



**MAPLE GROVE**  
FARMERS MARKET

# 2017 Vendor Guide

**Guidelines and Rules for Operation**

**~ OUTSIDE ~**

**Thursdays June 15 thru October 19, 2017**

**3 to 7 p.m. (thru September)    3 to 6 p.m. (October)**

**Maple Grove Community Center, 12951 Weaver Lake Road**

**[www.MapleGroveFarmersMarket.com](http://www.MapleGroveFarmersMarket.com)**

**763-494-5955**

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## Mission Statement/Purpose

**The Maple Grove Farmers Market** serves as a gathering place for consumers to purchase vendor-grown produce and vendor-made specialty foods and consumable items. The Market promotes and supports healthy living, local agriculture, and community interaction all in an upbeat, welcoming atmosphere. Farmers and producers sell their products directly to the public, allowing consumers to have a direct relationship with the vendor.

## Contact Information

### Office and mailing address

Maple Grove Farmers Market  
P.O. Box 1180  
Maple Grove, MN 55311

### Market location

12951 Weaver Lake Road  
Maple Grove, MN 55369

Email: [farmersmarket@maplegrovern.gov](mailto:farmersmarket@maplegrovern.gov)

Phone: 763-494-5955

Market mobile phone (only during market season): 763-442-7441

Website: [www.maplegrovefarmersmarket.com](http://www.maplegrovefarmersmarket.com)

Fax: 763-494-6421

**Kirsten Bansen Weigle**  
Market Manager

**Carol Morris**  
Market Coordinator

**Paris Lindman**  
Market Cashier

## Important Dates

March 3, 2017	Application deadline for returning vendors. (New vendors are considered for acceptance throughout the season.)
March 17, 2017	Returning vendors will be notified of application status. Vendors selected to participate will receive an invoice for payment.
April 15, 2017	Season fees must be received by the City of Maple Grove.
April 20, 2017	Vendor orientation meeting. <b><i>New vendors are required to attend.</i></b> Returning vendors are encouraged to attend OR may complete online training no later than June 1.
May 10, 2017	Deadline for vendors to submit proof of insurance coverage.
May 20, 2017	Vendor stall assignments will be mailed on or about this date.
June 15, 2017 3 to 7 p.m.	Outdoor season begins. OUTSIDE Maple Grove Community Center, 12951 Weaver Lake Road
October 5, 2017	Market hours change -- 3 to 6 p.m. (close one hour earlier.)
October 12, 2017	Vendor Wrap-Up Meeting after outdoor market closes at 6 p.m.
October 19, 2017	Last outdoor market.
TBA	Indoor Farmers Market season. Participation requires separate application.

# Overview

The Maple Grove Farmers Market guidelines and rules are intended to ensure:

- The Market is a safe and enjoyable place for residents and visitors to gather and purchase locally grown and produced items.
- The Market and its vendors are in compliance with federal, state, county, and local regulations.
- The Market plays a positive role in the community and has a welcoming environment.
- Vendors have a fair, equitable and respectful atmosphere in which to conduct their business.

This document seeks to set forth a basic set of rules and guidelines to provide for the successful operation of the Maple Grove Farmers Market but cannot contemplate every possibility. *Therefore, the Market reserves the right to do whatever may be additionally necessary to protect the intent and well-being of the Market; its patrons and vendors as well as the staff, volunteers, and the City of Maple Grove.*

## Application, Fees and Payment Process

- All applicants must complete a Vendor Application with all required forms and licenses before consideration for participation in the Market.
- Persons who apply to be a vendor must be actively involved and invested in the planting, growing, harvesting, and/or processing of products they wish to sell at the market.
- Only one applicant per household and/or farm, garden or nursery will be allowed. Any household applying under multiple names will not be considered.
- Vendor applications will be reviewed and approved before a vendor can participate in the Market. Space at the market and the items a vendor offers are factors in determining approval as well as vendor's history with the market, attendance and past performance, and balance of market offerings.
- **NEW for 2017: Do not submit payment with vendor application materials.** Vendors who are selected to participate in the 2017 market season will receive an approval letter and invoice. Payment may be made by check or credit card no later than April 15, 2017. Once received by the City of Maple Grove, the season fee is nonrefundable.
- During the selection of a vendor, the City shall not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance.
- Any form of refund would only be through a documented unusual hardship or compassionate reason on approval by City officials in their sole discretion. Any such refund request will be reviewed on a case-by-case basis. A \$25 administrative fee will apply.

