

## Webb City Farmers Market - 2024 Rules

Our Mission: To sustain, nourish, and enhance our community while providing a venue for the success of our local farmers and producers.

### Days and Hours

**Saturday year-round 9am - 12 noon**

**Tuesday May – mid Oct.**

**Thursday 4pm - 7pm *to be determined.***

**Market regular season, Tuesday and Thursday opening date is decided each year by our members, typically opening mid-April. Thursday's Market *hours and days to be determined.* closes in August. Tuesday's market continues until mid-October.**

### Vendor Rules:

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. A copy of the Certificate of Training will be requested for the grower's application file.
2. Fee structures available: **Market Full Season is April – March.**
  - a) Saturday Full Season - The vendor pays a \$300 season fee with application plus 4% of total sales on each market day the vendor is selling. This fee is applicable to any vendor selling exclusively on Saturdays, or Saturdays and weekday markets. Paying the Full Season fee reserves a place at the market.
  - b) Weekday Only – The vendor pays \$125 with application plus 4% of total sales on each market day the vendor is selling. Paying the Weekday only fee reserves a place at the market on weekdays only.
  - c) Daily Fee Only - The vendor pays the daily rate of 8% of total sales on each market day the vendor is selling. Application is required before the first day of setup at the market.
  - d) All Vendors must pay a minimum sales fee even if the percentage of sales does not meet the following minimums. At all Tuesday and Thursday markets the minimum fee is \$5.00 per day for full spaces and \$2.50 per day for a half space. The same minimums are in place for Saturdays, however May-September the minimum fee for Saturday attendees will be \$10 per Saturday for full spaces and \$5 per Saturday for half spaces.
  - e) All vendors must pay a daily space fee based on the number of tables vendor uses for display at the market.
    - Half space is 6'x6' (one table straight across) \$2.50.
    - Full space is 12'x6' (two tables straight across) \$5.00.
    - One and a half space is 18x6' (three tables straight across) \$7.50.
    - Two full space is 24'x6' (four tables straight across) \$10.00.
3. 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, market personnel, volunteers, or musicians if such requests are made discreetly out of sight and hearing of customers.

4. 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 May-July. Returning value-added vendors shall be inspected in the case of major product or location change. The manager/coordinator may visit any vendor at any time, announced or not, at her/his sole discretion.
5. Product Mix – Fresh fruit, vegetables, cut and dried flowers, plants, value added products, honey, meats, dairy, and eggs produced by the vendor. Value added products are allowed at the manager/coordinator's discretion. Handcrafted items are allowed at the market manager/coordinator's discretion and may be juried prior to acceptance. Craft vendors may be limited to space available.
6. All products and produce must be made or grown by the vendor. The person(s) selling at market must be involved in the production and harvesting of the product being sold. We encourage that, for most of the time, the booth be staffed by a principal in the business. **ABSOLUTELY NO RE-SELLING OF ANY ITEMS PURCHASED FROM WHOLESALE, RETAIL, OR OTHER GROWERS SHALL BE PERMITTED.** All products and produce sold at the market must comply with state and local regulations.
7. Vendors may participate in sales at the market only after approval of their application by the market manager/coordinator.
8. Produce must be grown within 50 miles of Webb City as the crow flies. The market manager/coordinator may make exceptions to the distance limitations in the case of specialty items and products in short supply at the market. Vendors within the 70-mile limit from previous seasons are grandfathered in.
9. Any complaints by a vendor about another vendor shall be submitted to the market manager/coordinator in writing and signed by the complainant. The name of the complainant shall be confidential.
10. Stall size and location assignments shall be made by the market manager/coordinator. 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.
11. All scales must meet state regulations.
12. Each vendor should set his own prices and clearly post them on the sales table. Vendors are urged to sell at a fair market price. Dumping is prohibited. Vendors wishing to give away their product will be referred to local food programs.
13. Each vendor shall maintain a clean area of sales and leave that area free of debris prior to leaving each market day. Each vendor shall place all garbage created by their booth at the market trash receptacles after the time of close or carry it to the dumpster at the South end of the parking lot.
14. Vendor pets are not allowed under the pavilion.
15. Vendors are not allowed to smoke within 20 ft. of the pavilion and meal service area.
16. All vendors, except those exempted by the state, must have a Missouri Sales Tax Identification Number. Applications will not be accepted without a sales tax number. 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 combined are exempt from Missouri sales tax.
17. Controversial topics shall not be discussed or displayed by vendors at the market. No proselytizing or political campaigning is allowed. All vendors must always conduct themselves in a pleasant and courteous manner. Vendor vehicles and trailers shall be

parked in designated parking areas as directed by the market manager/coordinator. Vendor vehicles and trailers are never allowed to park on the pavilion floor. The exception is Rancher vendors during the winter market.

