

All Applicants are advised to read the rules 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 any of the rules can lose your spot at the Market, no matter how much we and the customers love you. SO READ ALL THIS MATERIAL!!! please

## **Webb City Farmers Market – 2020 Rules**

### The Market

1. All products and produce shall be made or grown by the vendor – absolutely no re-selling of any item shall be permitted except individually approved non-profit sales (for example, girl scout cookies). All products and produce sold at the Market shall comply with state and local regulations.
  - a. Each vendor shall have grown or 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 produce or product being sold and knowledgeable about the produce or product. The Market strongly encourages that, for most 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.
  - b. Plants, except plants used to accessorize a product made by the vendor, must be grown by the vendor from seed, cutting or plugs. Plant vendors may be required to provide copies of receipts for seed, cuttings and plugs at the manager's request prior to selling at the Market.
  - c. Any complaints by a vendor alleging reselling by another vendor shall be submitted to the Market Manager in writing and signed by the complainant. The name of the complainant shall be kept confidential. The Market Manager 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.
2. The Market is intended to be a cooperative, family-friendly environment. Vendors shall always be courteous and pleasant at the Market. Rude, disrespectful, threatening or angry behavior can result, at the discretion of the Market Manager, in immediate eviction from the Market. Vendors shall not discuss or display controversial topics.
3. It is the goal of the Webb City Farmers Market to have top quality products. The manager has the discretion to require poor quality products be placed in the vendor's vehicle or require the vendor to leave the Market with their products and may revoke the vendor's future privilege to sell at the Market.
4. Priority product mix – produce (i.e. fresh fruit and vegetables), cut and dried flowers, plants, honey, meats, dairy, eggs, and value-added products produced by the vendor.
5. The Market is open as set forth below in the following seasons:
  - a. Regular Season - Tuesday, 4 pm to 7 pm, Thursday, 11 am to 2 pm, and Saturday, 9 am to noon, from April 25, 2020, typically through mid-August when school starts, exact date to be determined by the board.
  - b. Fall Season – Tuesday, 4 pm to 7 pm, and Saturday, 9am to noon, after regular season ends until the board terminates the Tuesday market for the year.
  - c. Winter Season – Saturday, 9 am to noon, beginning at the end of fall season to the beginning of 2021 regular season.

6. Fees – The Market offers several fee structures to choose from and requires a minimum fee with no proration of fees if a vendor sells only part of the season.
  - a. Saturday fee – The vendor pays a \$150 season fee with application submission, plus 3% of sales on each Market day the vendor sells at the Market. A vendor requiring only a card table (1/2) space pays a \$75 season fee with application submission, plus 3% of sales on each Market day the vendor sells at the Market. This fee is applicable to any vendor selling on Saturdays only or on Saturday and weekdays.
  - b. Weekday fee - A vendor selling on a weekday Market, whether Tuesday or Thursday or both, pays a \$75 season fee, plus 3% of sales on each day the vendor sells at the Market. During the winter season, when the Market is not open on weekdays, there is no additional charge for the vendor to switch to Saturday. Such switching is at the discretion of the Market Manager as to space available and need for the vendor's product.
  - c. Daily fee – The vendor pays no season fee, but the daily rate is 6% of sales on each market day the vendor sells.
  - d. Minimum fees – all vendors shall pay a minimum fee even if percentage of sales does not meet the minimum. On all Tuesdays and Thursdays and on Saturdays outside of the regular season, the minimum fee is \$5.00 per day for a full space and \$2.50 per day for a card table space. On regular season Saturdays, the minimum fee is \$10 per day for a full space and \$5 for per day for a card table space.
7. In addition to the other rules stated herein, Vendors agree to
  - a. Follow the state and local laws applicable in the location(s) of their business and in the location of the Market.
  - b. Follow the food safety rules applicable to their business.
  - c. Hold the Market harmless for any damage or loss incurred while at the Market, at their business location(s) or for failure to comply with applicable state and local laws.