In addition, changes in vendor participation may occur at the sole discretion of the Market staff and/or City officials based on factors such as customer attendance, market vision or plans.

# Market Goods

- The following items are approved for sale:
  - Vendor grown fresh fruits and vegetables
  - Vendor grown herbs and spices, fresh or dried
  - Vendor produced farmstead products such as cheese, meats, fish, poultry, eggs, baked goods, canned goods, honey, maple syrup, grains, preserves and specialty products, if prepared and packaged in accordance with rules established by the MN Department of Agriculture
  - Non-farmstead food items in which the vendor is actively involved and invested in the processing or production of the item, if prepared and packaged in accordance with local, state, and federal law.
  - Vendor grown bedding plants, hanging and potted plants, perennials and cut flowers
  - Vendor grown dried flowers or plants
  - Wild-caught, wild-harvested, or foraged food items if in compliance with all federal, state, and local laws and regulations.
- Products other than those listed may be approved for sale if the Market staff determines the items would benefit the market as a whole.
- No live animals may be sold, displayed, or given away at the Market.
- Vendors may sell only the items listed in their market applications and approved by market management. Market staff has the right to require a vendor to remove non-approved products.
- Vendors seeking to sell items not listed on their application must request approval in writing (e-mail acceptable) to add items to their application. These additional items cannot be sold until Market staff approval is received.
- Market staff reserves the right to inspect a vendor's greenhouse, garden, farm, field or other place of production to verify that the products being sold meet market qualifications.

# Vendor Behavior

- Vendors are expected to attend the market to sell their own products. Additional sellers that assist at the booth may be designated and *must be listed on the vendor application*. No one under the age of 18 may sell or maintain a stall without adult supervision.
- Alcohol and drugs (unless used with prescription) are prohibited at the Market. Vendors must be drug-free and sober upon arriving at the Market. Violation of this policy is grounds for suspension from the Market or immediate revocation of vendor access, in the sole discretion of Market staff.
- Smoking is prohibited at the Market, including in a vendor vehicle or stall.
- Vendors are not allowed to have pets/animals at the Market, including in a vendor vehicle or stall. It is against Maple Grove Park Board policy as well as Minnesota Department of Agriculture regulations.

- Vendors are expected to treat other vendors politely and use a problem-solving approach to any problems that arise. If a vendor is experiencing a problem with a fellow vendor or customer, he or she must notify market management. In the event that vendor behavior is offensive or threatening to other members of the market community, management reserves the right to permanently reassign the vendor to a new space or remove the vendor from the market.
- Music, news broadcasts, or other audio may not be played at any booth or in the general market area, except with prior permission from Market management.
- Vendors may be asked to distribute printed Maple Grove Farmers Market information.

## Attendance

- Vendors are expected to attend all markets for which they are scheduled/listed on application.
- **Vendors must notify Market staff if they are NOT coming to the Market. Notice must be given in one of the following ways NO LATER than 11:00 a.m. on Market day:**
  - **Call the farmers market voicemail (763-494-5955)**
  - **Call the farmers market mobile phone (763-442-7441)**
  - **Send an email to [farmersmarket@maplegrovern.gov](mailto:farmersmarket@maplegrovern.gov)**

Verbal notification to Market staff is not acceptable. Attendance is taken each week. If a vendor is absent from a large number of markets, it may jeopardize their future participation.

- Repeated late arrivals or absences by a vendor, *with or without notice*, may result in suspension or revocation of a vendor's selling rights.
- If a personal emergency situation arises after the market opens and a vendor feels they must leave, please notify Market staff who will do their best to facilitate departure.

## Labeling and Sales Practices

- All items must be prepared, labeled, displayed and stored in accordance with Minnesota Department of Agriculture, Minnesota Department of Health and Hennepin County Community Health Department guidelines.
- Products sold as Certified Organic must have originated from a USDA Certified Organic farm, and the vendor must provide a copy of the farm's National Organic Standard certificate as provided by a USDA accredited agent. The Market will use the term "Organic" only in reference to USDA-certified Organic farms and products.

