



Warrensburg Farmers' Market

2025 Operating Regulations

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1) General Market Overview

Welcome, and thank you for your interest in joining the Warrensburg Farmers' Market. The Warrensburg Farmers' Market is hosted by Warrensburg Main Street, a 501c3 nonprofit organization. The Farmers' Market is part of Warrensburg Main Street's Economic Vitality committee, whose goal is to foster small businesses within Johnson County, providing support to help them develop and grow.

a) Contact information:

Warrensburg Main Street/Warrensburg Farmers' Market

Address: 125C North Holden, Warrensburg, MO 64093

Phone: 660-429-3988

Website: warrensburgmainstreet.org

Email: farmersmarket@warrensburgmainstreet.org

Facebook: @warrensburgfarmersmarket

Instagram: @wburgfarmersmarket

- b) Hours of Operation:** Beginning the first Saturday in May through the last Saturday of September, the market hours each Saturday are 8:00 a.m. to noon. We are a rain or shine Market, with few exceptions. If inclement weather arises, it will be communicated by email and the Warrensburg Farmers' Market social media pages/groups to the Vendors and the community via the Market Manager.
- c) Location:** The Warrensburg Farmers' Market will be held around the Johnson County Courthouse located at 300 North Holden, including the west parking lot. Market Street, Maynard Street, and Hout Street will all be utilized for the Farmers' Market.
- d) Disclaimers:** Each Farmers' Market Vendor shall comply with the 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 Staff shall have the right to interpret the 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. As the Warrensburg Farmers' Market continues to grow and respond to a demand for 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.

2) Vendors

- a) General Vendor Information:** Warrensburg Farmers' Market will consist of a ratio of 70% Local Growers & Prepared Products Vendors **and** 30% Artisan Vendors. In keeping with this standard, the Market Manager will start a waiting list when the limit is reached in either category.

b) Vendor Types:

Season Vendor: A Vendor that is a Local Grower, Artisan, Prepared Products, Food Truck/Temporary Food Establishment, or Young Entrepreneur. Such Vendors can participate for the entire 2025 Season under this category if they meet the qualifications.

One Day Vendor: A Vendor that is a Local Grower, Artisan, Prepared Products, or Young Entrepreneur. Such Vendors can participate for ONE Market Day under this category if they meet the qualifications.

Non-Profit/Community Group Vendor: A Vendor that is a Johnson County Registered Non-Profit or a Johnson County Community Group. Such Vendors can participate in the market for two

vending days during the 2025 season. Products must fall under one or more of 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. 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 who 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.

- c) **Vendor Classifications:** Classification is by the higher percentage of the items each Vendor is selling; percentages are figured using the number of types of products, not the number of individual items. Vendors must have ONE classification at 60% or more to sell at the Warrensburg Farmers' Market. Example: a Prepared Products 40%, Artisan 60% Vendor would be classified as an Artisan vendor. All approved products must be present at each Farmers' Market day.

Local Grower Vendors: *All items must be "100% Grown Local, By Us" to be allowed for sale 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 of the City of Warrensburg city limits may participate in the Farmers' Market. Local Growers may have two vendor spots. The Warrensburg Main Street Board of Directors/Staff and Warrensburg Farmers Market committee reserves the right to consider any application regardless of the miles.

Prepared Products: *All items must be "100% Prepared By Us" to be allowed for sale 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: *All items must be "100% Handmade By Us" to be allowed for sale at the Warrensburg Farmers' Market.* "Handmade" is defined as items that are made by hand by the Artisan Vendor. No items can be mass-produced by a guided computer or die-cut machine. Artisans may set up a small studio inside their area to do their medium. Artisan craft vendors are required to submit photographs of their products with their application to be juried by the market manager. Photos can be submitted by email to farmersmarket@warrensburgmainstreet.org after their application is submitted. Applications without photographs are not complete and will not be considered until completed.

