



As a small business owner, I have dreamed of a concept that would allow others like me to pursue their passion without struggling over insurmountable financial and logistical barriers.

For many of us small business owners, the idea of owning our own retail or food service space, and having our own inspected kitchen is a dream come true.

At Metro Eats, this dream can be your reality.

Metro Eats, located on West Sunshine, is on track to be Springfield's place to be.

This thirteen-acre development with direct access from West Sunshine will include spaces for food trucks, food trailers and retail trailers and accommodates up to 400 vehicles, high traffic throughout, and is within blocks of three of Springfield's largest employers. Additionally, we will have a large local produce vendor on-site to promote the use of local ingredients in your products.

We are excited to announce that we already have enough vendors to provide indoor food concession spots and climate controlled indoor seating. Next year we plan to offer rooftop seating and dry and cold storage. We are excited to announce that Springfield Grocers has agreed to aggregate our orders and provide delivery on premise.

A few plans are available to accommodate your business needs.

#### **PLAN A: ON THE BALL**

- Bring your existing food truck/trailer; Provide Metro Eats with electric, water, gas needs
- \$750/month based on utility usage, 12 month lease required
- Up to 25 ft x 30 ft space
- Includes: utilities, trash, grease disposal service
- Indoor seating, restrooms, 3 compartment sink, and outdoor pavilion provided in the main food hall. Spot includes 10 ft. space for seating if you so choose. Metro Eats to approve furniture.
- We are offering a 2 month trial period at \$750/month before lease signing, due to coronavirus and economy. A \$500 non-refundable deposit is required to reserve your spot.

<https://www.springfieldmo.gov/2929/Mobile-Food-Trucks-and-Push->

## **PLAN B : ALL ABOARD**

- Freight container spots available for lease. Call for size and customization needs. Freight container spot is insulated and walled, supplied with basic electric package, and standard door and windows. Additional customization available using Metro Eats contractors.
- \$750-\$850 a month based on utility usage, 12 month lease required
- Includes: utilities, trash, grease disposal service
- Indoor seating, restrooms, 3 compartment sink, and outdoor pavilion provided in the main food hall. Spot includes 10 ft. space for seating if you so choose. Metro Eats to approve furniture.
- We are offering a 2 month trial period at \$750/month before lease signing, due to coronavirus and economy. A \$500 non-refundable deposit is required to reserve your spot.

## **PLAN C : THE DINING DEPOT**

- Indoor vending; First come first serve basis, spaces are limited. Provide Metro Eats with electric, water, gas and drain needs.
- 10 ft x 10 ft space
- \$750 month, 12 month lease required
- Includes utilities, restrooms, hand sinks, trash, dish sinks and grease disposal service.
- Vendor sets own hours of operation and is responsible for securing all property
- We are offering a 2 month trial period at \$750 per month before lease signing, due to corona virus and economy. A \$500 non-refundable deposit is required to reserve your spot.

## **PLAN D: THE FARMERS MARKET**

- No annual membership fees required for 2020; \$100 deposit to hold spot
- Wednesday 3 - 7 pm, \$20 per Wednesday
- Saturday 8a - 1pm, \$30
- Sunday 9a - 2pm, \$10
- Annual membership fee of \$300 for May 1, 2021 - April 30, 2022.

**COVID-19 Contingency Plan:** As we plan the development of the park we are prepared to implement social distancing as required by all applicable county, state and federal rules. We encourage all vendors and consumers to adhere to CDC best practices for infection control.

<https://health.mo.gov/safety/foodsafety/pdf/missourifoodcode.pdf>

This vending will be possible depending on number of vendors outside, and equipment needed, compliance with state and local laws. Ask us for details.

## **CONSULTING SERVICES:**

Have an entrepreneurial spirit? We can help bring it to life. With over 20 years of restaurant and small business leadership, we can work with you to set up your menus, recipes, operating standards, train your staff, build labor and food cost plans, assist in sales forecasting and much more. Ask for details, plans, and pricing. We highly recommend you obtain an LLC to protect your future. We can refer you to an accountant who will set you up for \$250.

**LICENSES AND INSURANCE:** Vendors must meet Springfield/Greene County compliance with inspection and license to do business. This license must be posted in plain view. A MO sales tax license or certificate of tax exempt must also be posted in plain view. Proof of 3rd party liability insurance and food service insurance must be presented at the time of signing. (We provide agent for food service insurance - see us for contact information).

## **GOING GREEN:**

We are asking vendors to commit to going green by the end of 12 months. Biodegradable, single use materials will be available for purchase from management.

