HILLSBORO FARMERS MARKET

RULES AND REGULATIONS

**I. GENERAL MARKET POLICIES**

**A**. Hillsboro Farmer’s Market is managed by the Market Master, who has

authority over all Market operations.

**B**. Hillsboro Farmer’s Market is open for seasonal on the second Wednesday of

May through second Wednesday in October.

**C**. Hillsboro Farmer’s Market will be open at 3:30 p.m. and will close at 6:60 p.m.

each Market Day. Vendors are required to stay until closing, unless sold out or

prior arrangement from Market Master.

**D**. The Market Master has the discretion to limit the number of vendors for each

category at registration. The Market Master reserves the right to allow or

disallow all items and vendors of category at his/her discretion.

**E**. Hillsboro Farmer’s Market is smoke-free.

**F.** No Firearms or Weapons are allowed on the premises.

**G.** No alcohol drinking or no alcohol allowed at Hillsboro Farmer's Market.

**H**. Hillsboro Farmer’s Market does not discriminate against anyone because of

race, color, creed, national origin, sex, disability, or sexual orientation.

**I**. Vendor is defined as the actual producer who grows crafts, bakes, or makes the

final products to sell.

**J**. The Market Master must approve of all exceptions to these policies.

**K**. All vendors and products at the Hillsboro Farmer’s Market must be local.

LOCAL is defined as produced or handmade within 75-mile radius from

Hillsboro, Missouri within the state of Missouri.

**L.** Due to Health Regulations, vendors are now allowed to have pet on the leash.

**M**. At the discretion of the Hillsboro Farmer’s Market, temporary food service

establishments may be allowed to serve food at Hillsboro Farmer’s Market under

the condition of the Jefferson County Food Ordinance.

**N**. One space will be made available free of charge for Educational Activities relating to

sustainable Agriculture or Non-Profit, Health-Related Community

groups. This space will be available on a first-come, first-serve basis, but must

be approved and booked with the Market Master in advance.

**O**. Anyone not complying with the rules of the Hillsboro Farmer's Market may be asked to leave the market

**P.** Vendors are responsible for compliance with applicable City, County, State and

Federal regulations, such as, (but not limited to):

1. Vendors are not to obtain city business license.

2. All scales used by vendors must be certified by the D

Approval Seal of Weights and Measures by displayed

are not required unless sold by weight. Items may be sold by the piece or \_

bundle. Non-Certified Scales are not allowed to use them at the Market.

(The Market has a scale available for use, ask the Master market personnel

for help).

“For more information on obtaining a State Tax License, go to Missouri Department of Revenue website at: http:/ {/dor.mo.gov./business/sales”.

**II. ALLOWED PPRODUCTS**

**A. FOOD ITEMS**

1. Fruits and vegetables

a) Whole and uncut fruits and vegetables only.

2. Honey and Maple syrup.

3. Baked goods (see B below for prohibited baked goods).

4. Jellies, Jams and Preserves may not made with artificial sweeteners. No

Pepper Jellies or those with vegetables.

5. Wines

a) Must have an appropriate license to sell.

6. Value-added products\*

a) Examples: Soup mixes, baking mixes, etc.

7. Homemade Candy

a) Fudge

b) Peanut Brittle

\*NON-VALUE-ADDED PRODUCTS WILL NOT BE PERMITTED FOR SALE AT THE MARKET. THIS INCLUDES THE REPACKING OF SPICES AND HERBS. NO INDEPENDENT DISTRIBUTORS\*.

**B. Prohibited Baked Goods.**

1. All Cream Pies

2. All whipped cream topped pies

3. All whipped topping filled pies

4. All Meringue pies

5. Cream filled pies

6. Boston cream pies (pudding filled cakes)

7. Cheesecake or cheese Danish (all cream cheese products are prohibited unless

baked within the product, such as a muffin, for example, (Cream Cheese can’t

be on top or part of the icing or main ingredient.)

8. Pumpkin pies

9. Custard or custard pies made from milk products

10. Pudding or pudding pies

11. Mince filled cookies or pies

12. Flan

13. Goods made from boxed mixes

**C**. **Other prohibited products—Questions on a product, check with Master Market**

**for Approval before selling.**

1. Home canned items

a) Tomatoes, salsa, barbeque sauces, any vegetables, etc.