Vendors who meet the federal exemption because they follow organic practices and have less than \$5,000 in gross sales of organically grown products should contact the Market Manager. The vendor will be asked to sign a statement indicating that organic practices have been followed.

- Items baked/processed at home must meet the requirements of the Minnesota Cottage Food exemption and must be labeled with date of production, the name, complete home address of the producer, and a list of ingredients. For more information: [www.mda.state.mn.us/cottagefood](http://www.mda.state.mn.us/cottagefood)

- Items sold by weight units of measure require a Minnesota State Certified Scale.
- Solicitation unrelated to the sale of Market Goods is prohibited without City approval.
- Price, terms of sale, etc. are between buyer and seller only.
- All vendors agree to abide by fair business practices.

## Market Operations

- Vendors can set up starting at 1:30 p.m. on Market days. Vendors must wait until the staff moves the parking barriers to enter the market area. A Market Manager will be at the market location at 1:30 p.m. to check in vendors and assist with any questions.
- The Market will begin at 3:00 pm when market staff sounds the air horn. No presales of market goods or exchange of money are allowed prior to 3:00 pm (Vendors may discreetly purchase items from fellow vendors prior to 3:00 pm.)
- There will be no moving vehicles in the market area between 2:40 p.m. and 7:05 p.m. If you arrive after 2:40, you must park in an adjacent area and walk your merchandise and supplies (tents, tables, etc.) to and from your stall location.
- Market vendors must be ready to start selling at 3:00 p.m. on market days. Vendors are encouraged to be in place ½ hour before the Market opens.
- Vendors must remain until the Market closes even if sold out. Absolutely no break-down of vendor displays allowed prior to market closing. Feel free to use this time to promote your product and encourage future visits from customers.
- No water is provided or available.
- Drinking water and restrooms are available inside the Maple Grove Community Center.
- Limited electricity is available for an additional nominal fee. Electricity may be requested on the vendor application. *Vendors who require electricity are required to use the market's plug-ins.* It is the responsibility of the vendor to ensure that their equipment/electrical needs are compatible with the Market's electrical poles. Generators are not allowed.

## Stalls and Set Up

- Having a stall in one season is no guarantee that a vendor will have the same stall in any subsequent season.
- Stall space is assigned by Market staff to allow for the best product mix, traffic flow, electrical needs, etc.
- Every effort is made to keep vendors in the same location throughout the market season. However, vendors may be temporarily or permanently reassigned at the sole discretion of market management.

- Vendors may not transfer, assign, sell, rent or lease their stall. Transfer within a vendor family may be allowed at the discretion of market management only if there is no change in the address where products are grown.
- All items must be contained within a vendor's assigned space. Market staff may ask that unsightly, inappropriate, unauthorized, or unsafe materials be removed or moved.
- Vendors are allowed only one vehicle in their assigned space no matter how many stalls they have, and the **vehicle must fit in the space**. Oversized or extra vehicles may be parked at the far west end of the market lot or in an adjacent lot.
- Vendors may request one of the following stall options:
  - ✓ ONE stall (two parking spaces approx. 18' wide, fits ONE 10' x 10' canopy)
  - ✓ 1-1/2 stalls (three parking spaces approx. 27' wide, fits TWO 10' x 10' canopies)
  - ✓ 2 stalls (four parking spaces approx. 36' wide, fits THREE 10' x 10' canopies)

Each parking stall is roughly 9 feet wide. **It is not possible to fit two 10' canopies into two parking spaces nor is it possible to fit three 10' canopies into three parking spaces.**

Please plan accordingly.

- If a vendor arrives after 2:40 p.m. and their space has been filled, they will be accommodated in another area of the market.
- If a vendor sets up in the wrong location, Market staff will make the decision on what occurs depending on how many other vendors are present and set-up.
- In certain conditions Market staff may require vendors to take down canopies. Broken or compromised canopies are not allowed and vendors will be asked to take them down for the safety of customers and vendors.
- No stakes may be pounded into the tarmac, parking lot, or grass.