## **PORTRAYING YOUR IMAGE:**

Metro Eats wants your space to reflect you and your concept and allow you to express yourself in the way you decorate your space. If needed, we have artists available to hire for murals and other decorative assistance.

## **EXCLUSIVITY:**

Though product exclusivity has advantages for the vendor, it has numerous disadvantages for the park and community as a whole. We have ample parking and vendor space. We will be doing marketing throughout Springfield, Branson, Joplin and Lebanon. We will host large events catered to thousands of people. We will do not want to run out of product or have lengthy line waits. At large events the biggest complaints are: long lines or sold out vendors. There will be multiple vendors allowed in these categories during large events:

- Coffee - 2 vendors - inside food hall and truck
- Alcohol - 2/3 bar stations and some trailers
- BBQ - inside food hall and truck
- Burgers - 3 trucks
- Pizza - 2 to 3 vendors
- Mexican - 2 to 3 vendors

*Thank you for your understanding, supporting our number one priority- hospitality, and please speak with me if you have any concerns.*

*Projected opening date is May 2021. This could change depending on weather or other circumstances. Vendor meetings will be announced and you can email us for sign-up. We are looking at security services (depends on number of vendors) and music services as well.*

*All Aboard!*

Christina Shellhart  
Metro Eats, LLC  
christina@417metroeats.com  
www.417metroeats.com  
417-522-6933



## VENDOR APPLICATION 2021

<b>Vendor Name</b>	
<b>Business Name</b>	
<b>Employee(s)</b>	
<b>Mailing Address</b>	
<b>Email</b>	
<b>Cell Phone Contact(s)</b>	

<p><b>*List and Describe ALL products you propose to sell--please be specific: Food truck: dimensions Food trailer: dimensions Indoor vending: 10 x 10. Electrical? Examples include farm, product storage facility for picked vegetables, kitchen used for fresh food prep, and sample of all products/crafted items (include website if available).</b></p>

**Obtain Sales Tax ID:**  
**State Office for Sales Tax Information**  
**Missouri Department of Revenue**  
**301 West High Street, Room 330**  
**573.751.7191**  
**573.522.1719 (fax)**  
**email: [jctax@dor.mo.gov](mailto:jctax@dor.mo.gov)**

Call the City of Springfield to see if you need a business license. The link to the website page is: <https://www.springfieldmo.gov/2171/Business-License-Applications>

If you are a Farmer's Market vendor there is a group sales/farmers market vendor category on the business license application- this is what you should choose. These can be uploaded on the website above for faster processing. We recommend this due to COVID hours and staffing. You **MUST** have a MO sales tax ID, or tax-exempt letter from MO DOR **first** to obtain your Springfield business license.

**Please provide information about your farm or business:**

1. How long have you produced products for sale?
  
2. Where do you currently sell your products (other farmers markets or retail store)?
  
3. Have you previously participated in farmers markets, and if yes, which markets?
  
4. When do you estimate having product available for sale at market?
  
5. How much product will you typically have available? \_\_\_\_\_
  
6. Do you currently market your farm or business through social media, advertising, or other forms of outreach? Please elaborate or list examples.
  
7. Please describe in detail your production methods and be sure to tell us what sets your product apart from other similar products offered at farmers markets or retail stores. Please be specific (use another sheet if needed).
  
8. What size is your truck or trailer \_\_\_\_\_ L \_\_\_\_\_ H \_\_\_\_\_ W.  
Utilities are needed. 4 prong 220 plugin \_\_\_\_ Yes \_\_\_\_ No.  
- Must be able to convert to 220 plugin or run on propane.


**Submit Application:**  
Christina Shellhart  
Metro Eats LLC  
Christina@417metroeats.com  
417-522-6933



**APPLICATION FOR FARMERS MARKET PERMIT**

1. Fill out this application form online using the fields provided to select boxes or type text.
2. Print the application (draw your booth set-up in area provided on page 2 of the printed application)
3. Mail or hand deliver the completed application and permit fee (if applicable) to the Springfield-Greene County Health Department Business office (please submit during the month you wish to begin preparing food at the market)
5. Application is reviewed by the inspector to ensure that all required information is provided and minimum requirements to obtain a Farmers Market Permit have been met.
6. Once the application is approved, the permit is then mailed to the mailing address provided on this application.
7. These permits are valid only at Farmers Markets in Greene County
8. The Farmers Market Food Permit and Retail Vendor Permits are valid for one calendar year. These permits are not valid at Temporary Events outside of the Farmers Market.

