

All Applicants are advised to read the rules carefully as you will be held to them whether you read them or not. That means if you accept a token that you are not eligible to accept you will NOT be reimbursed and you are just giving away your product. Also breaking any of the rules can lose your spot at the Market Place no matter how much we and the customers love you. SO READ ALL THIS MATERIAL!!! please

A Mustard Seed Community Development Corporation– 2021

A Mustard Seed Community Market Place Rules

1. All products and produce shall be made or grown by the vendor – absolutely no re-selling of any item shall be permitted except individually approved non-profit sales (for example, girl scout cookies). All products and produce sold at the Market Place shall comply with state and local regulations.
 - a. Each vendor shall have grown or made the products that he/she is selling or may have a regularly employed agent sell products grown or made by said vendor. The employee should be involved in the production and harvesting or producing of the produce or product being sold and knowledgeable about the produce or product. The Market Place strongly encourages that, for most of the time, the booth be staffed by a principal in the business. Vendors may not sell products purchased from wholesale or retail sources or products from other growers. Violation of this rule will result in the vendor being prohibited from selling at the Market Place
 - b. Plants, except plants used to accessorize a product made by the vendor, must be grown by the vendor from seed, cutting or plugs. Plant vendors may be required to provide copies of receipts for seed, cuttings and plugs at the manager's request prior to selling at the Market Place
 - c. Any complaints by a vendor alleging reselling by another vendor shall be submitted to the Market Place Manager in writing and signed by the complainant. The name of the complainant shall be kept confidential. The Market Place Manager may, at their discretion, require a good faith fee (to cover gas costs) with the complaint, which shall be refunded if the complaint proves valid.
2. The Market Place is intended to be a cooperative, family-friendly environment. Vendors shall always be courteous and pleasant at the Market Place. Rude, disrespectful, threatening or angry behavior can result, at the discretion of the Market Place Manager, in immediate eviction from the Market Place. Vendors shall not discuss, display, or sell **controversial** or **divisive** topics/items.
3. It is the goal of A Mustard Seed Community Market Place to have top quality products. The manager has the discretion to require poor quality products be placed in the vendor's vehicle or require the vendor to leave the Market Place with their products and may revoke the vendor's future privilege to sell at the Market Place.
4. Priority product mix – produce (i.e. fresh fruit and vegetables), cut and dried flowers, plants, honey, meats, dairy, eggs, and value-added products produced by the vendor.
5. The Market Place is open as set forth below in the following seasons:
 - a. Regular Season (bi-monthly) - Wednesday, 4 pm to 7 pm, *Friday, 6 pm to 8pm, and Saturday, 9 am to noon, from *May 7, 2021 (tentative start date), typically through mid-August when school starts, exact date to be determined by the advisement of Market Place committee and decision of the board.
 - b. Fall Season (bi-monthly) – Wednesday, 4 pm to 7 pm, *Friday, 6 pm to 8 pm, and Saturday, 9am to noon, after regular season ends until the board terminates the Wednesday Market Place for the year.
 - c. Winter Season (bi-monthly) – Saturday, 9 am to noon,*Friday,6 pm to 8 pm, beginning at the end of fall season to the beginning of 2021 regular season.
 - d. Market Place days will be held during the first and third weeks of the month. Market Place days or frequency may be increased based on community demand/needs and capabilities.

6. Fees – The Market Place offers several fee structures to choose.
 - a. Saturday & Weekday fee – The vendor pays a \$50 season fee with application submission. A vendor requiring only a card table (1/2) space pays a \$35 season fee with application submission. Food truck vendor season pass is \$75. This fee is applicable to any vendor selling on Saturdays only or on Saturday and weekdays.
 - b. Weekday fee - A vendor selling on a weekday Market Place pays a \$50 season fee. Food truck vendor season pass is \$75. There is no additional charge for the vendor to switch to Saturday. Such switching is at the discretion of the Market Place Manager as to space available and need for the vendor's product.
 - c. Daily fee – The vendor pays no season fee, but the daily fee is \$10. Food truck vendor daily fee is \$20.
 - d. Credit Card/EBT processing fees – all vendors using AMSMP Point of Sale equipment for transactions are responsible for processing fee plus \$1.00 per transaction.
 - e. *Friday market days will be on the first Friday of the month.
7. In addition to the other rules stated herein, Vendors agree to
 - a. Follow the state and local laws applicable in the location(s) of their business and in the location of the Market Place.
 - b. Follow the food safety rules applicable to their business.
 - c. Hold the Market Place harmless for any damage or loss incurred while at the Market Place, at their business location(s) or for failure to comply with applicable state and local laws.
 - d. Be responsible for their business' liability insurance and keeping it current.

