

2019 WARRENSBURG MAIN STREET FARMERS' MARKET OPERATING REGULATIONS

1. **Business hours:**

May through October

Beginning first Saturday in May

- 7:30 a.m. to 12 noon
- Every Saturday

Beginning the 1st Wednesday in May

- 3:30 p.m. to 5:30 p.m.
- Every Wednesday

All vendors must be set up by 7:00 a.m. and keep their booth set up until 11:00 a.m. on Saturday's

1. No sales are allowed before the opening time or after the closing time. Orders may be taken prior to market day but shall not be filled until after the opening bell. For example, if a customer orders a bushel of tomatoes prior to market day, the vendor may set back or reserve the tomatoes, but the vendor may not take money or hand over the tomatoes to the customer until after the opening bell.
2. **Vendor Absence:** Vendors must notify the Market Manager 24 hours in advance if they are unable to attend the Market for any reason. This is to allow for ease of vendor placement. In emergency situations (such as illness, death, or vehicle problems) vendors should contact the Market Manager via telephone.
3. **Fees:** Vendor fees will be \$85 for one day or \$150 for two days per season or \$25.00 per day.
4. **Vendor Applications:** Vendors must sign and return an application form along with fee by **April 15th** to guarantee your previous seasons location. If your application and fee is not turned in by April 15th you will be assigned whatever space is available. No new whole season vendor applications will be taken after **July 1**. Only single day spots will be sold after this date.
5. **Approved Products:** Fruits and vegetables, potted and bedding plants, approved baking goods, jams, jellies, honey, eggs, frozen meats, and approved craft items may be sold. Samples may be handed out only if the following criteria are met: After the samples are cut, any left should be kept covered. You would need a portable clean-up station, like an igloo cooler with a spigot, to wash the utensils and your hands. Samples of your food are one of the best ways to sell your produce and demonstrate the best product.

A) **Produce or Meat:**

The following may be sold:

Produce defined as fresh raw garden vegetables, fruit, honey, herbs, nuts and eggs; to be sold must comply with the following conditions:

- Eggs must meet State of Missouri requirements, including display of appropriate license.
- The honey shall be labeled with the following information:
 - Name and address of the persons preparing the food;
 - Common name of the food; and
 - The name of all ingredients in the food
 - Notice that the product was produced in a non-certified kitchen (if appropriate) and notice of any allergens
- Prepackaged, non-hazardous food products prepared in an establishment licensed under Missouri code as a food establishment.

The following **may NOT** be sold without appropriate license:

- Specific items which cannot be sold include home-canned fruits or vegetables, other potentially hazardous foods; Per US FDA Acidified and Low-Acid Canning Rules and Regulations **Home-canned Tomatoes are not allowed.**

Vendors who wish to sell meat must sell meat from a USDA or Missouri-inspected processing facility. For information on licensing please call the **Meat and Poultry Inspections Division of the State of Missouri (573) 522-1242.**

5. **Local Growers:** Only registered growers with locally grown products being produced by them on their farm will be allowed to sell. Vendors from within a 75-mile radius may participate in the Farmers' Market. The Warrensburg Main Street Board of Directors reserves the right to consider any application regardless of the miles.
6. **Prepared Products:** Vendors selling approved products prepared in a non-regulated, non-inspected kitchen must clearly display a sign at their stand indicating such. The sign must be clearly visible and clearly worded. A sample of acceptable wording is: "Food items were prepared in a kitchen that is not subject to regulation or inspection by the "Foods Division of the Missouri Department of Agriculture."
7. **Price Setting:** Vendors set their own prices. Prices should be set in keeping with customer satisfaction and consideration of the other market vendors.

8. **Cleanliness & Aesthetics:** Each vendor booth must have a table cloth over each table in their booth. All vendors must have a canopy over their booth. In the event of a high wind advisory no canopies will be required. Each vendor should maintain a clean and healthful condition within the area and leave the area free of debris prior to quitting each market day. All products should be displayed in an attractive manner.
9. **State and City Taxes** must be collected, and they are the responsibility of the vendor unless the vendor has a state sales tax exemption. Such exemption certificate should be displayed at the vendor's location. You may wish to include this tax in your original pricing. All vendors, except those selling less than 3 times during the season must have a Missouri sales tax number. The appropriate state and city sales tax must be collected unless the seller has a state tax exemption certificate.
10. **Cancellation of Privileges:** Warrensburg Main Street reserves the right to cancel the privileges of any vendor who, in the opinion of the Board of Directors, has violated the rules governing this, or any other market.
11. **Grievances:** Any grievances regarding the actions, prices, or sales of other vendors should be brought to the attention of the Market Master or a board member, not the vendor in question. 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 with the complaint, which shall be refunded if the complaint proves valid.
12. **Inspections:** All vendors must have on-site inspection made by a market representative prior to selling at the market. A second on-site inspection will be made to all regular produce vendors mid-season.
13. For additional information please contact Warrensburg Main Street at 660-429-3988 or wburgmainstreet@gmail.com or stop by 125C North Holden Street, Warrensburg, MO 64093