2. Meat, Jerky and Dog Snacks unless approved by the Jefferson County Health

Department and have proper licensure.

3. Milk of any kind. Signs must be display when selling from Farm or Home.

**D. EGGS**

1. Eggs may be sold if the vendor has proper licensures. This includes a Limited

Retail license from the Missouri Department of Agriculture.

2. All egg cartons must be labeled with the date eggs were packed, name and

address of dealer or approved dealer identification number.

3. All crates used for transport and sale of eggs must be provided by the vendor.

4. Eggs must be candled and graded prior to sale.

5. Eggs must be transported and kept at proper refrigeration temperature (45 degrees

Fahrenheit) through point of sale at the market.

1. Example: Cooler at Farmer's Market.

* To obtain a complete copy of Missouri Egg Laws and Regulations, call the Missouri

Department of Agriculture.

* Division of Weights and Measures at (573) 751-5639 or visit their website at www.mda.mo.gov

**E. NON-FOOD ITEMS**

**1**. Vendors selling crafts or bedding plants do not need overhead protection. The following are allowed for sale.

a) Herbs

b) Flowers

c) Bedding Plants

d) Approved crafts (handmade by vendor)

e) Trees and Bushes

f) Small animals and livestock (dogs and cats are prohibited)

g) Meat Products — Meat Products are permitted as allowed by the Jefferson

County Health Department. Please call the Environmental Services 636-797-3737 3xt. 139

\***PLEASE READ THE FOLLOWING SECTION \*III\* CAREFULLY AS THESE RULES ARE IMPORTANT\***

**Ill. Special Policies for Producers and Food Item Vendors**

**A**. Vendors selling food items must provide overhead protection and a table for their product. All product or other food related Products must be either be displayed on a table or in a container if at ground level.

**B**. Producers selling producers they refer to as “Organic” must display a sign giving their organic grower’s certification and their certifying body, unless exempt from Certification due to scale of operation.

**C.** Producers should clearly separate and label organic and non-organic products in the same display.

**D**. Vendors selling baked goods or Jellies, butter, etc. must have a Sign at their table that indicates their “Products have not been inspected by the Jefferson County Health Department”.

**E**. Shade structures shall be secured to the ground via clearly market blocks, sandbags or other heavy object in order to Prevent damage to products and injury to others.

**F**. Food safety, Sanitations, health permits and labeling requirements pertaining in the items for sale is required,

**G**. Honey labeling must obtain the statement “Do not feed to infants under 1 year of age”

**H**. Pre-packaged items must be labeled with the following information: (Example, Value-added, baked goods, jams, jellies, honey, ie, all pre-packaged items for products)

1. List all ingredients in descending order.

2. A statement that indicates the product was not inspected by the Jefferson County Health Department.

3. Name, address, phone number of the vendor or person who manufactured the product.

**SAMPLE LABEL: IF YOU NEED HELP WITH THE LABLES, TELL THE MASTER MARKET AND WE WILL BE GLAD TO ASSIST.**

APPLE PIE

Ingredients: Apple, sugar cinnamon, butter.

John Smith 314-123-4567

**IV. Application and Reservation Policies**

**A**. All vendors must complete and submit to the Market Master the items below before being

permitted to sell at the market each week. The Market Master must receive the required

paperwork before the vendor is permitted to sell at the market.

1. Completed Hillsboro Farmer’s Market Application Form.

a) This form can be retrieved from the Market Master, Carmelita Davidson or Jennifer

Althoff.

2. Proof of Vehicle Insurance

a) Each vendor is required to have and maintain liability insurance to operate within the

Hillsboro Farmer’s Market. A copy of the insurance ID card is required to submit with

the vendor application.

**B.** Vendor must be approved by the Market Master no later than Tuesday at 12 noon.

The Market Master will not approve new vendors on Wednesday.

**C**. Vendor signature on the Vendor Application verifies the vendor has carefully read,

understands, and suitability items offered for sale and collection of booth rental fees are the

responsibility of the Market Master.

