

FARMERS COMMUNITY MARKET AT BROOKSIDE MARKET GUIDELINES

I. Participation in the Market

Products for sale at the Farmers' Community Market at Brookside include vegetables, fruits, herbs, meats, dairy products, and other related horticultural and agricultural goods produced in accordance with the National Organic Program standards or produced using sustainable practices that have been approved by the Farmers' Community Market Board of Directors. Prepared foods that are at least 51% organic ingredients, crafts with a "green" focus, and other related items may be sold at the Market as deemed appropriate by the Market Board of Directors.

Vendors must be located and produce their product within approximately 100 miles of the Market.

Items purchased for resale may not be sold at this Market. If you wish to sell items for another vendor, a separate application must be filed by the actual producer of the product and separate fees must be paid. You may then contract with the Producer to sell on their behalf at the Market. The vendor whose items you are selling must designate in his/her application the name of the vendor who will be selling on their behalf.

- A. All vegetable and flower growers with a previous year's gross farm income over \$5,000.00 per year must be Certified Organic under the National Organic Program. A copy of your Organic Certification must be submitted with your Market Application.
- B. Vegetable and flower growers with a previous year's gross farm income of below \$5,000 must use organic practices that are in compliance with the National Organic Program. Your application must detail your practices and be reviewed and approved by the Vendors Committee. A copy of your federal tax return for the prior year is required to verify that income from your farm was less than \$5,000.
- C. Eggs, meat, fish, fruit and dairy producers must use sustainable practices as defined by the Market Board of Directors. Your application must detail your practices and be reviewed and approved by the Vendors Committee. Eggs, meat, fish, and dairy products must be handled in a manner acceptable to all governmental administrative and regulatory requirements. Please note a special permit is required from the Kansas City health Dept in order to sell these products. Please contact Robert Guiland 816-513-6315 at the Kansas City Health Department for information about obtaining this permit. Mention that you are selling at this market and that the market is non-profit.

- D. Processed goods or body products must be a minimum of 51% Certified Organic. Products must be labeled specifying the certified organic ingredients. Processed food items must be produced in a state certified kitchen (except for jams and jellies produced in the State of Missouri per state law). Proof of certification is required. Processed food vendors must also provide proof of liability insurance. Processors of homemade foods such as pickles, baked goods etc. assume sole responsibility for licensing, inspection, product liability insurance, etc. Please note a permit to sell processed goods may be required by the Kansas City Health Department. Please contact Robert Guiland 816-513-6315 at the Kansas City Health Department. Be sure to mention the name of our market and remind him that the market is non-profit.
- E. Crafts vendors with a green focus will have priority. Pictures of the items being sold will be a required part of the application.
- F. Alternative Health vendors will have natural requirements as determined by the Vendors Committee.

The Farmers' Community Market at Brookside has the sole right to decide who may sell at the Farmers' Market.

II. Application Process

All vendors must apply annually to participate in the market. A complete application form can be downloaded from our web site at farmerscommunitymarket.com or requested from the Vendors Committee. (See contact information below.)

Applications are reviewed by the Vendors Committee, a voluntary committee consisting of selected vendors from the previous year's market and community members. The Vendors Committee makes decisions on market participation; disputed applications may be referred to the Board of Directors for refereeing.

Your application should **include two checks, one for the non-refundable \$25 application fee and one for 1/2 the cost of the entire season. Once per month vendors are required to pay for the entire season in advance.** The remainder of your fee will be due no later than July 10. If you are not accepted into the market, your check for the stall rental will be returned to you.

First priority will be given to vendors who will attend the entire season. Bi-weekly and monthly vendors are welcome, if space is available. Attendance at the market is required on the dates reserved and there are no refunds of fees paid after you are accepted as a vendor.

We are requesting that all applications for the opening date be received no later than **March 15**. Applications received after this date will be reviewed after the market opens. It can take up to two weeks for review to be completed. If your application is received after March 19, please select dates at least two weeks after **April 22** or two weeks from the date you mail your application.

III. Selling at the Market

Once accepted to participate in the Market, vendors must post their name and type of farming practice (organic, sustainable) at their stall. A form will be provided by the Farmers' Market.

Stall allocation and location is decided by the Vendors Committee.

Prices must be clearly displayed.

All vendors are required to have a white tent. Tents will need to be weighted adequately due to liability concerns. Vendors must supply their own table and chairs. **Community Groups** using the Community Tent are provided a tent only; tables and chairs are the responsibility of the community group.

Sales tax must be collected as required by Missouri State law. It is the sole responsibility of each

Vendor to obtain their own tax numbers and to collect such taxes and forward them to the State Treasurer.

Vendors and their employees will be neat, suitably dressed, and deal with the public in a courteous and appropriate manner. Judgement of compliance with this guideline will be at the discretion of the vendors' committee.

All members will display their products neatly and attractively, with consideration for the other members and the general public.

Members are responsible for their own stalls, will supply all necessary trash containers, and will leave their site clean and in a condition acceptable to the market manager and property owner.

The Farmers Community Market at Brookside prohibits members from bringing live animals to the market site unless required by law or with permission of the Vendors Committee.

Smoking will not be permitted on the Market or School grounds.

The Vendors Committee Chair shall have the right to prohibit the sale of any unacceptable item. The Chair may deem any vendor's business operation to be unacceptable and refuse to allow that vendor to participate in that day's Market. The matter will then be reviewed by the Vendors Committee as a whole, and the Vendor may be denied the right to sell the disputed product or products or to continue selling at the Market.

The Vendors Committee reserves the right to inspect all farms and production facilities should a question or complaint be raised as to the veracity of the Vendor's production practices.

IV. Fees

Application Fee: \$25.00 (non-refundable) Community Groups are not required to pay the application fee.

Weekly fee: \$20.00 per 10 X 10 space per week for the entire season

Bi-weekly fee: \$20.00 per 10 X 10 space per week of attendance for the entire season

Monthly fee: \$20.00 per 10 X 10 space per month of attendance

Partial Season Fee: \$20.00 per 10 X 10 space per week.

Late Fees: Payment for the balance of the season paid after July 10 will incur a \$10.00 fee for each week payment is late.

Fees for additional stalls is \$15.00 each. Up to 4 stalls may be rented.

Spillover: Utilizing space in front of tents for display that spills out into the walkway area will incur additional fees, and there are limited locations in the market where this spillover will be allowed. If you think you would use space in front of your 10x10 site, please talk to the Chair of the Vendors' Committee. The additional fee for spillover is \$5 per day.

The Market reserves the right to permanently remove a vendor should it be determined by the Vendors Committee and the Board of Directors that the above guidelines are not being followed.

V. Non-Discrimination

The Farmers' Community Market at Brookside does not discriminate on the basis of age, disability, gender, race or religion.

VI. Agreement to Abide by Market Guidelines

I agree to abide by the guidelines above.

Signature & Name of Business

Date

Vendors Committee Contact Information

Randy Gregg, Committee Co-chair sweetrosefarm@yahoo.com

Jim Wood Committee Co-chair moodwood@ctcis.net

Robbins Hail, robbinshail@hotmail.com

Barbara Scott barbarascott@kc.rr.com

Tim Walters, timothy-walters@kcmo.org