permitted activity.

Signature _____ **Date** _____

Printed Name _____