**The market site is very windy. Tents and canopies must be weighted down. It is REQUIRED that each canopy leg is secured with over 20 pounds of weight.** It is recommended to additionally tie the frame of your tent/canopy to a vehicle. Vendors will not be allowed to set up or will be asked to take down their canopies if they do not have adequate weights.

Vendors assume full responsibility for any injury, loss, or damage of any kind that may result from improperly or insufficiently securing tents, awnings, display equipment, products, or other items.

## Displays

- Vendors are responsible for providing all tables, chairs, canopies, tent weights, and other items needed for their display.
- All vendors must post clear, visible, professional signs with their business name and location. Hand-written signs on paper or cardboard will not be allowed. Failure to do so will result in a \$10 fine, payable immediately each week that a sign is not displayed. Vendors may opt out of this requirement by paying a \$100 fee at the time of application.

- All food must be stored/displayed 6” off the ground in order to eliminate potential contamination from dirt, ground debris, and other contaminants. Use a pallet or empty crates/containers to raise items off of the ground.
- All items offered for sale should have the type and variety of product and prices prominently and clearly displayed.
- Those selling homemade or home-processed items falling under the Cottage Foods exemption must display a placard stating: “These products are homemade and NOT subject to state inspection.”
- Vendors are required to maintain a clean and attractive booth display at all times. Tablecloths and informative displays are encouraged.
- All Market vendors should represent themselves in an appropriate manner, dress, and state of cleanliness. Shirts and shoes must be worn.
- Vendors offering samples must follow all Safe Food Sampling guidelines, including an approved portable handwashing station, no bare-hand contact with foods, and adequate garbage receptacle(s) accessible to customers. (See page 13)
- 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 leaving.
- Vendors must remove all trash from the market area after the market closes. This includes product debris, bags and boxes as a result of their sales. Trash cans are provided only for incidental trash.

## Sales Reporting

Vendors are required to report their weekly market sales to the Market Manager no later than seven days after each market. Vendors are asked to complete an online form which will be emailed weekly. These sales reports are used to gauge the volume and financial impact of the market. No records will be kept identifying the sales history of any individual vendor.

## Tokens

Market tokens are an important part of the market’s promotional strategy. All vendors are required to participate in the token program. See “Tokens Explained” fact sheet, attached to this packet.

**Additional Promotional Programs:** The Maple Grove Farmers Market reserves the right to participate in other “promotional currency” programs and will provide detailed information to all vendors about the use and redemption of tokens, coupons, or other promotional currency.

# Permits, Licenses, Taxes and Insurance

Vendors must seek appropriate permits and licenses in order to operate at the Maple Grove Farmers Market. All permits and licenses required by the City of Maple Grove, Hennepin County, the State of Minnesota or the Federal Government are the sole responsibility of the vendors. Vendors must work directly with the issuing agency to seek proper licensing.

**New for 2017:** Each vendor must carry General Liability/Product Insurance as follows:

- \$1,000,000 (1 million dollars) each occurrence **AND**
- \$1,000,000 (1 million dollars) aggregate of general liability insurance.
- The City of Maple Grove **MUST BE LISTED** as an additional insured on your policy for the dates of the Maple Grove Farmers Market and shown on the Certificate of Insurance as such.

A certificate of insurance must accompany the application or be submitted to market management **no later than May 10, 2017**. Your insurance agent may fax or email a copy of the coverage to Kirsten Bansen Weigle, Maple Grove Farmers Market Manager. FAX: 763-494-6421. Mailing address: PO Box 1180, Maple Grove, MN 55311.

The table below is intended as a guide for vendors when determining which forms, licenses and permits to submit with vendor application. Vendors should confirm product and licensing requirements with Hennepin County Environmental Health, (612) 543-5200.

