



*Warrensburg Farmers' Market*  
**2022 Operating Regulations**  
125C North Holden; Warrensburg, MO 64093 - 660-429-3988



**Business hours:**

May through September

Beginning first Saturday in May and will go until September 24, 2022

- Every Saturday-8:00 a.m. to 12 noon

All vendors must be set up by 8:00 a.m. and keep their booth set up until noon. If you are sold out by 11:00am you may leave but, please inform the Market Staff first so that we can clear a safe path for you to exit.

1. **No sales are allowed before the 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 am. For example, if a customer orders a bushel of tomatoes prior to market day, the vendor may set back or reserve the tomatoes, but the vendor may not take money or hand over the tomatoes to the customer until after the market opens at 8:00 am.
2. **Vendor Absence:** Vendors must notify Warrensburg Farmers' Market Manager, 24 hours in advance if they are unable to attend the Market for any reason. This is to allow for ease of vendor placement. In emergency situations (such as illness, death, or vehicle problems) vendors should contact Warrensburg Main Street via telephone, (660-429-3988). If a Season Vendor does not attend more than twice a month from May - July, the Season Vendor may be required to forfeit their location. Exceptions can be made at the discretion of the Warrensburg Farmers' Market Staff.

3. **Fees:**

**Season Vendor fees:**

- Early Bird Season Vendor Fee: \$90 for the entire season for applications received by January 31st. Additional \$10 vehicle fee if space is available.
- Season Vendor Fees: \$100 for application received by July 31st. Additional \$10 vehicle fee if space is available.

**Daily POP-UP Vendor Fees:** \$25 for a one day vendor. \$5 vehicle space if space is available.

**Vehicle Fee:** \$10 for the season. This fee is only available to Season Vendors. A \$5 fee daily for Day Vendors if available. All vehicle spaces are first applied first assigned and are limited.

**Additional Events:**

**-Moonlight Market(s):** FREE to Season Vendors or a \$25 Day Vendor fee for all other Vendors. This event is a first come first serve basis. Moonlight Market Events are scheduled on April 30th and October 1st, 2022.

**- FREE for Season Vendors ONLY-** Art Walk Event: Season Vendors will need to sign up a week before Art Walk to be added to the list. You will be contacted by Warrensburg Main Street with information regarding the event about availability and location.

**-Burg Fest:** You are able to be added to the Burg Fest Vendor List. You will be contacted by Warrensburg Main Street with information regarding the event pricing, availability, and your location. I am also aware that the event is a first come first serve basis.

4. **Vendor Applications:** Vendors must sign and return an application form along with a fee by **January 31st** to guarantee early bird vendor rate. If your application and fee is not turned in by **January 31st** you will be assigned whatever space is available. No new whole season vendor applications will be taken after **July 31st**. Only single day spots will be sold after **July 31st. 16.** As the Warrensburg Farmers' Market continues to grow and respond to a demand of 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.

5. **Approved Products:** Fruits and vegetables, potted and bedding plants, approved baking goods, jams, jellies, honey, eggs, frozen meats, and approved craft items may be sold. Samples may be handed out only if the following criteria are met: After the samples are cut, any left should be kept covered. You would need a portable clean-up station, like an igloo cooler with a spigot, to wash the utensils and your hands. Samples of your food are one of the best ways to sell your produce and demonstrate the best product.

**A) Produce or Meat:**

The following may be sold:

Produce defined as fresh raw garden vegetables, fruit, honey, herbs, nuts and eggs; to be sold must comply with the following conditions:

- **Eggs** must meet State of Missouri requirements, including display of appropriate

license.

- **Honey** shall be labeled with the following information:
  - Name and address of the persons preparing the food;
  - Common name of the food; and
  - The name of all ingredients in the food
  - Notice that the product was produced in a non-certified kitchen (if appropriate) and notice of any allergens
- Prepackaged, non-hazardous food products prepared in an establishment licensed under Missouri code as a food establishment.

The following **may NOT** be sold without appropriate license:

- Specific items which cannot be sold include home-canned fruits or vegetables, other potentially hazardous foods; Per US FDA Acidified and Low-Acid Canning Rules and Regulations **Home-canned Tomatoes are not allowed.**

Vendors who wish to sell **meat**, must sell meat from a USDA or Missouri-inspected processing facility.

For information on licensing please call the **Meat and Poultry Inspections Division of the State of Missouri (573) 522-1242.**

6. **Local Growers:** 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 may participate in the Farmers' Market. The Warrensburg Main Street Board of Directors and Warrensburg Farmers Market Market Manager reserves the right to consider any application regardless of the miles.
7. **Prepared Products:** 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."
8. **Artisans:** Vendors must hand make all mediums of raw art. You are more than welcome to set up inside your area a small studio to do your medium during the market as long as the cleanliness of the area is left as is prior to market or better. Thank you for your cooperation ahead of time.
9. **Price Setting:** Vendors set their own prices. Prices should be set in keeping with customer satisfaction and consideration of the other market vendors.
10. **Cleanliness & Aesthetics:** Each vendor booth must have a tablecloth over each table in their booth.

All vendors must have a canopy over their booth. In the event of a high wind advisory no canopies will be required. Each vendor should maintain a clean and healthful condition within the area and leave the area free of debris prior to quitting each market day. All products should be displayed in an attractive manner.

11. **State and City Taxes:** Sales tax must be collected as required by Missouri State Law. It is the responsibility as a Vendor to pay sales tax to the Missouri Department of Revenue.
12. **Cancellation of Privileges:** Warrensburg Main Street and Warrensburg Farmers' Market Staff reserves the right to cancel the privileges of any vendor who, in the opinion of the Board of Directors, has violated the rules governing this, or any other market.
13. **Grievances:** Any grievances regarding the actions, prices, or sales of other vendors should be brought to the attention of Warrensburg Farmers' Market Manager not the vendor in question. 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 manager may, at their discretion, require a good faith fee with the complaint, which shall be refunded if the complaint proves valid.
14. **Inspections:** All vendors must have on-site inspection made by a market representative prior to selling at the market. A second on-site inspection will be made to all regular produce vendors mid-season.
15. **Advertising:** The Warrensburg Farmers' Market may arrange for photos and/or video to be taken at events and used for promotional purposes. This may include 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 exploration in any and all media, whether now known or hereafter devised, for eternity, you release it successors, assigns and licensees from any liability whatsoever of any nature.
  - The Warrensburg Farmers' Market encourages you to TAG, SHARE, and POST of any upcoming events you will/will not be attending to help advertise the events.
16. **COVID-19:** Due to constant changes due to COVID-19 all rules and regulations could be subject to change or adjusted with the Health Department's Guidance or Warrensburg Main Street board discretion.
17. For additional information please contact Warrensburg Farmers' Market at 660-429-3988, email us

at: [FarmersMarket@warrensburgmainstreet.org](mailto:FarmersMarket@warrensburgmainstreet.org) or stop by 125C North Holden Street, Warrensburg,  
MO 64093.