**\*\*Check applicable boxes (☐)\*\***

**Farmers Market Food Permit** - Preparing bite-size samples or whole portions of both potentially hazardous and non-potentially hazardous foods at the market. **Permit fee is required. Attending the Farmers Market Food Safety Class is not mandatory but highly recommended.**

↳ To attend the food safety class, visit [health.springfieldmo.gov/farmersmarket](http://health.springfieldmo.gov/farmersmarket)

**Retail Vendor Permit** – Selling eggs, meats, or sprouts (**does not require permit fee or attending Farmers Market Food Safety Class**)

**Water Source:**      Public                  Private                  **Waste Water:**                  Public                  Private

**FARMERS MARKET INFORMATION**

Farmers Market Name and Manager \_\_\_\_\_

Farmers Market Address \_\_\_\_\_

Street    City    Zip Code

Market Manager’s Telephone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

Market Manager’s Email address \_\_\_\_\_

**VENDOR INFORMATION**

Business Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Mailing address: \_\_\_\_\_

Street    City    Zip Code

Telephone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

What foods do you plan on preparing for service or sampling at the Farmers Market? (not applicable for retail vendor permits)

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How do you plan on serving these food items at the Farmers Market?

Utensils

Gloved Hand

Tongs

Toothpick/spears

Other \_\_\_\_\_

In the space below, please draw a brief sketch of how you plan to set up your booth at the Farmers Market. Please include the location of all food preparation tables, display/sample tables, display cases, cold holding units, hot holding units, hand washing stations, wash/rinse/sanitize station (if communal, please note the approximate distance).

Signature of Food Inspector \_\_\_\_\_ Approval Date \_\_\_\_\_

I certify that the information supplied in this application is complete and true to the best of my knowledge and I understand that any misstatement or omission of fact will render this application and any permit issued invalid.

I understand that my Farmers Market Food Permit may be suspended or revoked by the Health Department for failure to comply with the provisions of the Missouri Food Code.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME OF APPLICANT \_\_\_\_\_

Approval of these plans and specification by the Springfield/Greene County Health Department does **NOT** indicate compliance with any other code, law or regulation. Furthermore, it does not constitute endorsement or acceptance of the completed establishment (structure or equipment).

**Please return application and permit fee (if applicable) to:**

**Springfield-Greene County Health Department**

**Attn: Business Office**

**227 E. Chestnut Expressway**

**Springfield, MO 65802**

Revised: 11/28/17

TF/EM/

**Phone: (417) 864-1017**

**Fax: (417) 864-1466**

<http://health.springfieldmo.gov>

Approved: ELL-11/28/17

## Farmer's Market Requirements

These guidelines have been prepared to assist Farmer's Market managers in determining the requirements for the food vendors propose to sell:

- Must be from an approved source.
- \* Requires a Springfield-Greene County Health Department (SGHD) Farmer's Market Permit
- ▲ Requires labeling (see page 2 for labeling information)
- ◆ Requires mechanical refrigeration

Food Item	Requirements
<b>Home grown fruits and vegetables</b>	Home grown fruits and vegetables sold without any further processing are considered an approved source. Cutting produce is allowed at market for display, however sampling and serving whole portions requires a Seasonal Farmer's Market Permit* (see Samples and Whole Portions).
<b>Acidified foods: Foods that have had vinegar added to reduce the pH</b> ■▲	Foods that have been acidified and processed to make them shelf stable must come from a "state inspected kitchen". For more information on food processor requirements in Missouri contact Russell Lilly at 417-895-6917. A Retail Food Vendor permit is not required, <b>however, a copy of the latest state inspection must be provided.</b>
<b>Raw Milk</b>	The Missouri Department of Health and Senior Services considers vendors at Farmer's Markets individual food establishments. As such, the Missouri Food Code prohibits the sale of unpasteurized milk at food establishments.
<b>Raw Seed Sprouts</b> *■◆	Raw seed sprouts are considered a potentially hazardous product. There have been a large number of outbreaks due to the consumption of raw seed sprouts and therefore they must come from an inspected source. Raw seed sprouts must be held at 41°F or less using mechanical refrigeration. A <b>Retail Food Vendor</b> permit is required.
<b>Meat Vendors: Raw and processed products like beef jerky and summer sausage</b> *■▲◆	Raw meat must be USDA inspected or MoAg inspected and must maintain 41° F using mechanical refrigeration or 0° F if held frozen. <b>Exception:</b> Farmers who slaughter 1000 or fewer chickens per year may sell them at the Farmer's market directly to the end consumer. Not all local public health departments allow this if they strictly follow the 1999 Food Code. A <b>Retail Food Vendor</b> permit is required.
<b>Chicken Eggs</b> *■▲◆	Egg dealers must have a Dealer's and Retailer's license from the Department of Agriculture Weights and Measures. The eggs must be held at 41 °F or less using mechanical refrigeration. Cartons must be properly labeled. A <b>Retail Food Vendor</b> permit is required.
<b>Non-potentially hazardous foods prepared at home</b>	Some foods prepared in a home kitchen are acceptable to sell at the Farmer's market. The processor must be the vendor selling directly to the end consumer. The food prepared must be non-potentially hazardous. Some examples of this include: breads, cookies, fruit pies, jams, jellies, preserves, fruit butters, honey, sorghum, cracked nuts, packaged spices and spice mixes, dry cookie, cake, bread and soup mixes. <b>Please check with local zoning and business license departments before beginning a home based food business.</b> These foods must be prepackaged and each package labeled before coming to market.
<b>Samples and Whole Portions</b> *	Vendors are allowed to offer bite-size samples or prepare and serve whole portions, provided they have the following: <ol style="list-style-type: none"> <li>1. Temporary hand washing station with soap and paper towels</li> <li>2. Multiple sets of utensils and/or gloves used to handle any ready-to-eat food.</li> <li>3. Temporary 3 compartment sink to wash, rinse, and sanitize (unless the Market Manager provides a communal wash, rinse, sanitize station).</li> <li>4. Farmer's Market Permit must be obtained.</li> </ol>

