



Washington Farmers' Market

2019 Vendor Application

Business Name: _____ Contact Person: _____

Mailing Address (including City/State/ZIP): _____

Physical Address (including City/State/ZIP): _____

CONTACT INFORMATION

Share on Website?

Y N

Phone : _____

Email: _____

Website: _____

Facebook Page: _____

Is all produce grown at the physical address listed above? If not, please list addresses and type of produce grown at each.

Please mark categories of items to be offered in your booth.

- PRODUCE
 PLANTS
 MEAT/ CHEESE
 JAMS/ JELLIES
 BAKED GOODS
 CRAFTS

More details on items?

I certify that I have read and agreed to all terms described in the 2018 Rules & Regulations.

Signature: _____

For Office Use Only

Permit #: _____ Fee: _____

Cash _____ Check # _____ Credit App _____

Web Listing? _____ Facebook? _____

Blog Post? _____ Instagram? _____

Washington Farmers' Market Vendor Code of Conduct (2019)

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 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 _____

FOR OFFICE USE ONLY

Date	Violation	Action	Staff Initials

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 x106
INFO@WASHMOMARKET.COM

2019 GUIDELINES

Days/Time

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

Craft & Gift Expo: November 23, 9 a.m. – 3 p.m. – Location TBD

Special Events/Street Festivals:

BBQ & Bluesfest (no leaving early) **April 27 (8 a.m. – 5 p.m.)**

Art Fair & Winefest (we re-locate for the day) **May 18**

Food Stock – Close at Noon, quick cleanup! **August 24**

Brewfest – Close at Noon, quick cleanup! **September 14**

Fall Festival (no leaving early) **September 27-29**

WHS Band Festival – Parade Competition **October 5**

Pumpkin Palooza (no leaving early) **October 26**

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

1. Vendor Responsibilities:

- A. Vendors are restricted to Franklin and adjoining counties.
- B. Vendor is required to purchase a permit and display permit where it is visible.
- C. Vendors must provide proof of automobile insurance when applying for permit.
- D. The City of Washington has waived vendor's licenses for permit holders.
- E. Vendor must supply a table and/or display rack for displaying produce/crafts.
- F. Each vendor must clearly display the name of their farm/business and post prices for all items being sold.
- G. Vendors are responsible for cleaning all trash and waste within and around their allotted space. On-site receptacles are provided for this purpose.
- H. 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.
- I. Vendors are responsible for reporting sales tax to State of Missouri.
- J. 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.

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- 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 (in a cooling unit, not just a cooler).
- 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. Baked Goods Guidelines:
 - 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/Crafts (by seniority).
 - Vendors will be placed in a category based on the focus of their display. E.g.: A vendor that sells mostly craft items but occasionally has tomatoes would choose their space in the Baked Goods/Crafts category.
 - Plant/Produce Vendors may request an additional space by contacting Amanda prior to the reservation meeting. On days the extra space is not utilized, it will be available for a general permit-holder.
- C. Vendors with reserved spots MUST notify Amanda (636-239-2715 x106 or agriesheimer@washmo.org) if they WILL be at the Market. If you have not contacted us by Noon on Friday, your space will be available for other permit holders on a first-come, first-served basis. **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. Reserved spaces MAY NOT be sublet to other vendors. General permit-holders MAY NOT make arrangements with reserved permit-holders to use the reserved space in their absence.

4. Sprouts Kids Club

- A. May 5 – October 27
- B. Sprouts Tokens (regular or bonus) can only be used by kids club members – do not accept them from adults.
- C. Regular Sprouts Tokens can only be used for the purchase of fresh fruits and vegetables.
- D. Bonus Tokens can be used for the purchase of any item.

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- E. Vendors should not give change for tokens.
- F. Tokens can be turned in at the Sprouts Check-In table each week. Please redeem a minimum of 10 tokens at a time. Vendor and staff/volunteer must initial the Token redemption card. Reimbursement checks will be issued within two weeks.

5. 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: \$175, General: \$125
 - One-day permits are available on a case-by-case basis. Cost is \$25 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 e-mail. Copies will also be available in the Market Building. Vendors are responsible for staying up-to-date with the correspondence.

6. Issues/Complaints

- A. Vendor concerns should be taken to the Chamber Office.
Amanda Cell: 636-221-1118, Amanda Office: 636-239-2715 x106
- B. The Market Manager should report concerns to Chamber staff. *Only Chamber staff will take action concerning a vendor's future status with the Farmers' Market.*
- C. 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.
- D. Reselling products not grown on your farm or handcrafted by you will result in expulsion with loss of any rent payments.

Marketing Requests

- Vendors are encouraged to post updates on the **market Facebook page** (facebook.com/washmomarket) or tag the page in posts. Information relative to the market will be shared, however, posts specific to business outside of the market will not be shared.
- Photos from the market are always appreciated. Please post on **Facebook or Instagram** and tag the market, or text to Amanda at 636-221-1118.
- Vendors can provide articles for the **Market Blog** and newsletters. Please submit content to agriesheimer@washmo.org.
- **Posters, Brochures**, and other marketing materials will be provided by the Chamber Office. Please contact Amanda if you need more materials.