

NORTH CITY FARMERS' MARKET VENDOR APPLICATION & OPERATING RULES
PLEASE PRINT NEATLY & SEND TO OLD NORTH ST. LOUIS RESTORATION GROUP
2700 N. 14th Street St. Louis, MO 63106 Phone: 314.241.5031

Location & Important Dates:

The North City Farmers' Market occurs every Saturday from **10:00AM to 1:00 PM** in Crown Square at the intersection of 14th Street and St. Louis Avenue in Old North St. Louis. Vendor applications, fees and deposits are to be returned to The Old North St. Louis Restoration Group Office at the address above. Send them Attn: Jessica Payne, Vendor Coordinator. Questions may be directed to Jessica at (314) 241-5031 x102 or jessica@onsl.org. Please take note of the following important dates:

- **Opening Day:** June 6, 2015
- **Closing Day:** October 17, 2015

Application & Fees:

The following application is intended for produce vendors only. If you have received this application in error, please notify the Vendor Coordinator. Application and fees must be turned in and approved before vendors may participate in the market. Booth fees are \$5 per day. Tents and tables are each \$5 rental fee per week.

Vendors may choose from the following two payment plans:

- Whole Season (20 weeks), selling by Vendor: \$90 (you get 2 market days free!)
- Daily Fee, selling by Vendor \$5 per day

Vendors who opt for the Whole Season payment option should return their fees with their application, or ask about setting up a 3-month installment plan to paid before start of the season. Vendors who choose the Daily Fee should return their fees to the registration table before the start of the market on Saturday. Booth space and location is TBD by Vendor Coordinator and is not transferable.

Set Up / Take Down:

- Vendors should begin setting up at 9:00 am on Market day and should be finished setting up by 9:45am. Please note that tables and tents are NOT provided; you may rent them from the Farmer's Market or bring your own.
- The penalty for late arrival will be a two-week ban from the market with no refund for money already paid.
- To avoid confusion, market vendors should not begin selling their items to customers until 10:00 am.
- Vendors must clean their booth areas at the end of the day and dispose of all trash properly.
- Vendors must tear down & return any booth materials rented from the market (tents, tables, chairs, etc) in a timely fashion.

Products To Be Sold:

Products and crafts must be made by the vendor, no consignment or used item sales will be allowed. All products and produce must comply with state, county & federal regulations. Baked goods (other than donated baked items) shall be sold by persons involved in the baking. Products to be sold may include:

- fresh fruit & vegetables
- cut and dried flowers
- value added products & handcrafted items (allowed at the discretion of the Vendor Coordinator)
- honey, meats, breads and eggs produced by the vendor
- plants and seeds

Processed Products should have computer made labels displaying the following information:

- product & manufacturer name & address
- allergens contained (see FDA website)
- ingredients in order of predominance
- net weight in metric & English units

Storage, Deliveries, and Equipment:

- **Storage & Deliveries:** The NCFM has **very limited access** to storage for perishable foods prior to market mornings. Please contact the Vendor Coordinator if you will need storage or to deliver your products prior to the market.
- **Equipment:** You are required to bring your own tent and table or rent them from the NCFM for \$5 each. It is your responsibility to provide any additional equipment needed to sell your products (e.g. coolers, ice chests, scales, baskets, tablecloths). To purchase your own tent at \$49 (cheaper than renting every week), see the E-Z UP® Sierra II 10' x 10' Angled Leg Pop Up Canopy from Academy Sports: <http://goo.gl/rmZxf9>
- **Scales:** Scales must meet state regulations and produce should be sold in units following the guidelines set forth by the Missouri Department of Weights and Measures. Guidelines can be found at <http://agriculture.mo.gov/weights/>
- **Signage:** It is the vendor's responsibility to provide clear signage and other marketing materials so that customers know what farm your products come from, what your growing practices are, etc.

Prices, Sales, and Profits:

- **Prices:** Vendors should set their own prices individually and should not make agreements with other vendors to artificially fix their prices. Prices should be set in keeping with customer satisfaction and consideration of other market vendors. Vendors are urged to sell at a fair market price. **All prices must be clearly posted and all customers must be treated fairly.**
- The market will make every effort to pay you in cash; however, please understand that some customers pay with vouchers that the market must reimburse in cash. Very infrequently, the Vendor Coordinator will not have enough cash on hand on Saturday to reimburse you, in which case, he will write a check that you can pick up at your next market.

Market Policies:

- Vendors must maintain clean and healthful conditions within their area and leave their area free of debris prior to leaving each Saturday. Vendors must dispose of their own trash in designated dumpsters, not in the market trashcan. Food and boxes of food are not to be stored or displayed on the ground.
- Consuming alcoholic beverages and smoking is not permitted in the market area.
- Market will occur in rain or shine unless cancelled by the Vendor Coordinator due to **extreme** weather.
- Any required sales tax collections and remittances are the sole responsibility of the sellers.
- Any complaints by a vendor or customer may be submitted in writing to the Vendor Coordinator. The name of the complainant will be kept confidential.
- There will be an information session for new vendors in May, date TBA.

