

### Market Address

317 W Main Street  
Washington, MO 63090

*Open Saturdays April - October*

8 a.m. - 1 p.m.



Operated by the

*Washington Area  
Chamber of Commerce*

323 W Main Street  
Washington, MO 63090

(636) 239-2715 x100  
info@washmmarket.com

# 2024 GUIDELINES

## Days/Time

**Saturdays:** April 6 - October 26 (8 a.m.-1 p.m.),

**Craft & Gift Expo:** November 16 (9 a.m. – 3 p.m.) Elks Lodge

## Special Events/Street Festivals:

- **BBQ & Bluesfest** (Chamber Boardroom/Lower Lot) **April 26-28**
  - **Fri: 5-10, Sat: 11-8, Sun: 11-4.** \*Leaving Early is OK!
- **Art Fair & Winefest** (re-locate to Main & Cedar lot) **May 18**
- **Food Stock** – Close at Noon, quick cleanup! **August 24**
- **Brewfest** – Close at Noon, quick cleanup! **September 14**
- **Fall Festival** (no vehicles leave early) **September 27-29 Times TBD**
- **Pumpkin Palooza** (no vehicles leave early) **October 26 (8 a.m. - 2 p.m.)**

**No sales allowed prior to opening times. Market is open rain or shine.**

## 1. Vendor Responsibilities:

- Market updates to vendors are typically sent through Remind. If you do not get an invitation to join our Remind group after signing up, please contact Amanda (636-221-1118)
- All Vendors planning to attend market should complete the weekly attendance declaration in Marketspread OR direct message KyLee in Remind by Tuesday at 4 p.m.** This will create a vendor and product list that will be automatically published to our website. \*\*For special events, I may ask you to declare from a different link that will be available in advance.
- Vendors are restricted to Franklin and adjoining counties.
- Vendor is required to purchase a permit and display permit where it is visible.
- Vendors must provide proof of automobile insurance when applying for permit.
- The City of Washington has waived vendor's licenses for permit holders.
- Vendor must supply a table and/or display rack for displaying produce/crafts.
- Each vendor must clearly display the name of their farm/business and post prices for all items being sold.
- Vendors are responsible for cleaning all trash and waste within and around their allotted space. On-site receptacles are provided for this purpose.
- Vendors are allowed to take orders prior to Market Day and have produce or crafts bagged and ready for customer pickup. Pre-packaged orders should never be placed on display table.
- Vendors are responsible for reporting sales tax to State of Missouri.
- Vendors using a scale to sell by weight at the market must have a scale certified by the Missouri Department of Agriculture – Division of Weights & Measures.

## 2. Products:

- A. Vendors are responsible for offering fresh, high quality, fairly priced products. Each vendor may set prices in consideration of customer satisfaction and fairness to other sellers. Products should be displayed in an attractive manner. **No Price Fixing!**
- B. Produce/Plant Vendors can sell only produce/plants they have grown.
- C. Crafters may sell only items they have handcrafted.
- D. Live animals or poultry are not allowed for sale. **Fresh meats may be sold**, as long as animals were raised by the vendor, the meat was processed at a USDA-inspected facility and bears that stamp, and it is kept at or below 41°F.
- E. Eggs must meet Missouri Department of Agriculture and Franklin County health standards. Vendors selling eggs must have a state egg license displayed. Applications are available at <http://mda.mo.gov/weights/device/egglic.php>
- F. Mushroom vendors must meet with the Franklin Country Health Department for approval to sell.
- G. Baked Goods Guidelines:
  - **Baked goods must be freshly prepared by the vendor.**
  - **No products are to be placed on the table for sale until they are properly labeled.**
  - All processed products must be individually wrapped and labeled with the following information:
    1. Name and City/Zip Code of preparer
    2. Common name of food
    3. List of all ingredients
    4. "This product is prepared in a kitchen that is not subject to inspection by the Department of Health and Sanitary Services or the Franklin County Health Department."
  - No large pan and/or tray items may be brought to the Market and then cut and wrapped. All products must be cut, wrapped, and labeled prior to coming to the Market.
  - A sign stating "Not prepared in a licensed kitchen" must be displayed at each booth.
  - Vendors may offer samples to customers, but they must wear plastic gloves to distribute and put samples in small cups. Samples must also be covered when displayed to avoid drawing insects. No samples may be cut after arriving at the Market.

