

Fair Grove Farmers' Market Rules & Regulations

Thank you for your interest in the Fair Grove Farmers' Market! Please initial and return to Market Manager.

The Fair Grove Farmers' Market is a grower/producer market. All horticultural and agricultural products should be grown by the vendor. There are exceptions to this but must be approved by the Board.

Vendors are expected to comply with all state, county, and city health regulations. Market rules and regulations are subject to change at any time. The board will notify all vendors of changes within two weeks,

____ FARM INSPECTIONS:

Farm inspection will be made at the Boards discretion. A twenty-four hour notice will be given prior to these inspections. If a vendor cannot and/or will not allow an inspection of their farm, their membership will be suspended until such time as an inspection can be made. If a farm inspection is not allowed within one week of the request to make such an inspection, that vendor's membership will be terminated. There will a \$10 charge for inspection within 10 miles of Fair Grove and a \$25 charge for inspections greater than 10 miles from Fair Grove.

____ CRAFTS AND VALUE ADDED ITEMS:

All craft or value added items must be processed, produced or manufactured by the vendors or pre-approved by the Board. Crafters do need a city license.

____ PLANT VENDORS:

Plant vendors may use cuttings, plugs or bare root starts as well as seeds for starting their plants. These vendors must meet all state licensing, and permitting requirements.

____ RESELLING AND SUPPLEMENTATION:

All resale must be approved by the Board.

____ NON-PROFIT ORGANIZATIONS:

Non-profit organizations may be allowed to set up with the Board's approval. Depending on the circumstances, these organizations may not be allowed.

____ ADDING NEW PRODUCTS:

If a vendor would like to add a product not listed on their Market Application, they must make a prior request to the Board for approval.

EXPECTATIONS OF VENDORS:

Each member's booth must have at least one person present who is also actively engaged in production of the products for sale at that booth.

Marketing structures must be safely secured. Tents must be staked or weighted. Vendors will set their own prices on their products. Prices must be clearly marked. Vendors shall maintain a clean and healthful condition within their area and leave that area free of debris prior to leaving each market day.

Vendors are expected to furnish their own canopy, weights, chairs, tables and anything else needed for their market set up. Many vendor must set up outside of the pavilion due to limited space. So be prepared to set up where ever you are assigned. If you barrow another vendors equipment you are responsible for it.

Vendors shall maintain themselves in a clean, attractive manner. They must a conduct themselves in a pleasant and courteous manner. If you are talking with another vendor please stand to the side of their table to let customers have free access to the products on that vendor's table,

No smoking in the market area. No alcohol is allowed on the premises. Inappropriate behavior shall be grounds for immediate and permanent expulsion from the market. Such inappropriate behavior includes, but is not limited to, inappropriate language, abuse, profanity, disruption and any form of violence or harassment. Remember you are representing not only yourself but the entire Farmers' Market.

Vendors will be expected to help with market set up and tear down. This includes market canopy, tables, signs, cleaning bathrooms and trash.

All vendors are expected to treat ALL customers and other vendors with the utmost respect.

SALES TAXES:

Each member is responsible for their own sales tax collection and payment to the State of Missouri.

LICENSES:

Vendors must display appropriate licenses at their booth space,

Crafters: Crafter's to have a peddler's license. You can obtain one at the City of Fair Grove, 81 S Orchard Blvd or call 417-759-2353.

Nursery: A nursery license is required for all perennials plants.

Egg license: The State of Missouri requires anyone selling eggs to have a license.

Green County Health Department: Requires that a food permit must be on file with them for those selling high risk foods such as eggs, meats, and canned goods that are sugar free or no sugar added. Each item has to be listed. If you bring something new you must fill out a new form for that product, and it must be approved by the Health Dept. and Market Board. Food samples require special permits if prepared at market. You may package at home and bring them to market in accordance to GCHD standards.

Notify the health department for any questions. *health.springfieldmo.gov* or *Call Greene County Health Department.*

Weights and measurements: The vendor must have proper scales for items sold by weight that have been inspected.

Use only new and clean plastic and paper bags for food products.
If you are not sure of regulations that affect you please see the board members.

ANNUAL MEMBERSHIP

Full season vendor membership fee is \$50.00

Weekly setup fee is \$5.00 for market members

Weekly set up fee for non members is \$10.00

There will be no weekly set up fee for market members that make less than \$30.00 that market day.

MARKET HOURS: 3:00 PM – 6:00 PM each Wednesday. Members cannot sell any product before 3:00 PM

Vendors may not start breaking down before 6:00 pm .

SET UP:

Vendors can start setting up at 2:00. Please be set up and ready to sell by 2:55pm. We will start selling right at 3:00. Vendor spaces are at the discretion of the market manager. Highest priority includes but not limited to growers and producers and seniority.

MISSING MARKET:

If you have a reserved spot and you do not show or call for two consecutive weeks, your spot may be given to the next in line and no fees will be refunded.

If you will not be attending market or you are running late and will not be there by 2:30 you must notify the designated Board member by 2:00.

End Of Market:

Vendors are required to report gross sales. We know this is a sensitive issue and we respect your privacy, these numbers are only used to help us in obtaining grants and help the market grow. Individual information is not shared.

SOLICITATION:

Solicitations of any type are prohibited at the market grounds unless specifically approved by the Board.. This includes for-profits, non-profits, church groups and school groups

GRIEVENCE POLICY

1. If you have concerns regarding the market please notify the designated board member. It is best if it is written.
2. After market hours the Market Manager will discuss the issue with you. If the problem is not resolved, the issue will be taken to the Advisory Committee.
3. The Advisory Committee has two weeks to address the complaint.
4. If you are not satisfied by the Advisory Committee's answer, you may request a hearing.
5. The Advisory Committee's decision, after this hearing, will be final.

TERMINATION OF MEMBERSHIP:

All vendors are expected to comply with the rules of the market and all city, county, and state regulations pertaining to them. If the vendor fails to be in compliance, the Advisory Committee will be asked to review the vendor's membership status. At this time membership may be revoked. No refund will be given. The vendor may then re-apply for membership the next year.

The Fair Grove Farmers' Market reserves the right to prohibit ANYONE from selling at the market. The Market will not discriminate against anyone because of race, color, creed, national origin, sex, age, or sexual orientation. The Market Manager, with the approval of the Advisory Committee has the right to amend and change any of the above rules and add any new rules as needed