Prior to Selling at the Market Place

8. All growers of covered edible produce shall have attended or watched a Food Safety: Field to Market workshop equivalent that is in accordance with the Food Safety Modernization Act (FSMA) Produce Safety Rule or a GAP on-line course to sell at the Market in 2021.
 - a. Value-added producers (except jam and jelly makers and honey) must be approved by the health department as also noted on the application.
9. Vendors may participate in the Market Place only after approval of their application by the Market Place Manager.
 - a. All new food vendors shall have an on-site inspection made by a Market Place representative prior to selling at the Market Place
 - b. Returning produce vendors shall be inspected during the growing season. Returning value-added and other farming/ranching vendors shall be inspected in the case of major product or location change. The Market Place Manager may visit any vendor at any time at their sole discretion.
 - c. All value-added/processed food shall comply with state and local regulations. The Market Place Manager has the discretion to require that certain foods be prepared in an inspected kitchen (when one becomes available) even if not regulated by the health department. Value added products are allowed at Market Place Managers' discretion.
 - d. Craft vendors are allowed at the Market Place Managers' discretion and handcrafted items may be juried prior to acceptance. Craft vendors may be limited as to days available.
10. Produce shall be grown within the state of Missouri. Local producers are given priority. The Market Place Manager may make exceptions to the state requirement in the case of specialty items.

The Market Place Manager may make exceptions to the state requirement to bring in producers of products in short supply at the Market Place.

12. Each vendor shall notify the Market Place Manager of their next intended participation “set up” at the Market Place at least 48 hours in advance.*COVID-19 or other public safety orders may dictate a waiver on short notice cancellations or notifications of participation.
13. All vendors, except non-profits and eligible farmers, shall have a Missouri sales tax number. Applications will not be accepted without a sales tax number listed. The appropriate state, county and city sales tax shall be collected unless the seller is exempt. Farms selling less than \$25,000 at ALL their farmers Market Place locations are exempt from Missouri sales tax as are senior citizen craft vendors. All vendors collecting sales tax shall add the Dixon location to their sales tax records with the Department of Revenue to ensure that city taxes are collected and properly applied.
14. All scales shall meet state regulations.
15. Stall size and location assignments shall be made by the Market Place Manager. Due to space constraints, the Market Place cannot guarantee a minimum size space but will try to accommodate vendors according to the Market Place priority policy.
16. Each vendor may set their own pre-order policy, but pre-orders must be taken prior to the vendor leaving their home or farm. The Market Place recommends that vendors store pre-orders and set backs out of customer view. A customer cannot pick up or pay for their pre-order until after the bell rings starting the Market Place.

At the Market Place

17. No vendor shall sell or setback for later sale before the opening bell rings excepting that Market Place vendors may honor set back requests made prior to opening by other vendors, volunteers and musicians if such requests are made very discretely out of sight or hearing of customers.
18. Each vendor sets their own prices. All prices shall be clearly posted. Vendors are urged to sell at a fair market price. Dumping is not allowed. Vendors wishing to give their product away will be connected with local feeding programs.
19. While the Market Place encourages all vendors to replace or refund any product that a customer complains about, it does not require a vendor to do so.
 - a. However, if a vendor chooses not to refund or replace, the vendor shall give the customer a help card directing the customer to the information table so that management may address the customer’s issue.
 - b. Vendors may also use the help card to direct any customer who has issues the vendor cannot or does not want to deal with to the information table (examples – customer insists on using the wrong token or wants to buy before opening).
 - c. The help card will have your name on the back in case we need to know with whom they were speaking. The card will be returned to you for future use. If you end up with no card, let the information desk know so we can replace it.
20. Participation in the EBT/ SNAP transactions is not mandatory but is highly encouraged. All participating vendors shall comply with federal, state and Market Place regulations on purple Electronic Benefit Transfer (EBT) / SNAP (food stamp) tokens. (The Market Place and vendor can be charged large fines for breaking the rules. The Market Place could also lose its license to accept SNAP.)
 - a. Federal law requires that all vendors who accept SNAP (food stamps) MUST display prices.
 - b. Once tokens (cash, purple) are received, vendors shall turn them in to the information desk.
 - i. Tokens (cash, purple) cannot be used as change for a customer or to buy anything from another vendor.
 - ii. No vendor shall give cash in exchange for or as change for any SNAP token (purple).

