



Warrensburg Farmers' Market

2023 Operating Regulations

125C North Holden; Warrensburg, MO 64093 - 660-429-3988



Welcome and Thank You for your interest in joining the Warrensburg Farmers' Market.

Each Farmers' Market vendor shall comply with the following Operating Regulations, in addition to complying with any and all statutes and ordinances of the State of Missouri, County of Johnson, and City of Warrensburg, MO, pertinent to the vendor's participation in the Farmers' Market, including, but not limited to, statutes and ordinances affecting gambling, health and sanitation, building and electrical, construction, maintenance, codes and fire safety. The Warrensburg Main Street board of Directors and/or the Farmers' Market Manager shall have the right to interpret the following Operating Regulations as in its discretion it might deem appropriate and to enforce compliance with such Operating Regulations. Any violation of these Operating Regulations or of any statute or ordinance shall result in immediate forfeiture of all rights and participation in the Farmers' Market and the forfeiture of any monies to secure participation in the Farmers' Market. All Operating Regulations are subject to change due to organizational, local or state regulations.

Warrensburg Farmers' Market will consist of vendors with a ratio of 60% Local Growers & Prepared Products versus 40% Artisan Vendors. In keeping with this standard, we will start a waiting list when we have reached our limit in either category.

Business hours:

Beginning the first Saturday in May until the last Saturday of September, Saturday's - 8:00 a.m. to 12 noon

All vendors must be set up by 7:45 a.m. and keep their booth set up until noon. If you are sold out prior to the market closing, you may leave after informing the Market Manager first so that we can clear a safe path for you to exit.

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 market opens at 8:00 am. 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 market opens at 8:00 am.
2. **Vendor Absence:** Vendors must notify Warrensburg Farmers' Market Manager, 48 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 Warrensburg Farmers' Market Manager if they are unable to attend. If a Season Vendor does not attend more than twice a month from May - Sept without proper notification of absence, the Season Vendor will be required to forfeit their assigned location. Exceptions will be made at the discretion of the Warrensburg Farmers' Market Staff.
3. **Vendor Classifications:** Classification is done by the higher percentage of what each vendor is selling
 - **Local Grower Vendors:** (Limited to TWO Spaces, 10'x30') All items must be **"100% Grown, By Us"** to be allowed to sell at the Warrensburg Farmers' Market. 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. ONLY Growers will be able to have two vendor spots. The Warrensburg Main Street Board of Directors and Warrensburg Farmers Market Manager reserves the right to consider any application regardless of the miles.

- **Prepared Products:** (Limited to ONE Space, 10'x15') All items must be **“100% Prepared Products, By Us” to be allowed to sell at the Warrensburg Farmers’ Market.** 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.”
- **Artisans:** (Limited to ONE Space, 10'x15') All items must be **“100% Handmade, By Us” to be allowed to sell at the Warrensburg Farmers’ Market. “Handmade” is defined as** Vendors must hand make all products. You are more than welcome to set up inside your area a small studio to do your medium during the market as long as the cleanliness of the area is left as is prior to market or better. Thank you for your cooperation ahead of time.
- **Fee Classification:**
 - Season Vendor:** A Vendor that is a Local Grower, Artisan, and has Prepared Products can join us for the 2023 Season under this fee if they meet the qualifications.
 - One Day Vendor:** A Vendor that is a Local Grower, Artisan, and has Prepared Products can join us for ONE Day under this fee if they meet the qualifications.
 - Local Grower Vendor:** A Vendor that is a Local Grower (Produce & Plants), Honey, and Raised Meats Farmer, and can join us for ONE Day under this fee if they meet the qualifications.

