RAYMORE'S ORIGINAL TOWN FARMERS MARKET RULES & REGULATIONS

Hours of Operation

June through October
Tuesdays from 4:00 p.m.- 7:00 p.m.
200 block of S. Washington Street

Basic Information

• Vendors must submit a registration form to be approved by the Raymore Parks & Recreation department before setting up on site. City staff has the right to deny approval of any registration that does not fall into the objectives set forth below.
• Only home grown or home made products are permitted to be sold.
• Resale is permitted, but only if products meet the home grown/home made definition.
• All items sold must meet or exceed State and County Health Regulations.
• Questions call Raymore Parks and Recreation at 816-322-2791 or e-mail farmersmarket@raymore.com

NO DOGS ALLOWED IN FARMERS MARKET BY VENDORS OR PATRONS

Procedures

Raymore's Original Town Farmers Market is operated by Raymore Parks and Recreation Department and the City of Raymore. A Market Manager will be on site from 3:00 p.m.-7:00 p.m. on market days.

1. Objectives

a. To make available to consumers locally grown, high quality, fresh produce.
b. To encourage Raymore to become a healthier community.
c. To provide a place where consumers can purchase quality home made products.
d. To support local economic activity.

2. Who May Sell

a. Vendors must be at least 18 years of age.
b. A vendor is any person offering the sale of products which have been raised, grown, or created by him/herself, members of his/her family, or by persons in his/her employ.
c. Vendors are not permitted to sell unless the products sold are home made or home grown such that they have been raised, grown, or created locally and not purchased commercially.

3.What May Be Sold

a. Fresh produce, baked goods, crafts, meat, eggs, and other items must meet or exceed State of Missouri and Cass County Regulations. It is incumbent upon the seller to become familiar with and ensure that they are following all applicable State and County regulations.

b. Items such as fruit, vegetables, preserves, honey, flowers, baked goods and plants should be mature but not overripe, void of decay, have good external and internal appearance, and must be clean and free of contamination.

c. Home made/ hand made art/crafts/jewelry are defined as more than 50% assembled by hand, by him/herself, members of his/her family, or by persons in his/her employ.

d. Vendors wanting to sell a service or generate potential customers, may have printed marketing materials on/around their booth or printed on a product defined as **home grown** or **home made**. No commercial pre-packaged items are permitted (ie: soda, water, chips, etc.)

4. How Products May Be Sold

a. Produce may be sold by weight, volume or count. If selling by weight, your scales are subject to inspection by the Division of Weights and Measures. Only oil-balance and spring scales (stating "Temperature Compensated") are certified for trade. Therefore, selling by count or volume may prove to be easier. However, you may want scales to give the customer an idea of the weight of the volume being sold. Such a scale should be marked "For Estimate Only."

b. Each vendor will have the privilege and responsibility to establish prices on his/her own products.

c. Vendors should provide containers (i.e. bags/sacks) for the consumers.

d. Each vendor MUST post a sign in a conspicuous manner in his/her stall area, identifying the business by name. Lettering MUST be clearly legible, including a poster board or cardboard, in large print, listing their products and prices, or in some other way indicate the prices of various products.

e. Just as a reminder, be prepared to make change for the customer.

f. Packaging and product sampling must meet County Health Codes.

5. Exchange and Refunds

a. Exchanges and/or refunds will be left to the discretion of the vendor.

6. Health & Sanitation Requirements

a. Raymore's Original Town Farmers Market will provide adequate trash containers.

b. All produce MUST be stored and displayed at a "reasonable" distance above the ground (minimum of 18").

c. Each vendor is responsible for maintaining his/her sales area in a neat and clean, sanitary condition. The Market Manager will inspect each stall area before the vendor leaves for the day. At the end of each day, all vendors MUST work together to police and clean the general area. After all, we are guests on this site, and we will want to use it again.

d. Restroom access will be available via an on-site port-a-potty. Vendors needing use of hand-washing stations are required to provide their own.

e. The produce should be washed and free of contamination before arriving at the Farmers Market.

f. Vehicles used in the transportation of products for the Farmers Market shall be clean with no solid waste or foreign matter on the vehicles (e.g.truck beds should be clean).

g. SMOKING IS NOT PERMITTED within market boundaries during the operating hours of 4:00 p.m. - 7:00 p.m. .

h. NO DOGS PERMITTED within market boundaries during the operating hours of 4:00 p.m. - 7:00 p.m.