Food Trucks/Temporary Food Establishment: *All food must be processed and prepared on location during the Farmers' Market hours.* Limited such Vendor space is available with preference given to Farm to Table establishments. Farm to Table means food being cooked is locally sourced through market vendors, local farms, within the 75 mile radius of Warrensburg. All Food Trucks/Temporary Food Establishment Vendors must be inspected by the Food Protection division of Johnson County Community Health Services if not already inspected in the Johnson County area with proof of a valid inspection certificate. Vendor is responsible for setting up all inspections and paperwork properly **before** selling at the Warrensburg Farmers' Market. Failure to do so will result in immediate termination of your vendor application. 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 other waste from the market premises. All food vendors must have at least one up to date dry chemical fire extinguisher at their booth area during all market hours.

3) Requirements

- a) **Taxes:** Vendors must collect taxes as required by Missouri State Law. It is the responsibility of each Vendor to pay sales tax to the Missouri Department of Revenue. Visit www.dor.mo.gov for more information about local city and county taxes.
- b) **State Guidelines:** All Food Vendors must follow State of Missouri guidelines. Review details in this brochure: <https://health.mo.gov/safety/foodsafety/pdf/FarmersMarketsBrochure.pdf>.
 - i) **Egg License:** Per Missouri law, all egg producers, dealers and retailers must obtain an annual license to sell eggs in the state. This license term is from July 1 to June 30. Apply at <https://agriculture.mo.gov/weights/device/> under the Missouri Egg Licensing and Enforcement section.
 - ii) **Meat Requirements:** Vendors who wish to sell meat must sell frozen meat from a USDA or State of Missouri-inspected processing facility. For information on licensing call the Meat and Poultry Inspections Division of the State of Missouri at (573) 522-1242. Visit this link for more information: <https://agriculture.mo.gov/animals/health/inspections/>
- c) **Johnson County Guidelines:** Johnson County Community Health Services guidelines can be found here: <https://johnsoncountyhealth.org/foodsafety/>. To set up an inspection call 660-747-6121.

4) Applications

- a) **Application Process:** All Vendors must apply annually, including returning Vendors. Applications will be available within the first quarter of fiscal year (January - December) through Warrensburg Main Street and Warrensburg Farmers' Market social media and websites. Applicants will receive an email indicating their application has been received and reviewed by the Warrensburg Main Street Staff. If an application is approved, the Vendor will receive an email from the Market Manager with an invoice that must be paid within 30 days of the day the Market Manager sent the email, in order for the Vendor to reserve their space for the 2025 season. After 30 days of non payment the space will be offered to the next applicant on the list. Season Vendors can apply up to June 30th. ***Only One Day Vendor spots will be sold after June 30th.***
- b) **Booth Space/Location:** Each Season Vendor will be assigned a street (Hout Street or Market Street) based on products sold and tenure as a market Vendor. Spots will be assigned by the Warrensburg Main Street Staff and/or the Farmers' Market committee. All overflow vendors will be located in the parking lot directly west of the Johnson County Courthouse. Each Vendor will be allocated a 10' x 15' space.
- c) **Fees:**
 - i) **Local Grower Season Vendor:** \$150, ONE additional space can be added for \$50 for a total cost of \$200 and a maximum space of 10' x 30'.
 - ii) **Prepared Products Season Vendor:** \$150
 - iii) **Artisan Season Vendor:** \$150
 - iv) **Food Trucks/Temporary Food Establishment Season Vendor:** \$150 - ONE additional 10' x 15' space can be added for \$50 for a total cost of \$200 and a maximum space of 10' x 30'.
 - v) **Young Entrepreneur:** \$50
 - vi) **Non-Profit/Community Group Vendor:** \$15 per day - without electricity or car
 - vii) **One Day Vendor:** \$30 - without electricity or car
- d) **Electricity:** Available ONLY for Season Vendors; spots with electricity are limited. In addition to their regular booth space fee, Season Vendors must pay \$25 each month for 6 months or a payment in full of \$150 before April 30th for a spot with electricity, regardless of market attendance. All Vendors using electricity must use a 12 gauge extension cord. All electricity requests will be reviewed for approval.
- e) **Waitlist:** Due to high demand and our commitment to maintaining a balanced 70/30 vendor ratio, once a specific vendor category is full, additional applicants will be placed on a waitlist. Vendors will be selected from the waitlist based on the types of products they offer, rather than their position on the list. This process ensures a diverse, well-rounded market with a wide variety of products for our customers.

