

# **Rules of Hickory County Farmers Market**

The Hickory County Farmers Market is intended to provide healthy fresh produce and other healthy foods to the residents and visitors of the community and surrounding area, and to provide an educational setting to the community including students to learn the uses and benefits of quality locally grown produce.

## **Hours of Operation**

The Market will operate every Friday evening from 3:00 PM to 6:00 PM. From April 26 through October 25, 2019. All vendors must remain at the market site until closing, and must vacate the market by 7:00 PM on Fridays. No product will be sold, distributed or bagged before opening is announced by the Market Manager. However, vendors may purchase from each other prior to market opening. Shoppers waiting in line at closing may be served by that vendor. Vendors may not sell their product in the market area on non-market days.

## **Annual Dues, Fees and Guidelines**

Annual membership dues are \$20.00. Each time at the market, the daily fee is \$7.00 per space. The daily set-up fee for non-members is \$10.00 per space. Electricity is available for \$3.00 per space per market day for 110 voltage service. Electricity is available near the highway frontage for \$5.00 per day for 220 voltage service. Vendors are allotted ten feet per space. A vendor's first booth set-up fee will be waived with annual membership payment. All fees, except electricity, are waived for not-for-profit vendors.

Voting membership is limited to those vendors who attend the market at least six times during the market season. A qualified vendor has one vote.

All vendors must read and sign the Rules of Hickory County Farmers Market. In signing the rules the vendor acknowledges that they have read and understand and will comply by the rules.

All vendors must complete and sign a vendor agreement with the Hickory County Farmers Market (HCFM). The HCFM reserves the right to prohibit anyone from selling at the market and to cancel the privileges of any member who in the opinion of the Board of Directors has violated the rules governing the market. The participant or member has the right to respond in writing to the board, to include an explanation of how the violations in question will be remedied. The market board reserves the right to make a final decision on the response. Fees will not be refunded. Participants and members wishing to return to the market following expulsion must apply to the Board of Directors for re-admittance and pay appropriate fees prior to selling.

## **Assignment of Spaces**

The Market Manager has full authority to assign vendor spaces. Request for particular spaces will be given consideration but management reserves the right to assign and locate all vendors. All signs must remain within the allotted vendor's space and must not block traffic or pedestrian walkways or interfere with other vendors' displays or view.

## **Vendor Equipment and Supplies**

Each vendor is responsible for providing and removing any and all equipment and supplies he or she requires in doing business at the Market. This includes tents, signs, tables, chairs, products and equipment used for cleanup.

## **Set-up and Breakdown**

Set-up starts at 2:00 PM and must be completed by 3:00 PM. Breakdown will not start until 6:00 PM and must be completed, and areas vacated by 7:00 PM. Vendors are responsible for maintaining a clean and healthy environment in their assigned area and must leave the area free of garbage and debris.

## Items Permitted at Market

Fresh produce, plants, flowers, baked goods, dry beans, nuts, jellies, jams and preserves, herbs, flowers bedding and potted plants. Egg vendors must possess and display a valid and current Missouri egg license, issued by the Missouri Department of Weights and Measures.

Meat and other animal product which includes meat, poultry, cheese, eggs, farm raised fish and honey. All slaughter animals shall be in the vendor's custody, care and control for at least 50% of the animals life at time of slaughter. No resale of trader or sale barn livestock and no livestock from condemned or for slaughter only herds shall be sold in any form. All applicable federal, state and local regulations apply.

Items may be sold by weight, bunch, piece, or measured container. All scales used at the market must be certified by the Missouri Department of Weights and Measures.

All items offered for sale at the market must be of top quality, unless they are posted as "seconds". No damaged goods or adulterated produce shall be sold. The Market Manager will inspect all items brought to the Market and resolve any doubt to the suitability of items to be sold.

All product sold at market must be displayed and stored from a surface above the ground. All vendors must utilize tables, shelves, cases, or other items for this purpose.

Vendors who are not USDA-Certified Organic may not use the term "organic" on any signs or verbally when talking to customers to describe their products and/or practices. Vendors may use alternative marketing phrases such as "No Sprays," "All Natural" or "Pesticide Free."

Vendors may take orders from customers on product not allowed for sale at the farmers market. However, these orders shall not be delivered to the customer in the market area. All orders of product not for sale at the market must be picked up at the vendors farm or business by the customer, or delivered to the customer by the vendor at an off market site location. HCFM does not take responsibility of the condition or quality of these products.

No cooking by vendors will be allowed in the market area. Food concessionaires must be approved by the Market Board and have a current Hickory County Food Establishment Permit.

A vendor selling value-added products will be required to use a commercial kitchen in the processing of the product. A copy of the health department inspection permit for the commercial kitchen must be on display at the vendor's booth. The vendor must supply a copy of the permit to the market manager to be kept on file.

Live animals, flea market goods and craft items may not be sold at the Market.

No soliciting, political or religious activities shall be permitted within the Market area.

The first Friday of each month of the market season will be open to other vendors than food vendors. Each of these type vendors must receive prior approval from the market manager.

## Prices and Signs

Prices for all items for sale shall be clearly posted.

Prices shall be established by the individual vendor.

Collusion among vendors to raise or lower prices or try to pressure or persuade any vendor to increase or decrease prices are prohibited.

Each vendor must post the name of his/her farm or business at their assigned space.

## Miscellaneous

The Hickory County Farmers Market will not discriminate against anyone because of race, national origin, sex, age, disability or sexual orientation.

Vendors are responsible for collecting and remitting their own sales tax.

Vendors are responsible for all permits and must comply with all applicable city, county and state health and safety regulations.

Vendors are encouraged in becoming GAP Certified. (Good Agricultural Practices) For more information on GAP certification see the Market Manager.

Vendors are expected to be friendly and cooperative toward the visitors of the Market. Any conflicts between vendor and consumer shall be brought to the attention of the Market Manager for resolution.

Vendors that have been found using inappropriate marketing practices by judgment of the Market Management will be denied the privilege of selling at the Farmers Market.

All children in the care of vendors need to be supervised by an adult at the vendors stall.

Any injuries or mishaps to vendors or visitors in the Market area will be brought to the attention of the Market Manager immediately.

Effective March 1, 2019, the Hickory County Health Department has enacted a Tobacco Free Campus Policy. The Farmers Market Board is in support of this policy and will require all vendors to be in compliance with this policy. A copy of the policy is available from the Market Manager.

The consumption of alcohol in the market area is prohibited. Profanity or vulgarity by vendors will not be tolerated. In addition, no firearms or weapons are permitted on the Hickory County Health Department campus.

## Enforcement of Rules

The Market Manager, Market Management and the Food Safety Specialist are responsible for enforcing the Market rules. Possible and apparent violations of the rules will be discussed on site in the attempt of finding a resolution.

Vendors selling prohibited items will be asked to remove those items from sale or leave the Market. Continued violations will result in being banned from the Market with no reimbursement of fees paid.

Any vendor challenging another vendor's product's legitimacy or conduct, that can't be resolved on site must file a written complaint with the Market Manager, giving the name of the vendor and the product or situation they feel may not be in compliance with the Market policies. The complaint must be dated and signed by the complainant. The complaint will then be referred to the Market Board the next working day.

## Insurance

Vendors are encouraged to obtain individual product liability insurance.

Revised Feb. 28, 2019

I, the responsible representative of \_\_\_\_\_  
Farm or Business

did read and understand and will comply with the rules of Hickory County Farmers  
Market.

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