

All Applicants are advised to read the rules, token information sheet and policies 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!!!

Webb City Farmers Market – 2018 Rules

Market volunteer managers – Eileen Nichols 483-8139, Janet Taylor - 417 529-0323

Market Manager - David Hill 417 499-4831

1. All growers of edible produce must have attended or watched the Food Safety: Field to Market workshop or the Cornell GAP on-line course in 2014, 2015, 2016, 2017 or 2018 to sell at the market in 2018.

2. Fees – The market offers several fee structures. Vendors may choose among:

a) Season & daily 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 or any vendor selling on Saturdays and Thursday and/or Tuesday.

b) Weekday season & daily 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. When the market is not open on weekdays (typically October through mid-April), there is no additional charge for the vendor to switch to Saturday.

c) Daily fee only – 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 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.

3. Regular season – Tuesday, 4 to 7 pm, Thursday, 11 am to 2 pm and Saturday, 9 to noon, from April 21 through the beginning of school in August. Tuesdays and Saturdays (produce permitting) through October. Winter market on Saturdays from 9 am to noon begins November 1. Vendors selling only on weekdays may sell on Saturdays when the market goes to Saturdays only without an increase in season fee. The market is open year-round on Saturdays.

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. All new vendors must have an on-site inspection made by a market representative prior to selling at the market. Returning produce vendors shall be inspected during June or July. Returning value-added vendors shall be inspected in the case of major product or location change. The manager may visit any vendor at any time at her/his sole discretion.

6. Product mix – fresh fruit, vegetables, cut and dried flowers, plants, value added products, honey, meats, dairy and eggs produced by the vendor. Baked goods, other than the non-profit bake sales, shall be sold by persons involved in the baking. 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. Craft vendors may be limited as to days available.

7. All products and produce must be made or grown 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. Produce must 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.

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 managers. 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 feeding programs.

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 use the market's trashcans for disposal of more than a handful garbage. 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 eligible 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 is exempt. Farms selling less than \$25,000 at ALL their farmers market locations are exempt from Missouri sales tax.

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. Each vendor must 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 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.

2018 Policies (are set by the board)

On-site visit policy –

Each new applicant/vendor at the Webb City Farmers Market shall have an on-site inspection prior to selling at the market. In addition, new growers and all returning growers shall be visited in June or July. All returning value-added vendors shall be inspected in the case of major product or location change. The manager may visit any vendor at any time.

New vendors –

The market manager shall have the authority to deny vendor space to new applicants if, in the manager's opinion, the vendor's product is not of sufficient quality, if the vendor's product is already oversupplied in the market or if space is unavailable.

Plant vendors –

Plants, with the exception of 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 & plugs at the manager's request prior to selling at the market.

Value-added/processed foods –

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. The market manager may limit the number of value-added/processed food vendors. The manager may allocate these spaces based on seniority, quality, the incorporation of local foods or other factors she deems important.

The manager shall avoid duplication of value-added/processed foods with the exception that growers who makes jams and jellies using their own produce may sell at their stands without being considered duplications.

Meals/hot foods –

Proposals shall be sought for the Tuesday and Thursday meals by press releases to local media. The board will select the vendor(s) to provide said meals. The market manager, upon approval by the board, may allow additional ready-to-eat foods that do not directly compete with the meal vendor. All meals/prepared foods shall comply with state and local regulations.

Product Quality –

It is the goal of the Webb City Farmers Market to have top quality products. Vendors who bring poor quality products may be asked to leave the market by the market manager.

Sales and setbacks prior to opening and pre-orders –

No vendor shall set back product or sell product to anyone prior to the opening bell, excepting that vendors may set back for market volunteers, vendors and musicians as long as the request is made discretely out of sight and hearing of customers. 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.

Return/refund policy –

While the market encourages all vendors to replace or refund any product that a customer complains about without question, it does not require a vendor to do so. However if a vendor chooses not to refund or replace, the vendor is required to give the customer a card directing the customer to the information table so management can deal with the customer. Vendors may also use the 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). Cards are available for all vendors at the information table.

EBT –

All vendors shall comply with federal and state regulations on Electronic Benefit Transfer /SNAP/food stamp tokens. In particular, no vendor shall give cash in exchange for or as change for any EBT token nor shall vendors accept EBT tokens in payment for non-qualifying purchases. Vendors who add sales tax to product sales shall not add sales tax to any EBT sales. All vendors shall treat EBT customers with the same courtesy afforded all other customers. All vendors shall comply with federal and market rules regarding the use of all market tokens. Vendors are responsible to ensure that their employees follow all required EBT/SNAP rules.

Match tokens –

SNAP match tokens may only be used to purchased fresh uncut fruits and vegetables and cut herbs. No change may be given. Vendor must have a current signed Fair Food Network agreement on file to redeem match tokens.

Vendor time-share –

All vendors shall donate a few minutes of their time once a week to assist the market managers in set up or take down. This requirement may be waived by market managers for vendors with physical limitations. Vendors may opt out of the time-share requirement by paying a monthly market fee.

Facility –

1. Every vendor shall sweep their space from side to side to the center of the pavilion before leaving for the day. Paper and plastic trash as well as fallen produce should be placed in the trash bins.

2. No vendors, market manager or customer shall drive or park their vehicle under the pavilions on the concrete floor. Vendors shall take care not to damage the pavilion floor and the pavilion.

Placement policy –

No vendor will receive more than one space unless extra space is available.

The following priorities will be used by the market management to determine placement in and around the pavilions, as well as space size. The market managers' decision can be appealed to the market board by filing a written request with the market president.

1. Produce growers shall be given highest priority.

Value-added food for human consumption and plant vendors shall be given second priority.

Craft and other vendors shall be given last priority.

Classification shall be determined by the percentage of sales. For example, to be considered a produce grower, more than 50% of sales in dollars must be produce.

2. Volume of sales. Using the previous year, placement preference shall be given to vendors with the highest season sales volume. Vendors selling an average of less than \$50 per market in the previous year or who attended the market irregularly may be required to take a smaller space, a center aisle booth or a pop-up space if the managers deem necessary. They may also be limited as to the day of the week they may sell. New vendors will be placed where the manager deems best, but may be moved to a less desirable or smaller space if vendor sales are \$50 or less per market day after one month of sales.

3. Regularity at the market. Vendors who attend both Tuesdays and Thursdays and/or Saturdays and vendors who are at the market through most of the season shall be given placement priority.

4. Number of years selling at the market.

5. The managers may group vendors according to their usual departure time in order to retain a compact market until closing time.

2018 Webb City Farmers Market Application Form

Market Manager:
David Hill
2213 Greystone Square
Webb City, MO 64870
417 499-4831

Market Master:
Eileen Nichols *
One South Main
Webb City, MO 64870
417 483-8139

Accounting:
Janet Taylor
16 South Pennsylvania
Webb City, Missouri 64870
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, 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 _____ Anticipated Set Up Days & Dates:

First set up date: _____ May _____ August _____
_____ Tuesdays _____ Saturdays June _____ 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)

_____ Fair Food Network Contract attached (for vendors selling uncut fruits & vegetables)

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.**

FOR FARMERS 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 2016. I agree that I will advise the Webb City Farmers Market if I determine during 2016 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