



## 2023 FARMERS MARKET VENDOR APPLICATION VENDOR # \_\_\_\_\_

**Reserving Your Space** Vendors are encouraged to call in advance with questions regarding the Farmers Market. Spaces may be reserved for a fee. Pre-registration is required before setting up. Full payment for the month is the only way to guarantee a reservation. Vendors cannot pay per week.

**Dates/Times** The market will operate 4 - 7 p.m. on Tuesdays, June through September. Vendors cannot set up booths before 2 p.m. Vehicles are not permitted in the market area between 3:30 - 7 p.m.

**Location/Booth Spaces** The market area is at Municipal Circle (south of City Hall). Booth spaces 10x10.

**Vendor Waiver** By completing the form and signing below vendors agree not to hold the City of Raymore or the Raymore Parks & Recreation Department responsible for any loss, injury or damages incurred through participation in any market event. Vendors agree to assume the risks associated with participation. The City of Raymore also reserves the right to use any photos or videos for promotional purposes on the website, printed material or social media.

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

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Email \_\_\_\_\_

Product(s) \_\_\_\_\_

Circle the months you plan to participate: JUNE JULY AUGUST SEPTEMBER I plan on Attending (circle one) - Weekly    BiWeekly    Other (specify) \_\_\_\_\_

By signing I confirm I have read and agree to all rules and regulations set in this vendor agreement.

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

**Office Use Only** Received by: \_\_\_\_\_ Date \_\_\_\_\_



## RULES & REGULATIONS

**Basic Information** *Hours of Operation June through September Tuesdays from 4 - 7 p.m. Municipal Circle.* Vendors must submit a registration form to be approved by the Raymore Parks & Recreation Department before setting up on site. City staff has the right to deny approval of any registration that does not fall into the objectives set forth below.

1. Only homegrown or homemade products are permitted to be sold.
2. Resale is permitted only if products meet the homegrown/homemade definition.
3. All items sold must meet or exceed state and county health regulations.

Market staff will be on site from 2 - 7 p.m. on market days to assist vendors. Any questions, complaints or concerns can be given to the market manager or contact Recreation Coordinator Corinne Harkins at 816-322-2791 or [Charkins@Raymore.com](mailto:Charkins@Raymore.com).

### **ONLY BEHAVED, LEASHED DOGS ALLOWED IN FARMERS MARKET BY VENDORS OR PATRONS.**

#### **1. Objectives**

- To make available to consumers locally grown, high-quality, fresh produce.
- To encourage Raymore to become a healthier community.
- To provide a place where consumers can purchase quality homemade products.
- To support local economic activity.

#### **2. Who May Sell**

- Vendors must be at least 18 years old.
- A vendor is any person offering the sale of products that have been raised, grown or created by him/herself, members of his/her family or by persons in his/her employ.
- Vendors are not permitted to sell unless the products sold are homemade or homegrown such that they have been raised, grown or created locally and not purchased commercially.
- All vendors must apply annually, including returning vendors. Past participation does not guarantee or entitle a vendor participation in future Farmers Markets.

#### **3. What May Be Sold**

- Fresh produce, baked goods, crafts, meat, eggs and other items must meet or exceed State of Missouri and Cass County regulations. It is incumbent upon the seller to become familiar with and ensure that they are following all applicable State and County regulations.

- Items such as fruit, vegetables, preserves, honey, flowers, baked goods and plants should be mature but not overripe, void of decay, have good external and internal appearance, and must be clean and free of contamination.
- Homemade/handmade art/crafts/jewelry are defined as more than 50% assembled by hand, by him/herself, members of his/her family, or by persons in his/her employ.
- Vendors wanting to sell a service or generate potential customers, may have printed marketing materials on/around their booth or printed on a product defined as homegrown or homemade.
- No commercial pre-packaged items are permitted (ie: soda, water, chips, etc.)

#### **4. How Products May Be Sold**

- Produce may be sold by weight, volume or count. If selling by weight, your scales are subject to inspection by the Missouri Department of Agriculture Weights, Measures and Consumer Protection Division. Only oil-balance and spring scales (stating "Temperature Compensated") are certified for trade. Therefore, selling by count or volume may prove to be easier. However, you may want scales to give the customer an idea of the weight of the volume being sold. Such a scale should be marked "For Estimate Only."
- Each vendor will have the privilege and responsibility to establish prices on his/her own products.
- Vendors should provide containers (i.e. bags/sacks) for the consumers.
- Each vendor MUST post a sign in a conspicuous manner in his/her stall area, identifying the business by name. Lettering MUST be clearly legible, including a poster board or cardboard, in large print, listing their products and prices, or in some other way indicate the prices of various products.
- Be prepared to make changes for the customer.
- Packaging and product sampling must meet Cass County health codes.
- Each vendor sets their own prices. Radical price cutting or free item giveaways is prohibited.

#### **5. Exchange and Refunds**

- Exchanges and/or refunds will be left to the discretion of the vendor.

