

All Applicants are advised to read the rules and token information sheet carefully as you will be held to them whether you read them or not. That means if you accept a token that you are not eligible to accept you will NOT be reimbursed and you are just giving away your product.

Also breaking the rules can cause you to lose your spot at the market, no matter how much we and the customers love you.

SO READ ALL THIS MATERIAL!!! Thank you.

## Webb City Farmers Market Operating Regulations – *Christkindlmarket*

2018

Market Manager:  
David Hill  
417 499-4831

Market Master:  
Eileen Nichols \*  
417 483-8139  
PO Box 1  
Webb City, MO 64870

Market volunteer accountant:  
Janet Taylor  
417 529-0323

***Christkindlmarket*** is a street market associated with the celebration of Christmas. These markets originated in Germany, Austria, South Tyrol and Alsace. The literal German translation is “Christ child market”. The history of Christmas markets goes back to the Late Middle Ages in the German-speaking parts of Europe. Generally held in the town square and adjacent pedestrian zones, the market sells food, drink, and seasonal items from open-air stalls, accompanied by traditional singing and dancing.

The Webb City ***Christkindlmarket*** will be held under the pavilion, which will have sidings and heat. Spaces are generally about 9 feet wide by 6 feet deep. Center spaces are 8 feet long by the width of a folding table. The *Christkindlmarket* will be in the south section of the pavilion during the farmers market from 9 to noon on Saturdays during November and December.

1. **Fees** – vendors shall pay a daily fee of 6%. The minimum fee is \$5.00 per day for a full space and \$2.50 per day for a card table space.
2. **Days & time & season** - Every Saturday from 9 to noon in November and December.
3. No vendor shall sell or set back for later sale before the **opening bell** rings.
4. Artists/artisans may have an **on-site inspection** made by a market representative.
5. **Product mix** – Products offered for sale must be of high quality. The determination of the market manager shall be final. The market manager may refuse or terminate an application if she determines the product is not of sufficient quality or is in oversupply at the market. *Christkindlmarket* is held in November and December only. During the rest of the year, artists and craft vendors typically sell once a month. All food items must meet all state and local requirements.

6. All products **must be made by the vendor** – absolutely no re-selling of any item shall be permitted with the exception of individually approved non-profit sales (for example, girl scout cookies). All products and produce must comply with state and local regulations.
7. Any **complaints** by a vendor alleging reselling by another vendor shall be submitted to a market manager in writing and signed by the complainant. The name of the complainant shall be kept confidential. The market managers may, at their discretion, require a good faith fee (to cover gas costs) with the complaint, which shall be refunded if the complaint proves valid.
8. Vendors may participate in the market only after **approval** of their application by the market managers.
9. The market manager will assign spaces. Vendors shall be responsible for all set up, take down and clean up of their space.
10. Non-food vendors may not accept food stamp tokens or match tokens, but may accept the market's \$5 cash tokens. If the total tokens redeemed during a single market exceeds \$50, the Christkindlmarket vendor will be charged a 3% redemption fee. Otherwise there is no fee for redeeming tokens.
11. Each vendor should set his own **prices**. All prices shall be clearly posted.
12. Each vendor shall maintain a clean and healthful condition within his/her area (from side to side & to the center of pavilion) and leave that area free of debris prior to quitting each market day. Each vendor shall remove his/her own garbage and shall not place more than a handful of trash in the market's trashcans. All products should be displayed in an attractive manner. Vendors may not bring pets to the market or smoke under or near the pavilion. Vendors shall maintain themselves in a clean, attractive manner.
13. All vendors, except non-profits and qualified seniors and farmers, must have a Missouri sales tax number with the City of Webb City listed as a location. Application will not be accepted without a sales tax number listed. The appropriate state and city **sales tax** must be collected unless the seller has a sales tax exemption certificate.
14. Vendors must at all times conduct themselves in a **pleasant and courteous** manner. Controversial topics shall not be discussed or displayed by vendors at the market.
15. Vendors shall not at any time drive or park upon the concrete under the pavilions. Vendors shall at no time drive on private property east of the alley. All vendors and their helpers shall park in designated vendor spaces.
16. Use of **electricity** must be pre-approved by the market manager.
17. **Each vendor must have made the products that he/she is selling** or may have a regularly employed agent sell products grown or made by said vendor. Vendors may not sell products purchased from wholesale or retail sources. Violation of this rule will result in the vendor being prohibited from selling at the Christkindlmarket.

