



## Market Rules & Regulations

All vendors must adhere to the rules and market regulations as outlined below.

Management reserves the right to refuse entry or remove any vendor for failure to comply with the rules/regulations.

Management may make additional requests as necessary for vendor and patron safety.

1. All products sold must be produced, grown or harvested within 35 miles of Harrisonville.
2. Vendors must comply with all local, state and federal regulations that apply to their products. These include but are not limited to:
  - Pesticide licensing, their safe use and residue levels
  - A seal on weigh scales and compliance with other measure rules
  - State sales tax collected as required
  - Health regulations that limit the preparation of ready-to-eat foods
  - Preserves, honey and canned foods labeled and limited as required
  - Eggs labeled and sold at required internal temperature
  - All other relevant health department guidelines (see Cass County Health Dept. Farmer's Market Policy)
3. Products sold that are not produced or harvested by the vendor that sells them must display an informational placard stating the source of the item. Products not produced by the vendor are subject to approval by Market Managers and cannot comprise more than 33% of the products sold by the vendor.
4. Handcrafted items (fine art, folk art, heritage arts) are allowed. Mass produced items or items comprised of mostly mass produced items are not allowed.
5. Items that cannot be sold under any circumstances include live animals, weapons or alcoholic products. Management reserves the right to prohibit the sale of other items.
6. Vendors may begin set up after street barricades are in place. Set up begins at 7:00 a.m. and must be completed prior to the market opening at 8:00 a.m. The market closes at 12:00 p.m. Vendors who wish to leave before closing should notify a manager.
7. Management reserves the right to close the market for any length of time due to public safety concerns, including but not limited to lightning or severe storms.
8. Vendor vehicles are not allowed in the market area after opening, unless by prior permission from Market Managers. Vendors are encouraged to leave ample customer parking open.
9. Spaces are roughly 10x10 in area. Products should be displayed on a table and adequately protected from the elements. Vendors are responsible for clean up of their space. Seasonal Spaces and Per Day Spaces are available. See Vendor Space Allocation addendum for additional rules and details.
10. Smoking in the designated Market area is prohibited.

## **Harrisonville Farmer's Market: Allocation of Vendor Space Addendum**

### **Seasonal Spaces**

Vendors who plan to participate in the market for the length of the season may choose to reserve a Seasonal Space. Seasonal Spaces are a reserved 10x10 space as selected by the Market Managers and agreed upon by the Vendor.

Seasonal Spaces will be considered reserved until 7:15 a.m. on the Market day. If the Vendor has not arrived prior to 7:15 a.m. or notified the Market Managers in advance, their Seasonal Space will be considered forfeit for the applicable market day. Market Managers will fill any available spaces with other vendors in attendance.

Seasonal Spaces will be selected at the Annual Vendors Meeting following the selection process outlines below. Vendors who join the market after the season has begun may opt to select any unreserved Seasonal Space.

Market Managers reserve the right to end the Seasonal Space agreement with any vendor found in non-compliance with market rules or to change the allocated space when it is considered to be in the best interest of Market operations or public safety.

### **Per Day Spaces**

Vendors who wish to participate on a per day basis will be assigned to an available spot by the Market Managers on the day of Market.

### **Community Group Space**

The designated Community Group Space will be considered reserved for any community group wishing to attend the market for the purposes of education, community outreach or engagement. This space is available twice per season to each Community Group and should be reserved in advance by contacting a Market Manager.

All Community Groups will be required to display a placard provided by the Market Managers which states, "The views and opinions expressed by this community group are those of the group and do not necessarily reflect the official policy, position, view or opinion of the Harrisonville Farmers Market, its sponsors or participants."

On market day the Community Group space, if unreserved, may be filled by a Vendor with the approval of the Market Managers.

## **Seasonal Space Selection Process**

Seasonal Spaces will be selected at the Annual Vendors Meeting. Vendors who are not in attendance may send a surrogate or make arrangements with the Market Managers to select a space after the Annual Vendor Meeting has occurred. No Seasonal Spaces will be allotted prior to the annual meeting.

The Annual Vendor Meeting will be held in April. The time, date and location of the meeting will be advertised to the public to ensure both seasoned vendors and those interested in becoming a new vendor have equal access.

Following the discussion of any new business, the selection process will begin.

All present Vendors will review the map of available spaces and write their name by the space they are interested in. After all vendors have completed the process, the Market Managers will review the Seasonal Space map and determine if any spaces are in dispute.

In the event that a Seasonal Space is requested by multiple vendors the Market Managers will give consideration to the following factors: seniority, type of products sold and past season participation. Preference will be given to senior vendors who completed the entire season or who sell products that the Health Department regulates as a food item.

Seasonal Space decisions made by the Market Managers are final.