Forms of Payment & End of Day Procedures:

- The market is able to accept credit & debit cards on behalf of vendors. Should any customer wish to use credit or debit cards at your booth, please direct them to the Vendor Coordinator, who will give them cash in exchange for running their card. You are welcome to bring your own Square or machine as well.
- The market distributes Market Vouchers to neighborhood organizations. Vendors are to accept these as payment only for food and seeds/seedlings that will produce food (NOT for flowers, crafts, etc). The Vendor Coordinator will reimburse you in cash for the market vouchers you have collected at the end of the day.
- The Vendor Coordinator also runs EBT food stamp cards for customers who wish to pay for your products with EBT. EBT transactions are governed by the US Department of Agriculture. **EBT funds can only be used to purchase fresh produce, as well as seeds and plants intended to grow food.** Illegal EBT transactions include the purchase of foods that are hot at the point of sale and nonfood items such as soaps, crafts or household goods.
- Customers will receive wooden coins from the market master to be given to vendors as payment. These coins will have their value clearly indicated on them. Giving cash back is illegal.
- Vendors should keep track of coins. In order to be reimbursed, vendors must exchange the coins for cash with the vendor coordinator.

- For record keeping purposes, we ask that you share with us how much cash you made during the market. Sharing this information is optional and will not be released to anyone outside the market team. Sharing this information will help us keep track of how our vendors are doing, and provide valuable information for future grant applications that contribute to the continued growth and success of the market.
- In order to streamline takedown, please report promptly to the Vendor Coordinator for reimbursement at the end of the day before you take down your booth. Week-by-week vendors should also use this time to pay their booth fees for the upcoming week.

Liability:

- Seller assumes full liability for the products they market or sell and hereby agree to hold North City Farmers' Market harmless against any claim of injury or damage by any buyer, seller or other person(s).
- North City Farmers' Market is not liable for any injury, theft, or damage to either buyers or sellers arising out of/or pertaining to preparation for/participation in the North City Farmers' Market whether such injury, theft or damage occurred prior, during, or after the North City Farmers' Market. Seller further agrees to indemnify and hold the North City Farmers' Market harmless for and against any claims for such injury, theft, or damage.

Government Regulations:

All vendors are responsible for any permits, certificates, inspections or licenses required by the federal, state or local government to vend their products. The Vendor Coordinator will be available to answer questions ; however, you may find the following contacts helpful:

- **License Collector's Office:** Approves business licenses & exemptions. Located at City Hall, 1200 Market, Room 102105. Contact Miranda Zych at (314) 6224528 or zychm@stlouiscity.com.
- **MO Department of Agriculture Farmers' Market Resources:** <http://mda.mo.gov/abd/fmkt/>
- **GrowingForMarket.com:** News, advice and resources for market farmers
- **City of St. Louis Department of Health:** 1520 Market Street, 4th Floor, PO Box 14702

Business Licenses and Exemptions:

The following are intended as guidelines *only*. Vendors assume all responsibility for licenses, exemptions, permits, etc:

- It has been our experience that nonprofits, artists, farmers who grow/raise their own foods, and those selling three or less times per year require exemptions, rather than business licenses from the License Collector's Office.
- If you need an exemption, please speak to the Vendor Coordinator *before* you talk to the License Collector, so that we may provide you with an explanation letter.
- If you have a business license, please provide a copy to the Vendor Coordinator with your application.

Notice of Non-Discrimination:

The North City Farmers' Market does not discriminate on the basis of sex, race, class, age, religion, ethnicity, national origin, sexual orientation or preference, gender identity, marital or familial status, or ability. Vendors should adhere to this policy.

Please Complete the Following and Return with Booth Fees:

Farmer/Garden/Business Name: _____ Number of booths: _____

Primary Seller Name: _____ Other Sellers: _____

Mailing Address: _____ City _____ State: ____ Zip: _____

Business Phone: _____ Cell/Home Phone: _____

Phone Number We Can Reach You At In Case of Cancellation Due to Weather: _____

Email Address: _____ Website: _____

Do you have a business license (If yes, please attach a copy) Yes _____ No _____
Do you need to borrow a scale? Yes _____ No _____
Will you provide your own tent and table? Yes _____ No _____
Are your items grown without the use of chemicals? Yes _____ No _____
Are your items certified organic? Yes _____ No _____
Do you grow or produce all the items you intend to sell? Yes _____ No _____
If NO, please explain:

Please list all the items you plan to sell at the Farmers' Market:

The 2015 North City Farmers' Market Season is June 6th to October 17th.

Please indicate which dates you will be attending and attach corresponding payment:

___ I will attend all market days, selling by vendor at \$90 for entire season (*installment plans available*)

___ I will attend only the day(s) indicated below at \$5 per day

___ June 6	___ July 4	___ Aug 1	___ Sep 5	___ Oct 3
___ June 13	___ July 11	___ Aug 8	___ Sep 12	___ Oct 10
___ June 20	___ July 18	___ Aug 15	___ Sep 19	___ Oct 17
___ June 27	___ July 25	___ Aug 22	___ Sep 26	
		___ Aug 29		

Please Initial Each:

If you do not initial each statement, your application will be rejected and returned for you to fix.

___ I have read and agree to abide by all of the North City Farmers' Market Operating Rules (Pages 1-3).

___ I will investigate and obtain all licenses, permits & inspections required by the City, State & Federal Governments.

___ I agree that North City Farmers' Market is not liable for any injury, theft, or damage to either the buyer or seller, or their property.

Sign and date completed application and include payment if applicable.

Signature of Primary Seller: _____ Date: _____