7. Booths

a. Vendors may set up ONLY in the designated vendor areas. This will facilitate the safe flow of pedestrian consumer traffic in the green space.
b. Set up and teardown is the vendor's responsibility. The parks and recreation staff cannot assist as a labor force. Vendors may choose to set up a pop-up tent and/or tables, although vehicle tailgates or trunks will suffice (in trailer spots only). Vendors can provide their own shade.

8. Taxation

a. Each vendor will be responsible for their collection and payment of sales tax.

9. Booth Fees

a. Drop In spaces remain free of charge, but vendors must register with the at the office before setting up. These free spaces are first come, first serve.
b. Three types of reserve spaces are available: space without power for $10 per month, pull in trailer spaces for $10 per month, or space with power/shelter for $25 per month. See attached map for space locations.
c. The Farmers Market is a non-profit organization, therefore, any generated income will be used to advertise and for other expenses.

10. Schedule

a. The Farmers Market will begin the first Tuesday in June and will run through the second Tuesday in October.
b. The Market is open Tuesdays from 4:00 p.m. - 7:00 p.m.
c. Vendors cannot set up booths before 1:00 p.m on market days. Vendors should have their vehicles out of the market pedestrian area by 3:45 p.m.. Failure to do so will result in a $10 "late fee" added to your account.
d. In the event of inclement weather, the market may be cancelled in advance by 1:00 p.m. A cancellation will be relayed to the public via email, Facebook and posted to the rainout line, 816-892-3131. The manager has the right to cancel the market if dangerous weather is impending after 1:00 p.m. All business transactions will cease once the market has been cancelled, per City Code 250.070. The City of Raymore is not liable for damages or injury due to exposure to weather events, once the market has been cancelled.

11. Enforcement of Rules

The Market Manager is an employee of the City of Raymore Parks and Recreation Department. She/he is charged with overseeing the operation of the Farmers Market. The Market Manager has the authority to enforce all rules. Any participants failing to comply will be asked to leave the premises immediately. The Raymore Police Department can be contacted to assist market staff with uncooperative vendors or patrons. Any vendor found not in compliance with State and County regulations may be shut down by the County Health Department. Failure to comply with these Rules & Regulations, may result in a negative report on your account; that could ultimately lead to suspension from our market or a "not in good standing" status.

Any questions, complaints or concerns can be given to the Market Manager or contact the Parks & Recreation Department at 816-322-2791.

RAYMORE
Parks & Recreation

"The City of Raymore is dedicated to being a quality community in which to live, work and play."

RAYMORE'S ORIGINAL TOWN FARMER'S MARKET VENDOR APPLICATION

Reserving Your Space

Vendors are encouraged to call in advance with any questions regarding the Farmers Market. Spaces may be reserved for a fee or some free spaces are available. Pre-registration is required before setting up. Full payment for the month is the only way to guarantee a reservation. There is no prorating per week.

Dates/Times

The market will operate 4:00 p.m.- 7:00 p.m. on Tuesdays from June through mid-October. **Vendors cannot set up booths before 1:00 p.m.** Vehicles are not permitted in the market between 3:45 p.m - 7:00 p.m. Failure to comply will result in a late fee of $10.

Booth Spaces

The market area is in the 200 block of South Washington Street. A map attached shows reservable spaces, under the shelter & under the trees, as well as open, drop in space. Vendors cannot exceed the provided 10x10 space.

Vendor Waiver

By completing the form and signing below vendors agree not to hold the the City of Raymore or the Raymore Parks and Recreation Department responsible in any way for any loss, injury, or damages incurred through participation in any market event. Vendors agree to assume the risks associated with participation. The City of Raymore also reserves the right to use any photos or videos for promotional purposes on the website, printed material or social media.

NAME _____ BUSINESS _____

ADDRESS _____ CITY/ZIP_____

DAY PHONE _____ EMAIL _____

PRODUCT(S): _____

Please circle the market dates you plan to participate:

JUNE JULY AUGUST SEPTEMBER OCTOBER

Space # _____ OR #_____ Please list a second choice, as first choice may not be available

Space requested:	○ #1 - #16	○ #17 - #41	○ #42 - #50	○ Drop In
	$25/shelter	$10/no power	$10/trailer pull in	$0

SIGNATURE _____ DATE _____

Office Use Only Received by _____ Date _____

Legend

Depot Shelter

Reserved Space

- Drop-In
- 1-16 Electrified Covered
- 17-41 Reserved Space
- 42-50 Pull-In Trailer
- Stage

- Accessible Parking
- Loading Zone - No Parking
- Restroom

0 100
Feet

T.B. Hanna Station

RAYMORE, MISSOURI

Yr 2016 Farmer's Market Vendors