5) Rules & Regulations:

- a) **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, Warrensburg Main Street Staff or market attendees will be asked to leave the market immediately by the Market Manager or other Warrensburg Main Street Staff or Board of Directors member. No fees will be refunded and that Vendor will not be allowed to participate in the market for the remainder of the season. No sales are allowed before Farmers' Market 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 a.m. For example, if a customer orders tomatoes prior to market day, the Vendor may set back or reserve the tomatoes, but the Vendor may not take money from that customer or provide the tomatoes to the customer until after the market opens at 8:00 a.m.
- b) **Arrival/Departure:** All Vendors must enter the market area from Washington Street and check in at the corner of west Market Street and Maynard Street. NO Vendor vehicles may move after 8 a.m. If a Vendor is sold out prior to the market closing, they may pack up their area after notifying the Market Manager. However, if the Vendor's vehicle is in the Farmers' Market area it may not be moved until after the market closes at 12 p.m.
- c) **Vehicles:**
- i) **During Market:** Season vendors are allowed to bring ONE vehicle into the Warrensburg Farmers' Market per booth space. Vehicles must be parked directly behind their booth space or should be moved outside of the Farmers' Market area.
 - ii) **Trailers:** Trailers are permitted at the Farmers' Market only with prior approval from the Market Manager. Vendors must communicate the measurements of their trailers in advance for logistics. Trailers should be used solely for the transport and storage of equipment essential to the booth, such as coolers, freezers, and large or heavy items—NOT for marketing or general storage of booth materials. If trailers are used for setup storage, they must be removed from the market area before market hours begin and cannot remain on-site during the day.
 - iii) **Additional vehicles:** Additional vehicles or vendor vehicles not in use during the market shall not be parked in on-street parking but in the recommended areas provided by the Market Manager. On-street parking shall be used for customers only.
- d) **Booth Regulations:**
- i) **Inspections:** ALL Season Vendors will be inspected by the Market Manager at the Farmers' Market prior to selling at the market once set up for their first day and occasionally during the Market Season. All Vendors are subject to an on-site farm or home inspection by a Market Manager or Farmers' Market Representative, at any time during Market Season.
 - ii) **Sound:** 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 Vendors. After two warnings during any one market day regarding offensive or loud sound, the Market Manager shall have the right to disconnect power from the booth or direct the offending Vendor to vacate the booth and leave the market area.
 - iii) **Pets:** For the safety of all, Vendor pets must be on a leash or otherwise secured away from market attendees at all times.
 - iv) **Cleanliness:** Each Vendor booth must have a tablecloth over each table in the booth. All Vendors must have a canopy over their booth with adequate weighted tie downs (recommended: 40 pounds per canopy leg) to secure the canopy in their location. 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 the conclusion of 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) in addition to the one

required by Johnson County Community Health Services. All trash from a Vendor booth must be taken by the Vendor for disposal off site.

