

Pony Express Farmers' Market

Rules and Regulations

The Pony Express Farmers ' Market will operate mid-April to the end of October. Sale days are Wednesdays and Saturdays during the hours of 7:00AM – 1:00PM/sell-out. No products will be sold before 7:00AM. No selling will be permitted at the market parking lot except during the above mentioned days and hours.

All prospective vendors must go through the application process. Each person seeking membership will receive a copy of the Rules & Regulations and By-Laws to read. They will be asked to sign the Registration Form agreeing to cooperate to make a successful market.

A vendor must be a member to sell at the market. Prospective vendors must apply for membership and be approved by the Board of Directors. Applications may be obtained from one of the officers or the Pony Express Farmers' Market Website.

The annual membership fee shall be \$300. Vendors must submit \$100 with the membership application before or at the first meeting in February, with the option to pay the additional \$200 in \$50 incremental installments; however, must be paid in full by July 1st. The stall fee shall be \$10 daily for each 12' X 20' stall. One and one-half stall spaces are allowed if two adjoining vendors agree. Vendors may pay for stall usage "as needed". A designated person collects stall fees each market day. The vendor is required to call ahead if less is needed, so the market can be condensed. You may/will lose your spot if you do not notify the Market Manager and/or if you miss 2 days of the market without notifying the Market Manager by 6:30am.

Vendors who pay prior to or at the February meeting, will be assigned stalls on an annual basis by the Board of Directors to ensure a good product mix. Stalls will be assigned on the basis of the previous year's attendance; those with 50% or above will be given the option of being placed together for customer convenience. Memberships paid after the February meeting will be assigned on a space available basis.

Vendors are responsible for furnishing and setting up display, tent, tables/racks, table clothes, sacks, and money for change, and also keeping stalls clean during market and before leaving the area.

Products that may be sold:

- fresh fruits/vegetables locally grown (when in season)
- plants/other greenhouse items
- fresh/dried flowers and herbs
- hand crafted/decorative items incorporated into home grown/produced items
- baked goods in compliance with local regulations
- fresh or frozen prepared foods in compliance with the St. Joseph Department of Health
- processed/canned goods, i.e.: jelly/jam, honey, molasses, cider, meat or eggs that meet federal, state and local regulations.
- organic growers (who vend as such must submit a copy of the certificate to the president)
- the Board of Directors must approve any items not listed
- **NO LIVE ANIMALS – NO FLEA MARKET ITEMS**

Vendors must offer for sale, as least 80%, home grown produce or hand crafted items. Vendors may sell “out of season” or “shipped in” items commonly grown in this area as long as the origin is clearly displayed. These products along with products purchased from wholesalers or other growers for resale may not exceed more than 20% of the products offered for sale by individual members on a daily basis. The Board of Directors has the right to verify production of products offered by members.

A vendor may sell by weights or units. If a scale is used, the vendor is responsible to have the scales approved by the Missouri Department of Weights and Measures.

Vendors’ products will be priced comparable to other vendors (base price). Prices will be maintained throughout the day. This is to discourage late day bargain hunters. Prices should remain fairly constant throughout the season. Prices should be posted and visible to the public.

Vendors are required, if applicable, to have a Missouri sales tax number and are responsible for collection and payment of Missouri State Sales Tax. Vendors should post a sign if “Sales Tax Included” or “Sales Tax Added”.

The market is not responsible for damages, theft or loss of any kind of vendors’ property.

Any grievances; regarding the actions or prices of other vendors or otherwise, must be brought to the attention of the Board of Directors, not directed to the vendor. Written grievances shall be resolved through the following procedure:

1. The Board of Directors shall be notified in writing.
2. If applicable, the Board President shall notify the vendor whom the grievance has been filed against within three (3) days.
3. A meeting shall be held within ten (10) days to resolve the matter in a manner deemed appropriate by the Board. Parties involved in the grievance may not participate.
4. Both parties shall be immediately notified of the Board’s decision.
5. No more than one written appeal concerning the Board’s decision may be made. Steps two through four will be followed.
6. Members shall refrain from discussing grievances (past, present, or upcoming) during business hours at the Farmers’ Market location.
7. Failure to abide by the By-laws and Rules and Regulations of this organization may result in possible loss of membership.

Vendors should dress, speak, and present themselves in a professional business manner at all times. No alcoholic beverages will be permitted at the market. No animals are permitted except for Seeing Eye dogs.

The market will carry public liability insurance for the market area to protect its members, individually, and the Board of Directors for their actions on behalf of the market.

These Rules and Regulations are subject to review for revision annually by the Board of Directors or by vote of the membership.

Revised 02/14/17