## **Token Information Sheet –**

**Cash tokens** – treat just like cash – they can buy anything, give change BUT do not give AS change. Once you receive a cash token you can ONLY turn it in to the information desk. You cannot use it as change for a customer or to buy anything from another vendor.

**EBT/SNAP tokens (red)** – good only for edible products EXCEPT food eaten on site or hot food. It can also buy edible plants and plants that produce food.

If you sell a product that folks might eat on site, you MUST remind them that if they use a SNAP token to purchase it, they must not eat it until they get in their car.

Do NOT give change for red or black/silver tokens. Your customer can combine them with change or Cash tokens. You can give change for coins or Cash tokens, but not for the red or black/silver tokens.

Do not add sales tax to items purchased with red tokens.

Do NOT give any token as change to any customer. Tokens can only be turned into the information table. Once you receive a token you can ONLY turn it in to the information desk. You cannot use it as change for a customer or to buy anything from another vendor.

Federal law requires that all vendors who accept SNAP (food stamps) MUST display prices.

The market and vendor can be charged large fines for breaking the rules. The market could also lose its license to accept SNAP.

**Match SNAP tokens (black or silver)** can ONLY buy uncut fruits and vegetables and cut herbs.

You CAN NOT give change for black or silver tokens.

To redeem black or silver tokens you MUST sell fruits, vegetables, herbs, plants that produce food or fresh mushrooms.

To redeem red tokens you must sell a product that qualifies for food stamps.

Do not add sales tax to produce purchased with match tokens.

Customers sometimes have trouble understanding the system, so it is important that you understand it and can explain it if necessary. SNAP (food stamp) customers sometimes are low income because they have mental disabilities and those customers in particular have difficulty understanding the system.

**Do NOT give any token as change to any customer. Tokens can only be turned into the information table. Once you receive a token you can ONLY turn it in to the information desk.**

**You cannot use it as change for a customer or to buy anything from another vendor.**

**You are responsible for making sure everyone selling at your table knows the rules.**

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Market Master:  
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PO Box 1  
Webb City, MO 64870

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I have reviewed the 2018 Operating Regulations and agree to abide by the regulations.  
**In particular, I agree that I will sell no product that I have not made myself.** I understand that space size and location are determined at each market by the market manager.

I give permission for any photographs taken of me, my family, staff or products to be used for education and promotional purposes. *(cross through if permission is not granted)*

\_\_\_\_\_  
Date Signature

Owner's Name(s) \_\_\_\_\_

Business Name \_\_\_\_\_

Name & address for token checks \_\_\_\_\_

Telephone \_\_\_\_\_ e-mail address \_\_\_\_\_

Cell phone \_\_\_\_\_ Anticipated Set Up Days & Dates:

First set up date: \_\_\_\_\_

Card table space \_\_\_\_\_ Full space \_\_\_\_\_ (space is assigned as available & may be less than requested)

Type of Produce/Products (value added such as baked goods & jams must be individually listed & approved)

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Missouri Sales Tax ID# \_\_\_\_\_ (required unless exempt from sales tax – see reverse)

\_\_\_\_\_ I have reviewed and will comply with the market's token rules. (initial)

\_\_\_\_\_ Health Department certificate attached (for vendors selling value added/processed foods)

Share my contact information (circle)      web site & facebook only      all contact information

**\*Please return completed application, any applicable fee and/or certificate, to Eileen Nichols.**