4. Vendor fees:

All vendors are allowed to bring one car into the Market area and each vendor will be allocated a 10x15 space unless otherwise noted in the vendor packet

- **Artisan and Prepared Products Season Vendors:** \$150 Applications received by July 31st, 2023 (Limited to ONE 10' x 15' Space)
- **One Day Vendor:** \$30 vendor will set up for one day only at the Farmers’ Market (Limited to ONE 10' x 15' Space)
- **Local Grower Season Vendor:** \$150 (10' x 15' Total Space) and additional space can be added for \$50. Application must be received by July 31, 2023. ONLY Growers are allotted two vendor spots.
- **Burg Fest: SAVE THE DATE October 6th & 7th, 2023-** Information and Sign up will be available at our Meet & Greet Meeting in March 2024.

Additional Events:

- **Moonlight Market(s):** FREE to Season Vendors or a \$30 Day Vendor fee for all other Vendors. This event is a first come first serve basis. Moonlight Market Events are scheduled on the LAST Saturday of April and September 30th, 2023.

5. **Vendor Applications:** Vendors must sign and return applications by **July 31st**. Only single day spots will be sold after **July 31st**. **Previous Season Vendors must sign and return an application form along with a fee by December 31st to guarantee your previous seasons location.** As the Warrensburg Farmers’ Market continues to grow and respond to a demand of more vendors to participate, market rules, vendor map layout, and procedures may be adapted to better address operational issues. Any changes will be communicated to all vendors via e-mail and left to the discretion of the Market Manager.

6. **Approved Products:** All products grown or raised must be **“100% Grown Local, By Us”** to be allowed to

sell at the Warrensburg Farmers' Market. A list of all items must be submitted for approval to sell at the Farmers' Market. All products that are NOT on your initial application will have to be approved by the Market Manager prior to bringing it to sell at the Farmers' Market. You can submit any new items that you would like to add to your vendor booth via email 5 days prior to the next Farmers' Market Saturday.

The current approved products by the Market Manager and Missouri Grows are:

- 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 will 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. Visit link for details on temporary setup: <https://health.mo.gov/safety/foodsafety/pdf/TempFoodServiceGuide.pdf>.

A) **Produce or Meat:** 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. Apply for your egg license at: <https://agriculture.mo.gov/weights/device/egglic.php>
- **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.**
- You can review details in the MO food and safety brochure for selling at Farmers' Markets: <https://health.mo.gov/safety/foodsafety/pdf/FarmersMarketsBrochure.pdf>

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**. Visit link for more information: <https://agriculture.mo.gov/animals/health/inspections/>

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 tablecloth 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 but all food must be covered. 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:** Sales tax must be collected as required by Missouri State Law. It is the responsibility

as a Vendor to pay sales tax to the Missouri Department of Revenue. Visit www.dor.mo.gov. for more information about our local city and county taxes.

10. **Cancellation of Privileges:** Warrensburg Main Street and Warrensburg Farmers' Market Staff 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 Warrensburg Farmers' Market Manager 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 manager 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 by a Market Manager or Farmers' Market Representative. A second on-site inspection will be made to all regular produce vendors mid-season. ALL Season Vendors will also be inspected at the Farmers' Market prior to selling at the market once you are set up for your first day. All products that are NOT on your initial application will have to be approved by the Market Manager prior to bringing it to sell at the Farmers' Market. You can submit your items via email 5 days prior to the next Farmers' Market Saturday. Failure to submit new items may result in forfeiture of your vendor space.
13. **Advertising:** The Warrensburg Farmers' Market may arrange for photos and/or video to be taken at events and used for promotional purposes. This may include printed documents or media, editorial coverage, advertising press and use on the internet. Please be aware that by joining the Warrensburg Farmers' Market, you consent to your VOICE, NAME, and/or LIKENESS being used, without compensation, in films and tapes for exploration in any and all media, whether now known or hereafter devised, for eternity, you release it successors, assigns and licensees from any liability whatsoever of any nature. The Warrensburg Farmers' Market encourages you to TAG, SHARE, and POST any upcoming events you will/will not be attending to help advertise the events.
14. **Questions or Comments:** For additional information please contact Warrensburg Farmers' Market at 660-429-3988, email us at: FarmersMarket@warrensburgmainstreet.org or stop by 125C North Holden Street, Warrensburg, MO 64093.