

## Webb City Farmers Market - 2025 Rules

**Our Mission: To sustain, nourish, and enhance our community while providing a venue for the success of our local producers and farmers.**

### Days and Hours

Saturday year-round 9am - 12 noon

Tuesday mid April-mid Oct 4pm - 7pm

Thursday to be determined

Tuesday and Thursday opening dates are decided each year by WCFM members.

### Vendor Rules

1. All growers of edible produce must have attended or watched the Food Safety: Field to Market workshop or the Cornell GAP on-line course. Copy of Certificate of Training will be requested for the grower's application file. Each Vendor must recertify every 3 years.

2. Fee structures available:

a) Saturday Full Season - The vendor pays a \$300 season fee with application, plus 4% of total sales on each market day the vendor is selling. This fee is applicable to any vendor selling exclusively on Saturdays, or Saturdays and weekday markets.

b) Weekday Only – The vendor pays \$125 with application plus 4% of total sales on each market day the vendor is selling. When the market is not open on weekdays there is no additional charge for the vendor to switch to Saturday, if the market manager determines there is space for the vendor and a need for the vendor's product.

c) Daily Fee Only - The vendor pays the daily rate of 8% of total sales on each market day the vendor is selling.

d) All Vendors must pay a minimum space fee.

single spaces are 6'x6'(one table)\$2.50,

double spaces are 12'x6'(two tables)\$5,

triple 18'x 6'(3 tables) \$7.50,

quad 24'x6'(four tables)\$10 (4 tables straight across)

3. No vendor shall sell, or setback for later sale, before the opening bell rings excepting that market vendors may honor set back requests made prior to opening by other vendors, market personnel, volunteers, or musicians if such requests are made discreetly out of sight and hearing of customers.

4. All new vendors must have an on-site inspection made by a market representative prior to selling at the market. Returning produce vendors shall be inspected May-July. Returning value-added vendors shall be inspected in the case of major product or location change. The manager may visit any vendor at any time, announced or not, at her/his sole discretion.

5. Product Mix – Fresh fruit, vegetables, cut and dried flowers, plants, value added products, honey, meats, dairy, and eggs produced by the vendor. Value added products are allowed at the manager's discretion. Handcrafted items are allowed at the market manager's discretion and may be juried prior to acceptance. Craft vendors may be limited to space available.

6. All products and produce must be made or grown by the vendor. The person(s) selling at market must be involved in the production and harvesting of the product being sold. We encourage that, for the majority of the time, the booth be staffed by a principal in the business. ABSOLUTELY NO RE-SELLING OF ANY ITEMS PURCHASED FROM WHOLESALE, RETAIL, OR OTHER GROWERS SHALL BE PERMITTED. All products and produce sold at the market must comply with state and local regulations.
7. Vendors may participate in sales at the market only after approval of their application by the market manager.
8. Produce must be grown within 50 miles of Webb City as the crow flies. The market manager may make exceptions to the distance limitations in the case of specialty items and products in short supply at the market. Vendors within the 70-mile limit from previous seasons are grandfathered in.
9. Any complaints by a vendor about another vendor shall be submitted to the market manager in writing and signed by the complainant. The name of the complainant shall be confidential.
10. Stall size and location assignments shall be made by the market manager. 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 and clearly post them on the sales table. Vendors are urged to sell at a fair market price. Dumping is prohibited. Vendors wishing to give away their product will be connected with local feeding programs.
13. Each vendor shall maintain a clean area of sales and leave that area free of debris prior to leaving each market day. Each vendor shall place all garbage created by their booth at the market trash receptacles after the time of closer or carry it to the dumpster at the South end of the parking lot.
14. Vendor pets are not allowed under the pavilion.
15. Vendors are not allowed to smoke within 20 ft. of the pavilion and meal service area.
16. All vendors, except those exempted by the state, must have a Missouri Sales Tax Identification Number. Applications will not be accepted without a sales tax number. The appropriate state and city sales tax must be collected unless the seller is exempt. Farms selling less than \$25,000 ALL their farmers market locations are exempt from Missouri sales tax.
17. Controversial topics shall not be discussed or displayed by vendors at the market. No proselytizing or political campaigning is allowed. All vendors must always conduct themselves in a pleasant and courteous manner.
18. Vendor vehicles and trailers shall be parked in designated parking areas as directed by the market manager. Vendor vehicles and trailers are never allowed to park on the pavilion floor. Violation of any of these rules may result in the vendor being prohibited from selling at the market. Violation of rule #6 will result in prohibition.
19. Vendors must let the Market Coordinator know by NOON the day before the Market whether they intend to be there or not. Consistent violation of this rule will result in loss of priority status and a guaranteed spot each week .