\*Please check with the City of Springfield Licensing Department at (417) 864-1617 to see if a business license is required for your sales.

### Labeling Requirements

- ❖ USDA inspected meat will need to have the round USDA stamp with plant number or the State of Missouri stamp from Dept. of Ag.
- ❖ Any food containing more than one ingredient must have the name and address of the manufacturer/processor preparing the food, common name of the food, list of ingredients in descending order of predominance by weight, including a declaration of artificial color or flavor and chemical preservatives and an accurate declaration of the quantity of contents. All bakery products must have stated net weight.
- ❖ Non-potentially hazardous food prepared in the home are required to meet the same labeling requirements as any multiple ingredient food but must also contain the statement, **"This product has been prepared in a kitchen not inspected by the health department."** A placard with the same statement must be displayed on the booth.
- ❖ Eggs packaged in containers by licensed dealers for supply or sale to retailers must be identified on each container with either the name and address (city and state), or approved identification number of the dealer under whose authority the eggs were packed and the day, month, and year when said eggs were graded. Example: July 1, 1966, or 182-6; July 2, 1966, or 183-6).

#### Why require permitting?

The permitting system allows the SGHD to track those vendors who are selling potentially hazardous foods. Inspectors spend the most time at the market checking these foods for proper temperature and labeling requirements. The information contained on their permit application will be entered into our database so they can be easily found if we receive complaints regarding their product. There will be no fee associated with the Retail Food Vendor permit at this time.

### The Sale of Animals at Farmer's Market

It is **highly recommended** from a public health stand point that live animals **not** be sold at a farmer's market. The primary areas of concern are:

1. Live, healthy animals can harbor human enteric pathogens, many of which have a low infectious dose of 8-10.
2. There is typically no hand washing facilities at farmer's market locations.
3. Manure from animals can be blown to displays of fresh produce and cross-contaminate the food.

There are many documented cases of intestinal illness associated with people visiting farms, petting zoos and other venues where live animals are on display. Please refer to the Compendium of Measures to Prevent Disease Associated with Animals in Public Setting, 2009, from the National Association of State Public Health Veterinarians, published by the Center for Disease Control and Prevention for more information regarding the latest recommendations. Please note the Missouri Department of Agriculture requires that baby poultry and hatching eggs must originate from a pullorum-typhoid clean flock.

### Farmer's Market Permit

The Farmer's Market Permit is valid for 1 calendar year, and allows the vendor to either sample their product in small bite-size portions or prepare and serve whole portions only at Farmer's Markets. Basic food safety practices that must be observed are: Hand washing, glove / utensil use with ready-to-eat foods, mechanical refrigeration (cold holding), mechanical heat source (hot holding), time control policy and documentation (if utilized), wash/rinse/sanitize station (if not provided by the Market Manager), and adequate fly control measures in place. To obtain the Farmer's Market Permit, the vendor must attend the Farmers Market Food Safety Class. This Farmer's Market Permits is valid for use at ALL Farmer's Markets in Greene County. Additionally, vendors must comply with all applicable city codes with respect to tent use and open flames. Vendors who wish to sell their eggs, meats, or sprouts must obtain a **Retail Food Vendor Permit** (attending the Farmers Market Food Safety Class is not required for this permit).