

Market Managers – Eileen Nichols 673-5866, Marilyn Thornberry 781-3500, Donna Krudwig 673-3407

1. **Fees** – The market offers three fee structures. Vendors may choose among:
 - a) Season & daily fee – The vendor pays a \$50 season fee with application submission, plus 2% of sales on each market day the vendor sells at the market. A vendor requiring only a card table space pays a \$25 season fee with application submission, plus 2% of sales on each market day the vendor sells at the market.
 - b) Saturday only season & daily fee - A vendor selling on Saturdays only pays a \$25 season fee, plus 2% of sales on each market day the vendor sells at the market.
 - c) Daily fee only – The vendor pays no season fee, but the daily rate is 5% of sales on each market day the vendor sells, with an minimum of \$5 per day for a full space and \$2.50 per day for a card table space.
2. **Days & time & season**

Regular season - Tuesday and Friday, 11 a.m. to 3 p.m., May 1 – October 30. Saturdays, 9 a.m. to noon, June 6 – September 26, plus May 9. Saturdays may begin earlier in May if produce is available.
Winter market – November 1 – beginning of 2010 regular season. Days and hours to be set by board.
3. No vendor shall sell or set back for later sale before the **opening bell** rings.
4. All vendors must have an **on-site inspection** made by a market representative prior to selling at the market. Long season growers will be visited a second time mid- or late-season.
5. **Product mix** – fresh fruit, vegetables, cut and dried flowers, plants, value added products, honey, meats, and eggs produced by the vendor. Baked goods, other than the non-profit bake sales, shall be sold by persons involved in the baking. All value added products are allowed at market managers' discretion. Handcrafted items are allowed at the market managers' discretion and may be juried prior to acceptance.
6. All products and produce **must be made or grown by the vendor** – absolutely no re-selling of any item shall be permitted with the exception of individually approved non-profit sales (for example, girl scout cookies). All products and produce must comply with state and local regulations.
7. 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 (to cover gas costs) with the complaint, which shall be refunded if the complaint proves valid.
8. Produce must be grown within **70 miles** of Webb City. The market manager may make exceptions to the distance limitations in the case of specialty items.
9. Vendors may participate in the market only after **approval** of their application by the market managers.
10. **Stall size and location** assignments shall be made by the market managers. 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**. Prices should be set in keeping with customer satisfaction and consideration of other market vendors. All prices shall be clearly posted. Dumping is not allowed. Vendors are urged to sell at a fair market price.
13. Each vendor shall maintain a **clean and healthful** condition within his/her area (from side to side & to the center of pavilion) and leave that area free of debris prior to quitting each market day. Each vendor shall remove his/her own garbage and shall not use the park's trashcans for disposal of such garbage. All products should be displayed in attractive manner. Vendors should not bring pets to the market or smoke under the pavilion. Vendors shall maintain themselves in a clean, attractive manner.
14. All vendors, except non-profits, must have a Missouri sales tax number. Application will not be accepted without a sales tax number listed. The appropriate state and city **sales tax** must be collected unless the seller has a state sales tax exemption certificate.
15. Vendors must at all times conduct themselves in a **pleasant and courteous** manner. Controversial topics shall not be discussed or displayed by vendors at the market.
16. Vendors shall not **drive or park vehicles** or trailers on the grass without prior approval from the market manager. Vendors shall not at any time drive or park upon the concrete under the pavilions. Vendors shall at no time drive on private property north of the alley.
17. Use of **electricity** must be pre-approved by the market manager.
18. **Each vendor must have grown or made the products that he/she is selling** or may have a regularly employed agent sell products grown or made by said vendor. The employee should be involved in the production and harvesting or producing of the produce or product being sold and knowledgeable about the produce or product. The market requires that, for a majority of the time, the booth be staffed by a principal in the business. Vendors may not sell products purchased from wholesale or retail sources or products from other growers. Violation of this rule will result in the vendor being prohibited from selling at the Farmers' Market.

2009 Webb City Farmers' Market Application Form

Market Managers:

Eileen Nichols *
One South Main
Webb City, Missouri 64870
417 673-5866 (cell 483-8139)
8361)

Donna Krudwig
221 W. Second
Webb City, Missouri 64870
417 673-3407 (cell) 417 439-4077

Marilyn Thornberry
2105 South Hall
Webb City, Missouri 64870
417 781-3500 (cell 621-
8361)

I have reviewed the 2009 Farmers' Operating Regulations and agree to abide by the regulations.

In particular, I agree that I will sell no product that I have not grown or made myself.

I understand that space size and location are determined at each market by the market manager.

Date

Signature

Please register me as follows:

Name _____

Business Name _____

Address _____

Telephone _____ e-mail address _____

Cell phone _____

Anticipated Set Up Days & Dates:

_____ Tuesdays	_____ Saturdays	May _____	August _____
_____ Fridays	_____ Winter Market	June _____	Sept. _____
		July _____	Oct. _____

Card table space _____ Full space _____ (space is assigned as available & may be less than requested)

Type of Produce/Products (value added such as baked goods & jams must be individually listed & approved)

Please write driving directions to your garden or farm on the reverse if you are a new applicant.

_____ Season fee attached
(if not checked and attached, you will pay the daily rate of 5% with applicable minimums)

_____ Health Department certificate attached (for vendors selling value added/processed foods)

Missouri Sales Tax ID# _____ (application will not be accept without a sales tax number)

*Please return completed application, with any applicable fee and/or certificate, to Eileen Nichols.