



2011 DOWNTOWN WILLMAR BECKER MARKET

Greetings! We are so excited to begin our Fifth Annual Willmar Becker Market! For those of you who joined us last year, we would like to thank you for being part of this wonderful market. For those of you that are new, we welcome you and hope you choose to be involved all 18 weeks! Please make sure you read the regulations carefully.

The **Downtown Willmar Becker Market** is a market in which farmers, growers, producers and artisans sell their own products directly to the public, allowing customers to have a direct relationship with the producer of the items they purchase. This market will emphasize quality, freshness and originality in an atmosphere of community and music.

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 Design Center (WDC) before consideration for participation in the market.
2. The WDC 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:

1. Food may be offered for sale by local restaurants and caterers.
2. Quality handmade items reflecting local and international cultures are encouraged.
3. Cooking demonstrations of local and international cuisine is encouraged.
4. Products not listed above must receive clearance from the market committee before sale.
5. Products purchased for resale are generally not allowed and must have prior approval from the market coordinator.
6. 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).
7. 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.
8. 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.
9. Processed food items should be sold with a valid processing license or comply with Minnesota labeling law requirements.
10. Produce sold as organic must have originated from an organic grown Certified Farm
11. Farmers/Growers that are not Certified Organic can advertise or sell produce as “chemical free” if they practice chemical free farming.
12. 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 2:00 PM, but not before that time on market days. A Market Manager will be at the Market location at 2:00 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 3:00 PM on market days.

2. The market will begin at exactly 3:00 PM. No presales are allowed! Failure to comply with the starting time will result in a \$10.00 fine and/or loss of future selling privileges.
3. Vendors must remain in place until the market closes at 6:30 PM. Exception will be sellout of product(s) before 6:30 PM. However, moving vehicles will not be allowed in the market area between 3:00 and 6:30 PM.
4. Restrooms are available at Bethel Lutheran Church.
5. Music will be provided by the Becker Market Committee each week.
6. No loud machines, generators or very odorous products/goods are allowed.
7. If you arrive after 3:00 PM, you must park elsewhere and walk your merchandise and supplies in due to customer and vendor safety. Failure to comply with this regulation may result in the loss of future selling privileges.
8. Any vendor who the market staff feels 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.
9. Market will occur rain, shine or snow!
10. All items must be contained within the stall.
11. No stakes may be pounded; no paint or damage of any kind will be tolerated to the city streets.
12. Stall space for permanent vendors will be assigned for the season. Occasional vendors will be assigned by market space.
13. Market staff has the authority to move or reassign stall space to enhance or facilitate market operations.
14. A free space, 20' wide will be maintained down the south lane of Becker Avenue to comply with City of Willmar requirements.
15. All market vendors must have signs displaying their name or farm name. All displays must be neat and tasteful.
16. Price, terms of sale, etc. are between buyer and seller only.
17. Vendors must remove all trash, produce debris, boxes, etc. by 7:30 PM. Trash cans are provided only for incidental trash.
18. Pets, Smoking and Alcohol are prohibited in the market area.

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 Design Center are not liable for any injury, theft or damage occurred prior to, during or after the Downtown Willmar Becker Market. Seller further agrees to indemnify and hold the City of Willmar and the Willmar Design Center 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 Design Center does not provide this coverage.

2011 Becker Market Application

Every Thursday: June 2 – September 29, 2011

Time: 3:00 PM – 6:30 PM

Phone: 320-235-5978 or 320 214-7646

Email: info@willmardesigncenter.com

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 ____ / ____ / 2011

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, at the discretion of the Market Committee. Vehicles will be allowed during setup and takedown (see hours). 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

- June 2
- June 9
- June 16
- June 30

JULY

- July 7
- July 14
- July 21
- July 28

AUGUST

- August 4
- August 11
- August 18
- August 25

SEPTEMBER

- September 1
- September 8
- September 15
- September 22
- September 29

Please Check:

- I have read and agree to abide by all Willmar Design Center 2011 Willmar Becker Market policies.
- I agree that the City of Willmar and the Willmar Design Center 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. Participants further agree to indemnify, defend and hold harmless the City of Willmar and the Willmar Design Center and Willmar Becker Market 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 Design Center does not provide this coverage.

Completed applications received by May 1, 2011 will be considered first. Applications arriving after May 1 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 Design Center
Attn: Becker Market
333 Litchfield Ave SW, Suite 1
Willmar, MN 56201

All applications **must** include:

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

Vendor fee:

- \$120 (entire season), **OR**
- \$10 x _____ Thursdays attending = \$ _____

Make checks payable to Willmar Design Center Becker Market.

Signature _____