#### **Market Contact Information**

**Mail: P.O. Box 1, Webb City, Mo. 64870 Phone: 417-438-5833 Email: webbcityfm@gmail.com**

## **Market Operating Policies**

**New Applicants** - The market manager shall have the authority to deny vendor space to new applicants if the vendor's product is not of sufficient quality, if the product is already supplied, or if space is unavailable.

**Plant Vendors** - Plants, except for plants used to accessorize a product they make, must be grown by the vendor from seed, cutting, or plug. Plant vendors may be required to provide copies of invoices for their seed, cutting, or plug orders prior to selling at the market.

**Value-added/Processed Foods** – All value-added/processed food shall comply with state and local regulations. The market manager has the discretion to require that certain foods be prepared in an inspected kitchen even if not regulated by the health department. The market manager may limit the number of value added/processed food vendors. The manager may allocate these spaces based on seniority, quality, the incorporation of local foods or other factors that she/he deems important. The manager shall avoid duplication of value-added/processed foods with the exception that growers who make jams and jellies using their own produce may sell at their stands without being considered duplications.

**Product Quality** - It is a goal of the Webb City Farmers Market to offer top quality products to our customers. Vendors who bring poor quality products may be asked by the market manager to remove the poor-quality product from their table or leave the market on that sales day.

**Pre-orders and CSA** - Each vendor may set their own pre-order policy. CSA and pre-orders where pay exchange is at market are to be included in total market sales. The market recommends that vendors store pre-orders out of the view of customers.

**Return/refund** - While the market encourages all vendors to replace or refund any product that a customer complains about without exception, it does not require the vendor to do so.

**Upset Customer** - Vendors who have been unsuccessful in satisfying a customer complaint must direct the customer to and alert the market manager so that the issue can be resolved. (Example: customer complains about product quality; customer insists on using the wrong token for purchases, pushing to buy before opening bell; prices are being haggled)

**Service Animals** - According to health code, registered service animals are the only animals allowed in the sales pavilion. Animals on leashes are allowed in the areas where food is not being sold or consumed. The market manager alone has the authority to approach someone about their animal violating this policy.

**Tokens** - All vendors shall accept all tokens that are active in circulation. Change may only be given for green market cash tokens. Training in token usage is required with the market manager before opening sales on your first attendance date.

**EBT** - All vendors shall comply with federal and state regulations on Electronic Benefit Transfer/SNAP/food stamp tokens. No vendor shall give cash in exchange for or as change for any EBT tokens nor shall vendors accept EBT tokens in payment for non-qualifying purchases. Vendors who add sales tax to product sales shall not add sales tax to any EBT sales. All vendors shall treat customers using EBT tokens with the same courtesy afforded all other customers. Vendors are responsible to ensure that their employees follow all required EBT/SNAP rules.

**Placement Policy** – No vendor will receive more than one space unless extra space is available as determined by the manager. The following priorities will be used by the market management to determine placement in and around the pavilion, as well as space size. The market manager’s decision can be appealed to the market’s board of directors by filing a written request with the board president.