Violation of any of these rules may result in the vendor being prohibited from selling at the market. Violation of rule #6 will result in prohibition.

### **Market Contact Information**

**Mail:** P.O. Box 1, Webb City, Mo. 64870 **Phone:** 417-438-5833 **Email:** webbcityfm@gmail.com

### Market Operating Policies:

**New Applicants** - The market manager/coordinator shall have the authority to deny vendor space to new applicants if the vendor's product is not of sufficient quality, if the product is already supplied, or if space is unavailable.

**Plant Vendors** - Plants, except for plants used to accessorize a product they make, must be grown by the vendor from seed, cutting, or plug. Plant vendors may be required to provide copies of invoices for their seed, cutting, or plug orders 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/coordinator 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/coordinator may limit the number of value added/processed food vendors. The manager/coordinator may allocate these spaces based on seniority, quality, the incorporation of local foods or other factors that she/he deems important.

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

**Wild Harvested Mushrooms** – The sale of Morel and other wild harvested mushrooms will be allowed while they are in season within a 100-mile radius of the Market. All vendors wishing to sell wild harvested mushrooms must have a letter from a mycology authority stating that the vendor is qualified to safely identify edible species of wild mushrooms. See Missouri Health Code Statute.

**Product Quality** - It is the goal of the Webb City Farmers Market to offer top quality products to our customers. Vendors who bring poor quality products may be asked by the market manager/coordinator to remove the poor-quality product from their table or leave the market on that sales day.

**Pre-orders and CSA** - Each vendor may set their own pre-order policy. CSA and pre-orders where pay exchange is at the market are to be included in total market sales. The market recommends that vendors store pre-orders out of the view of customers.

**Return/refund** - While the market encourages all vendors to replace or refund any product that a customer complains about without exception, it does not require the vendor to do so.

**Upset Customer** - Vendors who have been unsuccessful in satisfying a customer complaint must direct the customer to and alert the market manager/coordinator so that the issue can be resolved. (Example: customer complains about product quality; customer insists on using the wrong token for purchases; pushing to buy before opening bell; prices are being argued)

**Service Animals** - According to the local health code, registered service animals are the only animals allowed in the sales pavilion. Animals on leashes are allowed in the areas where food is not being sold or consumed. The market manager/coordinator has the authority to approach someone about their animal violating this policy.

**EBT** - All vendors shall comply with federal and state regulations on Electronic Benefit Transfer/SNAP/food stamp tokens. No vendor shall give cash in exchange for or as change for any EBT tokens 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 customers using EBT tokens with the same courtesy afforded to all other customers. Vendors are responsible for ensuring that their employees follow all required EBT/SNAP rules.

**Tokens** - All vendors shall accept all tokens that are active in circulation. Change may only be given for green market cash tokens. Training in token usage is required with the market manager/coordinator before opening sales on your first attendance date.

**Placement Policy** – No vendor will receive more than one space unless extra space is available as determined by the manager/coordinator. The market manager/coordinator will work with vendors seasonally to work on how much space a vendor needs.

\*\*\*Vendors must notify the Market Manager of plans to attend or cancel by NOON the day before each Market. Vendors who **consistently** violate this (no shows, last-minute cancellations, showing up without notice) will lose priority status. This will allow us to organize the market and advertise accurately.\*\*\*

The following priorities will be used by the market management to determine placement in and around the pavilion, as well as space size. The market manager/coordinator's decision can be appealed to the market's board of directors by filing a written request with the board president.

1. Produce growers shall be given highest 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 come from produce.
2. Value-added food for human consumption and plant vendors shall be given second priority.
3. Essential craft items such as soap, hot pads, laundry detergent shall be given third priority.
4. Artists and craft vendors shall be given last priority.

Other considerations for placement and size of space are as follows:

1. Volume of sales. Using the previous year, placement preference shall be given to vendors with the highest seasonal sales volume.
2. Vendors selling an average of less than \$50 per market or attended the market irregularly may be required to take a smaller space if the manager/coordinator deems necessary. They may also be limited to the day of the week they may sell.
3. Regular attending 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. All vendor pavilion placement is assigned by the market manager/coordinator.
5. Vendors who have sold at the market longer than most will be given placement priority.