	MN Revenue Form ST-19	Proof of Insurance	MN Cottage Foods Producer Registration	MN Department Agriculture Retail Mobile Food Handler License	Hennepin County Itinerant License or MDA license
Fresh fruits and vegetables, fresh-cut flowers	X	X			
Meat or dairy products	X	X		X	
Pure honey or maple syrup	X	X			
Farmstead products with added ingredients (for example, flavored honey or maple syrup)	X	X	Consult Henn Co. Environmental Health	Consult Henn. Co. Environmental Health	
Non-potentially hazardous home-baked and home-processed foods	X	X	X		
Immediately consumable foods	X	X		X	--OR-- X
Non-edible items	X	X			

*Vendors must provide a copy of all applicable licenses to the Maple Grove Farmers Market along with vendor application. Vendors must also have licenses available for review in person on every market day.*

- Any required sales tax collections and remittances are the sole responsibility of the vendors.
- The City of Maple Grove and the Maple Grove Parks and Recreation Board are not liable for any injury, illness, theft, loss, or damage of any kind to either the buyer or seller, or their property, arising out of or pertaining to preparation for, participation in, or use or consumption of products bought, sold, or provided at the Maple Grove Farmers Market; whether such injury, illness, theft, loss or damage occurred prior, during, or after the Maple Grove Farmers Market. By participating in the Market, seller further agrees to indemnify and hold the City of Maple Grove and the Maple Grove Parks and Recreation Board harmless for and against any claims for such injury, illness, theft, loss or damage.

## **Enforcement of Market Rules**

Market staff members value our good relationship with vendors and make every effort to educate vendors about the Market guidelines before and during the season. Staff reserves the right to suspend or revoke the selling rights of any vendor who repeatedly disregards one or more of the rules as outlined in these guidelines.

If Market staff suspends or revokes a vendor's selling rights for any reason, the selling rights of all working at that booth—primary seller and additional sellers, whether it be family, friends, agents, employees, etc.—are likewise suspended or revoked.

The rules, policies, and guidelines are determined, and may be changed, by the Market staff with approval of the Maple Grove City Administrator. Vendors will be notified of any significant changes and the date they become effective.

No person or entity other than the City of Maple Grove, Maple Grove Farmers Market or agents thereof may make use of the Maple Grove Farmers Market name or logos without the express permission of the City of Maple Grove.

## **Feedback**

The City of Maple Grove encourages feedback about the farmers market. Both positive comments and constructive criticism about all aspects of market management may be sent the following ways:

By phone: 763-494-5955 (farmers market voicemail)

By email: [farmersmarket@maplegrovern.gov](mailto:farmersmarket@maplegrovern.gov)

By mail: Maple Grove Farmers Market, P.O. Box 1180, Maple Grove, MN 55311

A vendor may be asked to provide their comments in writing. Market staff will share the information with appropriate City personnel for follow up.

## Market Staff Responsibilities

Market staff is defined as the Market Coordinator, Market Manager, Market Cashier, and Market Attendant.

The Market Manager supervises the on-site operations of the market and works with the Market Coordinator to manage policies, operations, and promotion of the Farmers Market. The Manager applies the rules and guidelines of the market and has the authority to interpret and implement policy. The Market Manager is the final authority on market day.

The Market Assistant is on-site each market day to help the Market Manager with daily operations.

The Farmers Market Cashier processes credit, debit and EBT transactions for customers and is responsible for reimbursing vendors for EBT, credit, debit, and promotional coupons.

The Market Coordinator is responsible for overall operations and ensures the Farmers Market meets the expectations and vision of the City of Maple Grove.

Market staff is responsible for public as well as vendor concerns. Staff members also serve as liaisons between vendors/customers and City staff/officials.

Market staff shall notify vendors of any rule violations.

Market staff has the authority to request any person to leave the market operating area and, if necessary, call the police for assistance.

Vendors are encouraged to approach Market staff if they encounter a problem. Any discussion of problems in front of customers or other vendors is strongly discouraged and shall be avoided.

Market staff assigns all stall spaces. All vendors, musicians, entertainers, chefs, sponsors, community organizations, etc. must have the prior approval of the Market staff.

## Weather Policies

While the Market is rain or shine, instances of severe weather can effect market operations. The Market manager/staff will decide whether to hold the market or delay the opening. *This determination will not be made until set-up time, 1:30 pm, on Market day. Every effort will be made to provide ample time for vendors and customers to safely respond to hazardous weather conditions.*

The following weather conditions may cause the market to be delayed, suspended, or cancelled: audible thunder and/or visible lightning; thunderstorm or tornado watch/warning; high winds; heavy rains or snow; heat index of 103 to 115 degrees F; other as determined by management.

