

# 2018 Webb City Farmers Market Craft Application

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

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.**

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 – 2018 Craft rules

Market Contacts – Eileen Nichols 483-8139, David Hill 417 499-4831, Janet Taylor - 529-0323

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). 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. Each vendor should set his own prices. All prices shall be clearly posted.
13. 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.
14. 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.
15. 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.
16. 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. Vendors and their helpers should park only in designated vendor parking.
17. Use of electricity must be pre-approved by the market manager.
18. 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.
19. 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.

## 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.**