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# 2024 Webb City Farmers Market Application

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

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

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

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

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website URL: \_\_\_\_\_

## Anticipated Set Up Days & Dates. Check all days you plan to attend:

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

\_\_\_\_\_ Tuesdays 4-7 pm                      \_\_\_\_\_ Thursdays 4-7pm  
\_\_\_\_\_ Saturdays 9-12pm Year-round        \_\_\_\_\_ Saturdays 9-12pm Summer only

## Space requested. Space is assigned as available & may be less than requested.

Half space 6'x6' \_\_\_\_\_ Full space 12'x6' \_\_\_\_\_ One and a half space 18'x6 \_\_\_\_\_

## 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.

Season fee enclosed & check # \_\_\_\_\_

*Season fee is due before the first set up day April. If season fee is not enclosed, you will pay the daily rate of 8% or minimum fee.*

Missouri Sales Tax ID# \_\_\_\_\_

*Required unless exempt from sales tax – see end of application for details.*

I have reviewed the 2024 Operating Rules and Policies and agree to abide by the regulations. **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/Coordinator.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I give permission for any photographs taken of me, my family, staff, or products to be used for education and promotional purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

I understand that WCFM uses text messaging to communicate Market related information (weather closures, scheduling, etc.). I agree to provide my cell phone number; I agree to receive text message communication from the market and respond in a timely manner. (initial) \_\_\_\_\_

**Produce growers:**

I have Attended Food Safety Workshop. (initial and attach certificate) \_\_\_\_\_

**OR**

I have completed Cornell on-line GAP course. (initial and attach certificate) \_\_\_\_\_

**Value added/processed food vendors:**

I have a Health Department certificate (initial and attach certificate) \_\_\_\_\_

Webb City Farmers Market may share my contact information, circle which we can share:

Phone Number

Email Address

Social Media

Website

**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 total that I sell at in 2024. I agree that I will advise the Webb City Farmers Market if I determine during 2024 that I will exceed the \$25,000 annual limit and will supply a sales tax ID number to the Market and begin collecting, and remitting sales tax to the state.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return the completed application, any applicable fee and/or certificates, to the Market Information Table or to the Market Coordinator, P.O. Box 1, Webb City, MO 64870 or webbcityfm@gmail.com. Market policies are available on the Webb City Farmers Market website or at the Market information table.**

## WEBB CITY FARMERS MARKET VENDOR TOKEN PROCEDURE AGREEMENT

### I UNDERSTAND AND AGREE:

- I will follow, and ensure my employees, family members, and helpers, will follow the Supplemental Nutrition Assistance Program (SNAP) regulations. I am aware that violations of program rules can result in disqualification from Webb City Farmers Market.
- I accept responsibility on behalf of my business at Webb City Farmers Market for violations of the SNAP regulations, including those committed by any of my employees, both paid or unpaid, new, full-time or part-time. These violations, such as but not limited to:
  - Treating SNAP customers differently than other customers
  - Trading cash for SNAP benefits
  - Accepting SNAP benefits as payments for ineligible items
  - Knowingly accepting SNAP benefits from people not authorized to use them
  - Accepting SNAP benefits as payments on credit accounts or loans
- Participation in Webb City Farmers Market can be denied or withdrawn if my business violates any laws or regulations issued by Federal, State, or local agencies, including civil rights laws and their implementing regulations.
- Participation in SNAP requires that I will not discriminate against any customer on the grounds of race, color, national origin, age, sex, handicap (disability), political belief or religion; and that I will immediately take any measures necessary to make sure that my customers are not discriminated against.
- I will display the appropriate Token Signage at my booth, making sure it is visible to customers. Vendors must turn in all tokens at the Webb City Farmers Market Info table at the end of the market day. Vendor slips are available at the info table. Tokens must be counted and recorded on your vendor slip before arriving at the Info Table.
- WCFM staff will:
  - 1) Count Tokens
  - 2) Initial vendor slip verifying Vendor's token count and total
  - 3) Once initialed, the vendor slip will be returned to the vendor and will act as the vendor's receipt.
- Keep receipts for your records. You will be required to show a signed receipt if you feel there is a discrepancy, or you did not get paid in a timely fashion.
- WCFM will reimburse vendors by check within two weeks (fourteen days). Questions regarding token reimbursement should be directed to the Market Coordinator.
- Tokens may not be used to pay season fees.
- Vendors can give change for debit tokens (green) in actual dollars, NOT EBT tokens, nor any other tokens.
- Accumulating large amounts of tokens before redeeming is not recommended due to available token inventory and WCFM cash flow.
- Vendors, by law, may not give cash change for purchases with EBT tokens. When possible, vendors are encouraged to modify purchases, so it totals a whole dollar value. Vendors cannot charge sales tax on EBT purchases. If sales tax is included in your price, adjust the amount of purchase to compensate the EBT customer for the sales tax.

I have read and agree to follow the Token Procedure of Webb City Farmers Market.

Print Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

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