

## **Hannibal Central Park Farmers' Market**

### **2018 Market Regulations for Vendors**

### **May 5th through October 27th**

*As a vendor, you are responsible for educating yourself and your employees about, and following, all applicable market regulations pertaining to your products, as well as regulations and policies set by local, state, and federal agencies. By following the rules, you help keep HCPFM a vibrant, viable community asset. Staying in compliance with the rules also ensures you remain in good standing. Actions and behavior that put you out of compliance with market regulations will result in consequences, including warnings and suspension. We appreciate your cooperation!*

#### **Market Hours, Dates, and Location:**

Hannibal Central Park Farmers' Market (HCPFM) will be held each Saturday of the season, with the exception of a few of the usual dates. The 2018 season will begin on May 5th and end on October 27th. The market hours shall be 8:00 a.m. until 12:00 noon with a bell signifying the opening.

This year, we will again be holding Tuesday markets from 4:00 p.m. until 7:00 p.m. This will run only during the height of the produce season, mid-June through mid-September. Please inform the manager if you would like to take part in the mid-week market.

Vendors will set up along the west side of Central Park. See market manager to determine your spot. Priority will be given to season-long vendors. (If you are a season-long vendor and will be absent, please notify market manager by 7:00 a.m. the day of the absence so that we may adjust vendor spots for that day.)

#### **Set Up and Tear Down:**

Vendors may pull alongside their spots to unload and set up. Set up begins at 7:00 on Saturdays and 3:00 on Tuesdays and must be completed by market opening. Vendors must then move their vehicles into the street parking which runs along the north side of the park for the duration of the market.

Tear down must be completed within an hour of market closing. Please vacate the park by 1:00 p.m. on Saturdays and 8:00 p.m. on Tuesdays.

Pack your trash out with you. Vendors are not allowed to dispose of market rubbish in the park trash receptacles.

#### **Financial:**

There shall be no stall fees of any kind required of HCPFM vendors. In lieu of a fee, vendors are to donate one or more items of your choice each week for a weekly giveaway for market customers. This was a huge success last year with our customers, and we can make it even more so this year by being generous with whatever we have in excess that week.

Liability insurance shall be the responsibility of individual vendors.

Collection and payment of sales and income taxes are the responsibility of the vendor.

**Safety:**

Please ensure that your canopies, tables, signage, and all produce remain entirely on the grass behind the sidewalk. The sidewalks must be kept clear of tripping hazards for HCPFM customers.

Please anchor canopies. This is to keep both customers and vendors safe during windy days.

**Miscellaneous:**

No reselling. All vendors must produce the items they are selling. Furthermore, items must be produced within a 100 mile radius of Hannibal, Missouri.

Annual farm visits will be held to ensure vendors are indeed producers. Once notified, you must make your farm available for a verification tour by a HCPFM representative within one week.

All vendors selling items by weight must use a scale approved, inspected, and certified by the Missouri Division of Weights & Measures.

All vendors selling baked goods and jellies, etc, must have a farmers' market permit from the Marion County Health Department.

Those selling nonfood items, such as crafts, must obtain a merchant license from the City of Hannibal. (Refer to SB 727 handout for exemptions.)

No early selling. Any sales must be made between 8:00 a.m. and 12:00 noon on Saturdays and 4:00 and 7:00 p.m. on Tuesdays. A bell will be rung to signify the official opening of each market.

No smoking within 200 feet of the market. No animals within 50 feet of the market, due to health regulations.

For our customers' convenience, photos will be taken of vendor offerings early each market morning and posted to our Facebook page and/or website.

All vendors must sign the "hold harmless" agreement attached to this packet. No exceptions are allowed. No vendor may set up until this form is signed and returned to the manager.

Lastly, HCPFM reserves the right to deny vendors market space and/or ask them to leave for any reasons deemed appropriate by management.

### **Local, State, and Federal Requirements:**

Vendors and their employees are responsible for informing themselves, and abiding by, all local, state, and federal requirements pertaining to their particular products. Below are contact numbers for the major agencies but is, by no means, complete. Again, vendors are responsible for researching and keeping updated on the regulations regarding their products.

- City of Hannibal: <http://hannibal-mo.gov> Call 573-221-0111.
- Marion County Health Department: Call Frank Lemongelli at 573-221-1166 or email at [frank.lemongelli@lpha.mo.gov](mailto:frank.lemongelli@lpha.mo.gov).
- Missouri Department of Agriculture: <http://mda.mo.gov> Call 573-751-4211 or email [aginfo@mda.mo.gov](mailto:aginfo@mda.mo.gov).
- Missouri Division of Weights & Measures: <http://mda.mo.gov/weights> Call 573-751-5639 or email [wm@mda.mo.gov](mailto:wm@mda.mo.gov).
- Missouri Department of Revenue: <http://dor.mo.gov> Call 573-751-3505 or email [dormail@dor.mo.gov](mailto:dormail@dor.mo.gov).

For more in-depth information, please download the AgriMissouri Farmers' Market Handbook (PDF file): <http://agrimissouri.com/pdf/fmhandbook.pdf>

Complete and return the attached vendor application with all necessary information. Also, you may not begin selling at HCPFM until you have signed and returned the attached "hold harmless" agreement and other required forms.

Please note that HCPFM is run by unpaid volunteers. We greatly appreciate your cooperation in following these few rules in order for things to run smoothly, so that we may focus on promoting and improving the market, as well as on our own farms & booths.

- Jimmy Large, market manager: Call 573-248-3836.
- Steve Huse, assistant market manager: Call/text 573-406-8401; email [hopefarms2@gmail.com](mailto:hopefarms2@gmail.com)

Please do not hesitate to contact us with any questions, concerns, and issues that arise throughout the season.