### Delay of Market Opening:

Market staff will notify vendors in person and by email if the opening of the market will be delayed due to weather. Opening will be delayed until 30 minutes after thunder is heard. Vendors should remain in their vehicles during this time or take cover in the Community Center. Vendors may also choose to excuse themselves from the market on that date. Such an absence will be considered "excused."

### Suspension of Market:

In the event that Market management determines severe weather will be of short duration, the market may be suspended. The market will be suspended until 30 minutes after thunder is heard. In the event of a suspension, market staff will sound an air horn to alert customers to quit shopping and take cover. Staff will quickly notify all vendors and provide instruction. Vendors should:

- Collapse all tents/canopies
- Secure all product by placing it in their vehicles or under tarps that are securely fastened to tables
- Take cover in vehicles or inside the Community Center
- Vendors may choose to excuse themselves from the market instead of waiting out a suspension. Such an absence will be considered “excused.”

### Cancellation of Market:

If market staff determine that cancellation is necessary, an air horn will be sounded to alert customers to quit shopping and leave the market area to take cover. Staff will quickly notify all vendors and provide instruction. Vendors should:

- Collapse all tents/canopies
- Take down and repack all displays
- Take cover in vehicles or inside the Community Center, or leave the market site.

Note: In the event of a tornado warning or sudden hazardous weather event, vendors should pack up money, nothing else, and move to shelter inside the Community Center. Staff inside the community center will direct vendors and marketgoers to safe shelter.

- In the event the Market is closed or delayed, vendors are prohibited from setting up stalls or selling any product.
- In the event the Market is closed or delayed, vendors who make weekly (non-retail) CSA deliveries will be asked to move to an inconspicuous location in another lot and are prohibited from setting up stalls or selling any product. These vendors will receive guidance directly from the Market Manager.
- It is acceptable for a vendor to call and say they are not comfortable attending because of weather conditions. Also, if a vendor arrives at the Market and conditions are not good for their product or set up, they should decide if it is conducive for them to participate and notify staff accordingly.
- Vendors should call the market voicemail (763-494-5955) or market mobile phone (763-442-7441) for updates.

No refunds will be given if the Market is cancelled, delayed, or closed early for any reason. It is the vendor’s responsibility to keep their contact information up to date in the event the Market is cancelled. Staff will make every effort through phone and email to notify vendors of any cancellations or changes.

# Sampling

Vendors are strongly encouraged to provide samples of their products. Samples are very appealing to shoppers and offering samples gives vendors a reason to engage shoppers in conversation about the product. *Sampling will increase your sales.*

According to state law, vendors may sample their wares at the farmers market if the following rules are followed:

1. Sampling must occur under a tent or canopy.
2. Store all foods, beverages, ice, utensils, and paper products at least 6 inches above the ground.
3. All samples must be prepared on site at the farmers market. Samples may not be prepared off site.
4. Always keep potentially hazardous foods such as meats, fish, poultry, or salads at 41 degrees F or colder or 140 degrees F or hotter. Use a metal-stem thermometer to monitor product temperatures and use mechanical refrigeration for cold items.
5. Hot items must be discarded after four hours. Cold items must be discarded if they have been displayed outside of mechanical refrigeration for four hours.
6. No bare hand contact with foods. Vendors must provide their own gloves, serving papers, toothpicks, or other means to avoid touching food with bare hands.
7. Vendors must provide their own portable handwashing station which contains a minimum of five gallons of warm water. (Note that water is not available on site and must be brought to the market.) The handwashing station have a toggle-type spigot that allows water to run over both hands as they are washed. Vendors must provide their own soap, disposable paper towels, and wastewater catch basin.
8. For sampling utensils, vendors must provide a three-compartment sink or bring extra sanitized utensils in the event that one becomes soiled.
9. Samples must be three ounces or less and should be covered to protect against contamination.
10. No bare-hand contact with samples is allowed. Vendors must provide their own gloves, serving papers, toothpicks, or other means to avoid touching food with bare hands.
11. Samples must be provided at no cost.

Thank you for your interest in the Maple Grove Farmers Market. The City of Maple Grove is very supportive of the Market and its vendors. We are pleased and proud to provide this gathering place for the community.