



Warrensburg Farmers' Market

2024 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 70% Local Growers & Prepared Products versus 30% 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 noon. All vendors must be set up by 7:45 a.m. and keep their booth set up until noon. NO vehicles can move after 8AM. If you are sold out prior to the market closing, you may pack up your area after notifying the Market Manager. However, if your vehicle is in the Farmers' Market area it may not be moved until after the market closes at 12pm.

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 prior to opening 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 any new items that you would like to add to your vendor booth via email 2 weeks prior to the next Farmers' Market Saturday by submitting in writing and changes with photos.

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 raw crafts not guided by a computer to mass produce 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: [Food Establishment Permit Application](#)

A) **Produce/ Eggs/ 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/>

- **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> and
- 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/>

Prohibited Items: No merchandise shall be sold, used or given away that are obscene, dangerous or unlawful. Expressly prohibited are items including, but not limited to the following: alcoholic beverages, illegal drug paraphernalia or representation, guns, butterfly knives, switchblades, throwing stars, brass knuckles, explosive devices, fireworks, silly string, poppers, disappearing ink, stink bombs and items that have been manufactured. The Market Manager will notify a vendor of his/her violation of this provision, and the items will be removed from the market area. The Market Manager has the right to request removal of offensive or non-complying objects. Failure of a vendor to do so will create forfeiture of his/her rights and privileges pursuant to this contract.

Sound Restriction: The Market Manager reserves the right to monitor and regulate the level of sound from all booths. Loud speakers and noisy instruments are not permitted. Please be considerate of your fellow exhibitors. After two (2) warnings regarding offensive or loud sound, the Market Manager shall have the right to disconnect power from the booth or request the offending vendor to vacate the booth.

Pets: For the safety of all, pets must be on a leash at all times.

Vendor Conduct: All vendors will show others respect at all times. Vendors, employees, helpers or patrons who arrive inebriated, use foul language or act in a confrontational manner with other vendors, Market Manager or market attendees will be asked to leave the market immediately. No fees will be refunded and you will not be allowed to participate in the market for the remainder of the season.

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.

3. **Vendor Classifications:** Classification is done by the higher percentage of what each vendor is selling. You must have ONE classification at 60% or more to sell at the Warrensburg Farmers' Market. **Example:** Prepared products 40% Artisan 60% you would be classified as a prepared products vendor. **All approved products must be present at each Farmers' Market.**

- **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. No items can be mass-produced by a guided computer or dye-cut machine. 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 the market or better. Thank you for your cooperation ahead of time.
- **Food Trucks/ Temporary Food Establishment:** (Limited to ONE 10'x30' space) Limited Vendor Space Available with preference given to Farm to Table establishments. All food trucks/ temporary food establishments must be inspected by the local Health Department if not already inspected in the Johnson County area. Vendor is responsible for setting up all inspections and paperwork properly **before** selling at the Farmers' Market. Failure to do so will result in immediate termination. No open fires are permitted at any time. It is the responsibility of each food vendor to supply their own 13 gallon customer trash can and remove all used cooking oil, grease and all waste from the market premises. All food vendors must have at least one dry chemical fire extinguisher at their booth area.
 - **Johnson County Health Department guidelines can be found here:**
<https://johnsoncountyhealth.org/foodsafety/>
 - To set up a inspection call: 660-747-6121
- **Vendor Descriptions:**
 - **Season Vendor:** A Vendor that is a Local Grower, Artisan, or Prepared Products can join us for the 2024 Season under this category if they meet the qualifications.
 - **One Day Pop Up Vendor:** A Vendor that is a Local Grower, Artisan, or Prepared Products can join us for ONE Day under this category if they meet the qualifications.
 - **Food Truck/ Temporary Food Establishment:** A Vendor that processes and prepares food on

location during the Farmers' Market hours. Limited spaces available.

- **Non Profit/Community Group Vendor:** A vendor who is a Johnson County Registered Non-Profit or a Johnson County Community Group can join the market for 2 vending days during the 2024 season. Products must fall under the local grower, artisan or prepared products categories and must be produced by a member of the organization. Any manufactured items that are sold must have the organization logo on the item. Booth space does not include electricity or space for a vehicle. All vendors must sign up on the link provided by the Farmers' Market to secure vending dates.
- **Young Entrepreneurs:** A vendor 18 years old or younger and is a Local Grower, Artisan, Prepared Products or Food Truck. All young entrepreneurs must be the primary vendor during the market with the guardian acting only as support for set up, tear down and bathroom breaks during the market.