- e) **Absences:** 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 efficient Vendor placement. In emergency situations (such as illness, death, or vehicle problems) Vendors should contact the Warrensburg Farmers' Market Manager as soon as possible if they are unable to attend.
- f) **Refunds:** No refunds are given to any Vendors once they have submitted their application and Warrensburg Main Street/Warrensburg Farmers' Market has received payment. We are a Rain or Shine Farmers' Market. There are no refunds for rainy days if you do not attend.
- g) **Products:** All products grown or raised must be **"100% Grown Local, By Us"** to be allowed for sale at the Warrensburg Farmers' Market. A list of all items must be submitted for approval to sell at the Farmers' Market 1 week prior to opening day. All products that are NOT on the Vendor's initial application must be approved by the Market Manager prior to bringing it to sell at the Farmers' Market. Vendors must submit any proposed new items, including photographs of the items, via email at least two weeks prior to the Market Day they wish to sell the items. Failure to submit proposed new items in this manner may result in the forfeiture of their Vendor space.

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

- i) 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.
 - ii) Food samples: Samples of your food are one of the best ways to sell your produce and demonstrate your product. Samples may be provided only if the following criteria are met. After the samples are cut, any remaining amount must be kept covered. Vendors must have a portable clean-up station, like an igloo cooler with a spigot, to wash the sampling utensils and hands. Visit this link for details on temporary setup: [Food Establishment Permit Application](#)
 - iii) 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:
 - iv) Eggs must meet State of Missouri requirements, including display of appropriate license.
 - v) Honey shall be labeled with the following information:
 - (1) Name and address of the persons preparing the food;
 - (2) Common name of the food; and
 - (3) The name of all ingredients in the food
 - (4) Notice that the product was produced in a non-certified kitchen (if appropriate) and notice of any allergens
 - vi) Prepackaged, non-hazardous food products prepared in an establishment licensed under Missouri code as a food establishment.
- h) Prices:**
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 regarding local area prices or how to set up a business plan, contact the Johnson County Missouri Economic Development Corporation at <https://growjocomo.com>, call 660-747-024, or email info@growjocomo.com.
- i) Prohibited Products:**
- i) No merchandise shall be sold, used or given away that is obscene, dangerous or unlawful. Items prohibited include, but are not limited to, the following: alcoholic beverages, illegal drug paraphernalia or representation, and items that have been manufactured. The Market Manager will notify a Vendor of their violation of this provision, and the items will be asked to be removed from the market area immediately. 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 their rights and privileges pursuant to their application and understanding of the rules & regulations of the Warrensburg Farmers' Market.

- ii) In order to respect the beliefs and views of all vendors and customers, no political signage or apparel will be allowed to be sold or provided at the market by any Vendor. Anyone wishing to pass out political materials, collect signatures for ballot initiatives, or conduct other political activity will be directed outside of the Farmers' Market boundaries.
- iii) Specific items which cannot be sold include home-canned fruits or vegetables, or other potentially hazardous foods; per US FDA Acidified and Low-Acid Canning Rules and Regulations, home-canned tomatoes are not allowed.

6) Rule Violations:

Warrensburg Main Street and the Warrensburg Farmers' Market Manager reserve the right to cancel the privileges of any Vendor who, in the opinion of the Board of Directors, has violated the rules governing the Warrensburg Farmers' Market or any other Main Street event.

7) Disputes and Complaints:

Any grievances regarding the actions, prices, or sales of other Vendors should be brought to the attention of the 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. Complaints made verbally only are not actionable. The name of the complainant shall be kept confidential. Complaints must be submitted via email to director@warrensburgmainstreet.org.

8) Advertising:

The Warrensburg Farmers' Market and or Warrensburg Main Street may arrange for photos and/or video to be taken at events and used for promotional purposes, including 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 use in any and all media, whether now known or hereafter devised, for eternity, and you release it's 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 Farmers' Market events to help advertise the events.

9) Additional Events:

Moonlight Markets, \$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, included in the Season Vendor fee.

Third Wednesday Art Walks - Downtown Warrensburg, separate application required. Vendors must sign up on the website: <https://warrensburgmainstreet.org/art-walk/>.

Burg Fest, October 10th & 11th, 2025, separate application required:
<https://warrensburgmainstreet.org/burg-fest/>

10) Questions and 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.