- iii. Change may only be given for cash (green) tokens and no other token (purple).
- c. Vendors shall not accept tokens in payment for non-qualifying purchases.
 - i. Purple tokens may only be used for a product that qualifies for food stamps (edible products not eaten on site, produce, baked goods, meats, eggs, dairy products, edible plants and plants that produce food).
 - 1. Purple tokens are never to be accepted for Hot Foods.
 - 2. If you sell a product that folks might eat on site, you MUST remind them that if they use a SNAP token to purchase it, they must not eat it until they get in their car.
 - ii. Change or cash tokens can be combined with purple tokens.
 - iii. Cash tokens can be used to buy anything.
 - 1. Cash tokens (green) cannot be used to provide change to the customer.
 - 2. Tokens may not be used by vendors for any vendor purchases unless they purchased the tokens from the information table. All tokens shall be turned into the information table for collection and reimbursement.
- ci. All vendors shall treat EBT customers with the same courtesy afforded all other customers.
 - i. The EBT system can be complicated and confusing. Customers sometimes have trouble understanding the system, so it is important that you understand it and can explain it if necessary.
 - cii. Vendors are responsible to ensure that their employees follow all required token rules.
 - ciii. Vendors who add sales tax to product sales shall not add sales tax to any EBT sales.
- civ. Each vendor shall maintain a clean and healthful condition within their area.
 - a. Each vendor shall sweep their space leaving that area free of debris prior to quitting each Market Place day.
 - b. Each vendor shall remove their own garbage and shall not use the Market Place's trashcans for disposal of more than a handful of garbage.
 - c. All products are to be displayed in an attractive manner.
 - d. Vendor's children shall always be supervised by the vendor.
 - e. Vendors are not to bring pets to the Market Place or smoke under market vending areas.
 - f. Vendors shall maintain themselves in a clean, attractive manner.
 - g. Vendors will wear face coverings and gloves that are in compliance with CDC and Pulaski County Health Department guidelines.
 - h. Vendors are required to have a means of hand sanitizing and/or hand washing that is available to both customers and the vendor's employees within the vendor's area of responsibility.
 - i. Person(s) selected to handle monetary transactions are prohibited in handling products and/or produce for sells or later donation, during the participating Market Place day.
 - j. Vendors booths are to be regularly and properly sanitize throughout the Market Place day.
- cv. Vendors using combustible fuels and related equipment shall have a type K fire extinguisher. Additionally, all overflow valve outlets shall be pointed away from any open flames.
- cvi. All vendors shall donate a few minutes of their time weekly to assist the Market Place Manager in set up or take down. This requirement may be waived by Market Place Manager for vendors with physical limitations.
 - a. Each vendor shall return any tables being stored at the Market Place to their proper storage location in the table rack.
 - b. Vendors may opt out of the time-share requirements by paying a monthly Market fee.
 - c. Vendors shall not drive or park vehicles or trailers on the grass without prior approval from the Market Place Manager.
 - d. Vendors shall at no time drive on private property.
 - a. Vendors shall take care not to damage the Market Place area, Lions' Club Park, and Jessie E. McCully memorial Library.

2021 A Mustard Seed Community Market Place Application Form

I have reviewed the 2021 Operating Regulations and agree to abide by the regulations. **In particular, I agree that I will sell no product that I have not made, grown or raised myself.** I understand that space size and location are determined at each Market Place day by the Market Place Manager.

I give permission for any photographs taken of me, my family, staff or products to be used for education and promotional purposes. *(cross through if permission is not granted)*

Date Signature

Owner's Name(s) _____

Business Name _____

Name & address for token checks _____

Business address _____

Telephone _____ e-mail address _____

Cell phone _____ Web site _____

Anticipated Set Up Days & Dates:

First set up date: _____ May _____ August _____
____ Wednesdays ____ *Fridays____ Saturdays June _____ Sept. _____
____ Winter Market Place July _____ Oct. _____

Card table space _____ Full space _____ (space is assigned as available & may be less than requested) Type of Produce/Products (value added such as baked goods & jams must be individually listed & approved)

New applicants - please write driving directions to your garden or farm to application.

\$ _____ Season fee \$ _____ Daily fee (first day only) money order # _____

Missouri Sales Tax ID# _____ (required unless exempt from sales tax – see reverse)

_____ (initial) I have reviewed and will comply with the Market Place's token rules. (initial)

Produce growers - ____ Attended/Viewed Food Safety Workshop ____
OR _____ Year _____ Location/Host

_____ Completed on-line GAP course (attach certificate)

_____ Health Department certificate attached (for vendors selling value added/processed foods)

Share my contact information (circle) web site & Facebook only all contact information

***Please return completed application, any applicable *fee and/or certificates, to the Market Place information table or to Market Place Manager A Mustard Seed Community Development Corporation, P.O. Box 614, Saint Robert, MO 65584, lconnor@mustardseedcommunity.com, 573-303-9553**
Market policies are available on A Mustard Seed Community Development Corporation (AMSCDC) website or at the Market Place information table. ***Do not send a fee until notification of vendor approval.**

FOR FARMERS/RANCHERS ONLY

I, _____, affirm that I am exempt from collecting sales tax because I do not expect to sell more than \$25,000 of products from my farm at all farmers markets that I sell at in 2021. I agree that I will advise the A Mustard Seed Community Market Place if I determine during 2021 that I will exceed the \$25,000 annual limit and will supply a sales tax number to the Market Place and begin collecting and remitting sales tax to the state.

Name

Date