4. Vendor fees:

All Season vendors are allowed to bring ONE car into the Market area if space allotted. Each vendor will be allocated a 10x15 space unless otherwise noted in the vendor packet:

- **Artisan or Prepared Products Season Vendors:** \$150 Applications received by June 30th, 2024 (Limited to ONE 10' x 15' Space without electricity)
- **Local Grower Season Vendor:** \$150 (10' x 15' Total Space without electricity) and additional space can be added for \$50. Application must be received by June 30th, 2024. ONLY Growers are allotted two vendor spots.
- **Food Trucks/ Temporary Food Establishment Season Vendor:** \$150 (10x30 booth; without electricity)
 - **Guidelines can be found here:** <https://johnsoncountyhealth.org/foodsafety/>
- **One Day Pop Up Vendor:** \$30(without electricity or car) vendor will set up for one day only at the Farmers' Market (Limited to ONE 10' x 15' Space)
- **Non-Profit/Community Group Vendor:** \$15 per day (Limited to 2 days during the 2024 season) 10x15 space, no car or electricity.
- **Young Entrepreneurs:** \$50 Applications received by June 30th, 2024 (Limited to ONE 10' x 15' Space without electricity)
- **Electricity:** Available **ONLY for Season Vendors.** Season Vendors must pay \$20 per month for 6 months or a payment in full of \$110 before April 30th regardless of attendance. This is limited and all vendors must use a 12 gauge extension cord. All electricity requests will be reviewed for approval.

Additional Events:

- **Moonlight Market(s): \$30 per event: Separate application required.** Moonlight Market Events are scheduled on the LAST Saturday of April and September.
- **Dickens Christmas Market:** First Saturday in December is included in a Season Vendor fee.
- **Third Wednesday Art Walks - Downtown Warrensburg:** Vendors must sign up on the website: <https://warrensburgmainstreet.org/art-walk/>
- **Burg Fest: October 11th & 12th, 2024- Separate application required:**
 - <https://warrensburgmainstreet.org/burg-fest/>

5. **Vendor Applications:** Season vendors must sign and return applications by **June 30th**. Only single day spots will be sold after **June 30th**. 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. All vendors will receive an email indicating their application has been received and reviewed by the Warrensburg Main Street staff or Farmers' Market Manager. If applications are rejected an email will be sent with information about the refund process.
6. **Vendor Location:** Each season vendor will be assigned a side (Hout or Market) based on products sold and tenure as a market vendor. Spots will be available each week on a first come first serve basis with vendors leaving no empty spots along the designated side. All overflow vendors will be located in the parking lot behind the Johnson County Courthouse. All vendors must enter the market area off of Washington Street by checking in at the corner of West Market and Maynard Street.
7. **Price Setting:** Vendors set their own prices. Prices should be set in keeping with customer satisfaction and consideration of the other market vendors. If you need additional guidance of the local area prices or how to set up a business plan contact the Johnson County Missouri Economic Development Corporation (<https://growjocomo.com/> call: 660-747-024 / email: INFO@GROWJOCOMO.COM).
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 and have adequate weighted tie downs(Recomendation: 40 pounds per tent leg) to secure the tent in their location. 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. All Food Trucks/ Temporary Food Establishments must have a customer trash can (13 gallon size) besides the one required by the health department. You must be taken with vendor for disposal.
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.**
 - **Refunds:** No refunds are given to any vendors once you have submitted your application and we have received payment. We are a Rain or Shine Farmers' Market. There are no refunds for rainy days if you do not attend.
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 the Director of Warrensburg Main Street in writing and signed by the complainant. The name of the complainant shall be kept confidential. They can be submitted via email to director@warrensburgmainstreet.org.
12. **Inspections:** All vendors are subject to an on-site farm or home inspection by a Market Manager or Farmers' Market Representative. 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 and occasionally during the Market Season. 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 2 weeks prior to the day you wish to sell the item(s) along with photographs. Failure to submit new items may result in forfeiture of your vendor space.

13. **Advertising:** The Warrensburg Farmers' Market and or Warensburg Main Street 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 and Warrensburg Main Street 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 Main Street at 660-429-3988, email us at: FarmersMarket@warrensburgmainstreet.org or stop by 125C North Holden Street, Warrensburg, MO 64093.