1. The weekly vendor fee is a donation to the Hillsboro Farmer's Market. The weekly vendor fee is $10.00.

2. Payment of all fees is to be paid by check, cash, or money order, to Hillsboro Farmer's Market.

3. Produce Vendors

a) The Market Master asks that each Produce Vendor to complete a Produce record each week.

**D.** Each vendor booth will be inspected by the Market Master on your first week of attendance and the Market Master reserves the right to inspect at any time to verify Compliance with the Health Department and Market Regulations.

**E.** If you reserve a booth and need to cancel, you must call before 12 noon, Tuesday before the day of the market and receive a refund. If a cancellation is not received, you will be considered a “no-show” and will be billed and owe for that date or will lose your prepaid fee.

**F**. Any outstanding bill from the Market must be paid before the next reservation is made.

**G**. Any vendor writing a bad check will be charged $25.00 per check and no future checks will be accepted. Bad check fees must be paid In full prior to renting future space.

**H**. If paying before the day of the Market, all payments must be sent or given to Jennifer Althoff or Carmelita Davidson, Market Masters. On the day of the market, payment must be taken to the Market Master before the Market opens and a receipt will be issued.

**I.** Hillsboro Farmer's Market will not tolerate late payments or unpaid fees. Any late payments will be recorded with the possibility of probation and/or suspension.

**V. SET-UP/PRICING POLICIES**

**A.** Vendors must be set up no later than 3:30 p.m.... Late arrivals may be turned away. No Sales are permitted before opening time or after ending time.

**B.** Vendors must clean up around their vehicles and booth before leaving the site each market day.

**C**. The Market master will determine space parking designations. All vendors going outside this space will be required to pay an additional $10.00 per 10x10 space.

**D.** Vendors should park on the designated area if you are not able to park adjacent to your booth.

**E**. Radical price cutting of top-quality products is not permitted. All vendors will sell a Fair Market Value. Vendors may choose to discount their products the 30 minutes before the market closes

**F.** Signs identifying the name and location of the vendor's business must be posted before Sales begin. Signs, boards, tags, or label listing prices of all products for sale must be posted prior to the beginning of sales. This is important and will be strictly enforced.

**G**. It is the responsibility of the vendor to provide any/all tables, overhead protection, chairs, change, cash registers, scales, signage, tents, etc. necessary to do business. Some equipment is available for rent on a first-come, first-serve basis.

**H**. A vendor is required to keep all contents, products and by-products in the boundaries of his/her assigned stall at all times, no matter how many empty stalls are located throughout the market.

**I**. A vendor is to keep spare stock, packing materials, cardboard boxes, and bags in an orderly fashion at all times.

**J.** The market is not a bank and does not keep cash on hand. Vendors should provide their own change.

**IV. INCLEMENT WEATHER**

1. If the weather is bad we may have a rain delay until the storm passes, But we will not cancel the market immediately. We are opting to wait out the storm. If the storm is severe and does not pass, and is not predicted to pass, we will cancel at that time. If a vendor decides not to come because of the weather, they must notify one of the Master Market personnel. If there is a question about the weather conditions, please call 314-650-3830 or 636-262-0725.
2. If the market is called off prior to 5:30 p.m., vendors will be refunded their fee for the day of the market. If the market is canceled after 5:30 p.m., no vendor fee will be given.

**OUR MISSION:**

“TO PROVIDE THE COMMUNITY WITH FRESH LOCAL PRODUCE”.

“TO SERVE AND SUPPORT THE COMMUNITY BY PROVIDING

OPPORTUNITIES TO ALL LOCAL SMALL BUSINESS”.

“TO PROVIDE A PLACE TO ENJOY EACH OTHER AND TAKE PRIDE

OF OUR COMMUNITY”.

HILLSBORO FARMERS MARKET IS LOCATED AT BRIDLE RIDGE ACRES.

200 BRIDLE RIDGE LANE, HILLSBORO, MO. 63050.

CONTACT 314-650-3830 OR 636-262-0725

Or the Chamber of Commerce at 636-481-6718