### Prior to Selling at the Market

8. All growers of covered edible produce shall have attended or watched the Food Safety: Field to Market workshop or the Cornell GAP on-line course in 2016, 2017, 2018, 2019 or 2020 to sell at the Market in 2020.
  - a. Value-added producers (except jam and jelly makers and honey) must be approved by the health department as also noted on the application.
9. Vendors may participate in the Market only after approval of their application by the Market Manager.
  - a. All new food vendors shall have an on-site inspection made by a Market representative prior to selling at the Market.
  - b. Returning produce vendors shall be inspected during the growing season. Returning value-added and other farming/ranching vendors shall be inspected in the case of major product or location change. The Market Manager may visit any vendor at any time at her/his sole discretion.
  - c. All value-added/processed food shall comply with state and local regulations. The Market Manager has the discretion to require that certain foods be prepared in an inspected kitchen even if not regulated by the health department. Value added products are allowed at Market Managers' discretion.
  - d. Craft vendors are allowed at the Market Managers' discretion and handcrafted items may be juried prior to acceptance. Craft vendors may be limited as to days available.
10. Use of electricity shall be pre-approved by the Market Manager.
11. Produce shall be grown within 50 miles of Webb City as the crow flies. The Market Manager may make exceptions to the distance limitations in the case of specialty items. Vendors within the 70-

mile limit from previous seasons are grandfathered in. The Market Manager may make exceptions to the mile limitation to bring in producers of products in short supply at the Market.

12. Each vendor shall notify the Market Manager of their next intended participation “set up” at the Market at least 48 hours in advance.
13. All vendors, except non-profits and eligible farmers, shall have a Missouri sales tax number. Applications will not be accepted without a sales tax number listed. The appropriate state, county and city sales tax shall be collected unless the seller is exempt. Farms selling less than \$25,000 at ALL their farmers market locations are exempt from Missouri sales tax as are senior citizen craft vendors. All vendors collecting sales tax shall add the Webb City location to their sales tax records with the Department of Revenue to ensure that city taxes are collected and properly applied.
14. All scales shall meet state regulations.
15. 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.
16. Each vendor may set their own pre-order policy, but pre-orders must be taken prior to the vendor leaving their home or farm. The Market recommends that vendors store pre-orders and set backs out of customer view. A customer cannot pick up or pay for their pre-order until after the bell rings starting the Market.

### At the Market

17. No vendor shall sell or setback 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.
18. Each vendor sets 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 feeding programs.
19. While the Market encourages all vendors to replace or refund any product that a customer complains about, it does not require a vendor to do so.
  - a. However, if a vendor chooses not to refund or replace, the vendor shall give the customer a help card directing the customer to the information table so that management may address the customer’s issue.
  - b. Vendors may also use the help card to direct any customer who has issues the vendor cannot or does not want to deal with to the information table (examples – customer insists on using the wrong token or wants to buy before opening).
  - c. The help card will have your name on the back in case we need to know with whom they were speaking. The card will be returned to you for future use. If you end up with no card, let the information desk know so we can replace it.
20. All vendors shall comply with federal, state and Market regulations on red Electronic Benefit Transfer (EBT) / SNAP (food stamp) tokens. (The Market and vendor can be charged large fines for breaking the rules. The Market could also lose its license to accept SNAP.)
  - a. Federal law requires that all vendors who accept SNAP (food stamps) MUST display prices.
  - b. Once tokens (cash, red) are received, vendors shall turn them in to the information desk.
    - i. Tokens (cash, red) cannot be used as change for a customer or to buy anything from another vendor.
    - ii. No vendor shall give cash in exchange for or as change for any SNAP token (red).

- iii. Change may only be given for cash (green) tokens and no other token (red).
- c. Vendors shall not accept tokens in payment for non-qualifying purchases.
  - i. Red tokens may only be used for a product that qualifies for food stamps (edible products not eaten on site, produce, baked goods, meats, eggs, dairy products, edible plants and plants that produce food).
    - 1. Red tokens are never to be accepted for Hot Foods.
    - 2. 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.
  - ii. Change or cash tokens can be combined with red tokens.
  - iii. Cash tokens can be used to buy anything.
    - 1. Cash tokens (green) cannot be used to provide change to the customer.
    - 2. Tokens may not be used by vendors for any vendor purchases unless they purchased the tokens from the information table. All tokens shall be turned into the information table for collection and reimbursement.
- d. All vendors shall treat EBT customers with the same courtesy afforded all other customers.
  - i. The EBT system can be complicated and confusing. Customers sometimes have trouble understanding the system, so it is important that you understand it and can explain it if necessary.
- e. Vendors are responsible to ensure that their employees follow all required token rules.
- f. Vendors who add sales tax to product sales shall not add sales tax to any EBT sales.

