

# 2017 Webb City Farmers Market Craft Application

Market Contacts:

David Hill

417 499-4831

Eileen Nichols \*

PO Box 1

Webb City, MO 64870

417 483-8139

Janet Taylor

417 529-0323

I have reviewed the 2017 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

Please register me as follows:

Name \_\_\_\_\_

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

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

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

Cell phone \_\_\_\_\_

Anticipated Set Up Days & Dates:

First set up date: \_\_\_\_\_ Please circle which \_\_\_\_\_ of the month you would like: 1 3 4 5

May \_\_\_\_\_ August \_\_\_\_\_

June \_\_\_\_\_ Sept. \_\_\_\_\_

\_\_\_\_\_ Winter Market (every Saturday) July \_\_\_\_\_ Oct. \_\_\_\_\_

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

Type of Products (crafts must be pre-approved by the manager)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New applicants - please write driving directions to your studio/work space on the reverse.

**Missouri Sales Tax ID#** \_\_\_\_\_ (application will not be accepted without a sales tax number or senior craft tax exemption certificate)

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

## Webb City Farmers Market – 2017

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1. Fees – Vendors in the craft category shall pay 6% of daily sales. Minimum fees – all vendors must pay a minimum fee even if percentage of sales does not meet the minimum. On all Tuesdays and Thursday and on Saturdays from September through April the minimum fee is \$5.00 per day for a full space and \$2.50 per day for a card table space. On Saturdays May through August the minimum fee is \$10 per day for a full space and \$5 for per day for a card table space.
2. Vendor space for crafts is on a space available basis usually no more often than one time per month. See the separate Christkindlmarket application for details on November and December sales.\*
3. Regular season – The market is open year-round on Saturdays from 9 to noon, plus Thursdays and Tuesdays during the high season.
4. No vendor shall sell or set back for later sale before the opening bell rings excepting that market vendors may honor set back requests made prior to opening by other vendors, volunteers and musicians if such requests are made very discretely out of sight or hearing of customers.
5. New craft vendors may have an on-site inspection made by a market representative prior to selling at the market. Returning vendors may be inspected in the case of major product or location change. The manager may visit any vendor at any time at her sole discretion.
6. All value added products are allowed at market managers' discretion. Handcrafted items are allowed at the market managers' discretion and may be juried prior to acceptance. Set up may be limited to one day a month at the managers' discretion.
7. 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). The manager, after consulting the board, may allow resale of products that are not practical to produce locally if they are directly related to the market's mission – such as seed packets to encourage growing. All products and produce sold at the market must comply with state and local regulations.
8. 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.
9. Products must be made within 50 miles of Webb City. The market manager may make exceptions to the distance limitations if the product is in short supply at the market.
10. Vendors may participate in the market only after approval of their application by the market managers.
11. Stall size and location assignments shall be made by the market manager. Due to space constraints, the market cannot guarantee a minimum size space but will try to accommodate vendors according to the market priority policy. (Copy of all policies available upon request)

12. All scales must meet state regulations.
13. Each vendor should set his own prices. All prices shall be clearly posted. Vendors are urged to sell at a fair market price. Dumping is not allowed. Vendors wishing to give their product away will be connected with local charities.
14. 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 should not bring pets to the market or smoke under the pavilion. Vendors shall maintain themselves in a clean, attractive manner.
15. All vendors, except non-profits and qualified seniors and farmers, must have a Missouri sales tax number. Applications 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 state sales tax exemption certificate.
16. 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.
17. Vendors shall not drive or park vehicles or trailers on the grass without prior approval from the market manager. 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.
18. Use of electricity must be pre-approved by the market manager.
19. Vendors may not accept food stamp tokens for non-food items, but may accept the market's \$5 cash tokens. If the total tokens redeemed during a single market exceeds \$50, the craft vendor may be charged a 3% redemption fee. Otherwise there is no fee for redeeming tokens.
20. 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. The employee should be involved in the production and harvesting or producing of the product being sold and knowledgeable about the product. The market requires that, for a majority of the time, the booth be staffed by a principal in the business. Vendors may not sell products purchased from wholesale or retail sources or products from other growers. Violation of this rule will result in the vendor being prohibited from selling at the market.