## 3. Reserved Spaces:

- A. Spaces are assigned at a pre-season reservation meeting.
- B. Order of reservations will be Plant/Produce Vendors (by seniority), Meat/Egg Vendors (by seniority), Baked Goods/Jam/Jelly/Crafts (by weighted seniority).
  - Vendors will be placed in a category based on the focus of their display for more than half of their set-up days. E.g.: A vendor that sells mostly craft items but occasionally has tomatoes would be assigned to the Baked Goods/Crafts category.
  - **Within the Baked Goods/Jam/Jelly/Crafts division, we utilize a weighted seniority scale. Each year for a craft vendor has a "1" weight, while Vendors with Baked Goods/Jam/Jelly received "1.5" weight per year. Eg: A jam/jelly vendor with 4 years at the market would have a rank of 6 (4 x 1.5). A craft vendor with 4 years at the market would have a rank of 4 (4 x 1).**
  - Changing rank division – The benefit of the doubt will be given for the first year. If a vendor does not fulfill the obligation of the rank (proper amount of produce, etc for enough days), vendor will lose credit for the year and will be returned to previous rank category without option to move up again until fulfilling obligation of rank for a full season.
  - Plant/Produce Vendors may request an additional space by contacting KyLee prior to the reservation meeting. On days the extra space is not utilized, it will be available for a general permit-holder.
- C. **Reserved vendors must be in their space 30 minutes prior to the Market opening, or their space can be taken by another permit-holder.**
- D. **Open spaces will be assigned (by random draw in categories, I will do my best to keep similar booths from being side by side) to General Permit Holders by Wednesday at Noon.**

#### 4. Sprouts Kids Club

- A. May - October
- B. Sprouts Tokens (regular or bonus) can only be used by kids club members – do not accept them from adults.
- C. Regular Sprouts Tokens (blue or green) can only be used for the purchase of fresh fruits and vegetables.
- D. Bonus Tokens (red) can be used for the purchase of any item.
- E. Vendors should not give change for tokens.
- F. Tokens should be exchanged for cash at the Sprouts Check-In table

#### 5. Market Cash

- A. We now have a gift certificate program. You will redeem these just like sprouts tokens. Turn them in to staff and they will exchange for cash.

#### 6. Other Matters:

- A. Size of Space: Spaces are 12' wide for pull-in spots. Center-of-market spots will hold an 8-foot table.
- B. Cost of Space: **Reserved: \$200, General: \$150**
  - One-day permits are available on a case-by-case basis. Cost is \$30 and vendors may only purchase one daily permit per season.
- C. **Unloading vehicles – Vendors needing to unload vehicles in common areas must remove their vehicles by 6:45 a.m. unless other arrangements have been made with the office. Vendors are to unload only. Vendors are not to set up booths while their vehicles are in common areas.**
- D. **Vehicles will not be allowed to pull into the Market after 7:30 a.m. Vendors wishing to leave early must wait for a time when they can safely leave. Exiting vendors should be guided out by fellow vendors.**
- E. Information pertinent to vendors will be relayed via Remind or Marketspread.
- F. Vendor concerns should be taken to the Chamber Office.  
**KyLee Cell: 727-465-4407, KyLee Office: 636-239-2715 x 100, kdiestelkamp@washmo.org**
- G. *Only Chamber staff will take action concerning a vendor's future status with the Farmers' Market.*
- H. Concerns about a grower's authenticity should be brought to the Chamber. A farm visit will be conducted within three days of receiving a complaint from a customer or another vendor. At least one Chamber Board member, Chamber staff member, and Growers' committee member will be present for the inspection.
- I. Reselling products not grown on your farm or handcrafted by you will result in expulsion with loss of any rent payments.

# Washington Farmers' Market Vendor Code of Conduct

The Washington Farmers' Market prides itself on providing customers with quality local products in a friendly atmosphere. This Vendor Code of Conduct has been developed to ensure the safety and well-being of all participants.

As a Washington Farmers' Market vendor, I will:

- Conduct myself in a courteous and respectful manner and serve as a positive role model for others
- Treat everyone (including but not limited to: customers, fellow vendors, and Chamber representatives) with respect
- Abstain from physical or verbal abuse and not tolerate it from others
- Bring complaints regarding other vendors and/or market operations to the Chamber privately, in writing. Complaints are not to be discussed with other vendors or customers
- Under no circumstance, attend or participate in the Washington Farmers' Market while under the influence of alcohol and/or controlled substance
- Under no circumstance, possess, sell, or consume alcohol or controlled substances at the Washington Farmers' Market
- Operate vehicles and other equipment in a responsible manner
- Abstain from any criminal activity
- Respect and adhere to all rules established by the Washington Farmers' Market

It is required that all Washington Farmers' Market vendors and their representatives sign and comply with this Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by the Chamber Staff and/or Board of Directors may lead to suspension or dismissal as a vendor of the Washington Farmers' Market. Decisions of the Chamber Board of Directors are final. Vendor fees will not be refunded.

***I have read and agree to comply with the Washington Farmers' Market Vendor Code of Conduct.***

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

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

Signature \_\_\_\_\_