21. Each vendor shall maintain a clean and healthful condition within his/her area.
- a. Each vendor shall sweep their space leaving that area free of debris prior to quitting each Market day.
  - b. Each vendor shall remove his/her own garbage and shall not use the Market's trashcans for disposal of more than a handful of garbage.
  - c. All products are to be displayed in an attractive manner.
  - d. Vendor's children shall always be supervised by the vendor.
  - e. Vendors are not to bring pets to the Market or smoke under the pavilion.
  - f. Vendors shall maintain themselves in a clean, attractive manner.

22. Vendors using combustible fuels and related equipment shall have a type K fire extinguisher. Additionally, all overflow valve outlets shall be pointed away from any open flames.

23. All vendors shall donate a few minutes of their time weekly to assist the Market Manager in set up or take down. This requirement may be waived by Market Manager for vendors with physical limitations.

- a. Each vendor shall return any tables being stored at the Market to their proper storage location in the table rack.
- b. Vendors may opt out of the time-share requirement by paying a monthly Market fee.

24. No vendor shall at any time drive or park upon the concrete under the pavilion.

- a. Vendors shall not drive or park vehicles or trailers on the grass without prior approval from the Market Manager.
- b. Vendors shall at no time drive on private property east of the alley.
- c. Vendors shall take care not to damage the pavilion floor and the pavilion.

#### **Market Contacts**

Market Manager:  
 Rachael Lynch  
[r.lynch1012@gmail.com](mailto:r.lynch1012@gmail.com)  
 417 438-4657

Accounting:  
 Janet Taylor  
 16 S. Pennsylvania  
 Webb City, MO  
[jtaylor@ochonline.com](mailto:jtaylor@ochonline.com)  
 417 529-0323

Market Assistant:  
 Vacant



# 2020 Webb City Farmers Market Application Form

I have reviewed the 2020 Operating Regulations and agree to abide by the regulations. **In particular, I agree that I will sell no product that I have not made, grown or raised 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** \_\_\_\_\_

Business address \_\_\_\_\_

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

Cell phone \_\_\_\_\_ Web site \_\_\_\_\_

Anticipated Set Up Days & Dates:

First set up date: _____	May _____	August _____
_____ Tuesdays	_____ Saturdays	_____ Sept. _____
_____ Thursdays	_____ Winter Market	_____ July _____
		_____ Oct. _____

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)

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

**New applicants - please write driving directions to your garden or farm on the reverse.**

\$ \_\_\_\_\_ Season fee (if not enclosed, you will pay the daily rate of 6% with minimum) check # \_\_\_\_\_

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)

Produce growers - \_\_\_\_\_ Attended Food Safety Workshop \_\_\_\_\_

Year Location

\_\_\_\_\_ Completed Cornell on-line GAP course (attach certificate)

\_\_\_\_\_ 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 certificates, to the Market information table or to Market Manager Rachael Lynch, P.O. Box 1, Webb City, MO 64870 [webbcityfm@gmail.com](mailto:webbcityfm@gmail.com), 417-438-5388**

Market policies are available on the Webb City Farmers Market website or at the Market information table.

**FOR FARMERS/RANCHERS ONLY**

I, \_\_\_\_\_, affirm that I am exempt from collecting sales tax because I do not expect to sell more than \$25,000 of products from my farm at all farmers markets that I sell at in 2020. I agree that I will advise the Webb City Farmers Market if I determine during 2020 that I will exceed the \$25,000 annual limit and will supply a sales tax number to the Market and begin collecting and remitting sales tax to the state.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date