1. Produce growers shall be given highest priority. Classification shall be determined by the percentage of sales. For example, to be considered a produce grower, more than 50% of sales in dollars must be produce.
2. Value-added food for human consumption and plant vendors shall be given second priority.
3. Essential craft items such as soap, hot pads, laundry detergent shall be given third priority.
4. Artist and craft vendors shall be given last priority.

Other considerations for placement and size of space are as follows:

5. Volume of sales. Using the previous year, placement preference shall be given to vendors with the highest season sales volume.
6. Vendors selling an average of less than \$50 per market or attended the market irregularly may be required to take a smaller space if the manager deems necessary.

They may also be limited as to the day of the week they may sell.

7. Regular attending vendors who attend both Tuesdays and Thursdays and/or Saturdays, and vendors who are at the market through most of the season shall be given placement priority.
8. All vendor pavilion placement is assigned by the market manager.
9. Vendors who have sold at the market longer than most will be given placement priority.

#### **Market Contact Information**

**Mail: P.O. Box 1, Webb City, Mo. 64870 Phone: 417-438-5833 Email: [webbcityfm@gmail.com](mailto:webbcityfm@gmail.com)**

## 2025 Webb City Farmers Market Application

I have reviewed the 2024 Operating Rules and agree to abide by the regulations. **In particular, I agree that I will sell no product that I have not made, grown or raised myself.** I understand that space size and location are determined at each market by the Market Manager.

\_\_\_\_\_  
Signature Date

I give permission for any photographs taken of me, my family, staff or products to be used for education and promotional purposes.

\_\_\_\_\_  
Signature Date

Owner's Name(s) \_\_\_\_\_

Business Name \_\_\_\_\_

Name & address for token checks \_\_\_\_\_

Business address \_\_\_\_\_

Telephone \_\_\_\_\_ e-mail address \_\_\_\_\_

Cell phone \_\_\_\_\_ Web site \_\_\_\_\_

Anticipated Set Up Days & Dates:

First desired set up date: \_\_\_\_\_

\_\_\_\_ Tuesdays 11am -2pm                      \_\_\_\_Thursdays 11am-2pm

\_\_\_\_Saturdays 9-12pm Year-round      \_\_\_\_Saturdays 9-12pm Summer only

6x6 table space \_\_\_\_ 12x6 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)

\_\_\_\_\_  
\_\_\_\_\_

New applicants - please write driving directions to your garden or farm.

\_\_\_\_\_  
\_\_\_\_\_

\$\_\_\_\_ Season fee (if not enclosed, you will pay the daily rate of 8% or minimum fee) check #\_\_\_\_\_

Missouri Sales Tax ID# \_\_\_\_\_ (required unless exempt from sales tax – see end of application for details)

I have reviewed and will comply with the Market's token rules. (initial)\_\_\_\_\_

**Food Safety courses must be taken every 3 years.**

**Produce growers –**

I have Attended Food Safety Workshop. (initial and attach certificate) \_\_\_\_\_ year of certification\_\_\_\_\_

or

I have completed Cornell on-line GAP course. (initial and attach certificate) \_\_\_\_\_ year of certification\_\_\_\_\_

**Value added/processed food vendors-**

I have a Health Department certificate (initial and attach certificate) \_\_\_\_\_Year of certification\_\_\_\_\_

WCFM may share my contact information, circle which we can share.

Phone Number                      Email Address                      Social Media                      Website

\*Please return completed application, any applicable fee and/or certificates, to the Market information table or to Market Manager Roen Procter, P.O. Box 1, Webb City, MO 64870 or webbcityfm@gmail.com. Market policies are available on the Webb City Farmers Market website or at the Market information table.

**FOR FARMERS/RANCHERS ONLY**

I, \_\_\_\_\_, affirm that I am exempt from collecting sales tax because I do not expect to sell more than \$25,000 of products from my farm at all farmers markets that I sell at in 2024. I agree that I will advise the Webb City Farmers Market if I determine during 2024 that I will exceed the \$25,000 annual limit and will supply a sales tax number to the Market and begin collecting and remitting sales tax to the state.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Market Contact Information**

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