#### **6. Health and Sanitation Requirements**

- Raymore's Farmers Market will provide adequate trash containers.
- All produce MUST be stored and displayed at a reasonable distance above the ground (minimum of 18").
- Each vendor is responsible for maintaining his/her sales area in a neat, clean and sanitary condition. The market manager will inspect each stall area before the vendor leaves for the day. At the end of each day, all vendors MUST work together to police and clean the general area. After all, we are guests on this site, and we will want to use it again.
- Restroom access will be available via Centerview.
- The produce should be washed and free of contamination before arriving at the Farmers Market.
- Vehicles used in the transportation of products for the Farmers Market shall be clean with no solid waste or foreign matter on the vehicles (e.g. truck beds should be clean).
- Smoking is NOT permitted within market boundaries during the hours of 2 - 7 p.m.

## 7. Booths

- Vendors may set up ONLY in the designated vendor areas. This will facilitate the safe flow of pedestrian consumer traffic in the green space.
- Set-up and teardown is the vendor's responsibility. The Parks & Recreation staff cannot assist as a labor force. Vendors may choose to set up a pop-up tent and/or tables. Vendors can provide their own shade however all tents, tables, shade, etc must remain in given 10x10 space.
- Trailers are not allowed in the market area unless pre-approved by market staff. Vendors with approved trailers must pay for any spaces they take up.
- Booth locations are subject to change. Vendors change month to month and therefore the spaces may shift. Vendors are expected to exercise flexibility in the event of relocation.

## 8. Taxation

- Each vendor will be responsible for their collection and payment of sales tax.

## 9. Booth Fees

- One type of reserve space is available: space without power for \$20 per month.
- Vendor Fees are non refundable and will not be prorated
- The Farmers Market is a non-profit organization, therefore, any generated income will be used for advertising and other expenses.

## 10. Schedule

- The Farmers Market will begin the first Tuesday in June and will run through September. • The Market is open Tuesdays from 4 - 7 p.m.
- Vendors cannot set up booths before 2 p.m. on market days. Vehicles are not allowed in market area 3:30pm-7pm.
- Vendors must be completely set up by 3:45pm.
- Vendors will not be permitted in the market area to start setting up past 3:30pm.
- In the event of inclement weather, the market may be canceled in advance by 12 p.m. A cancellation will be relayed to the public via Facebook or posted to the rainout phone line, 816-892-3131. The manager has the right to cancel the market if dangerous weather is impending after 2 p.m. All business transactions will cease once the market has been canceled, per City Code 250.070. The City of Raymore is not liable for damages or injury due to exposure to weather events.

## 11. Tardiness/Absence

### Tardiness

- Vendors must arrive to set up at the farmers market between 2p.m. and 3:20p.m. Vendors must be completely set up by 3:45p.m and be ready to do business at the time the farmers market is opened to the public (4p.m.)



- Any vendor who has not arrived by 3:20p.m. forfeits their spot for the day without refund. Vendors may not set up late without approval from the market manager.
- Vendors setting up late without approval from the market manager will be subject to violation protocol.

#### Absence

- Vendors must notify the Recreation Coordinator if the vendor will not be attending the farmers market. Notification must be done no later than Thursday 12p.m. prior to Tuesday's market.
- In the event of unforeseen circumstances on Farmers Market day that will result in an absence, vendors must notify the Recreation Coordinator as soon as possible.
- If possible, the Recreation Coordinator or Market Manager may rent the booth space for the day.

### **12. Vendor Conduct**

- Vendors shall be courteous to other vendors and shall not engage in activities that make other vendors and/or the public uncomfortable. Vendors are not permitted to use the following techniques while at market: hawking, calling attention to products in a loud manner, selling products in an aggressive way, or denigrating the product of other vendors
- Vendors are expected to be courteous, professional, and presentable at all times, Inappropriate language or behavior, clothing, harassment or abuse towards anyone at the market will not be tolerated and may be reason for expulsion.
- Intoxication from alcohol or illegal drugs will result in vendor expulsion from the market.

### **13. Enforcement of Rules**

- The market manager is an employee of the City of Raymore Parks & Recreation Department. She/he is charged with overseeing the operation of the Farmers Market. The market manager has the authority to enforce all rules. Any participant failing to comply will be asked to leave the premises immediately. The Raymore Police Department can be contacted to assist market staff with uncooperative vendors or patrons. Any vendor found not in compliance with state and county regulations may be shut down by the County Health Department. Failure to comply with these rules & regulations, may result in a negative report on your account; and could ultimately lead to suspension from our market or a "not in good standing" status.
- Violations of market rules will result in prompt corrective and punitive action. This process is generally constituted by the following steps: 1) verbal warning, 2) written warning, 3) suspension, 4) expulsion. However market management reserves the right to escalate or "skip" steps as deemed necessary.

### **Contact**

Any questions, complaints or concerns can be given to the market manager or contact Recreation Coordinator Corinne Harkins at 816-322-2791 or [Charkins@Raymore.com](mailto:Charkins@Raymore.com).