

Lebanon Farmers' Market Operating Rules and regulations

Market Manager:

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1. Day-to-day management of the market is the responsibility of the market manager.
2. Vendors must be 18 years of age or older, with the exception that children under the age of 18 may assist in a vendor's booth, under direct supervision of the vendor. Children must remain in their assigned booth area, unless accompanied by an adult.
3. This market is a "producer" only market. All items offered for sale must be grown or produced by the vendor. There will be an exception to this rule for the Market Booth. The Market Booth will be run by the manager, with all profits going to the market to help defray operating expenses.
4. Vendors must be from Laclede County, or from the adjoining counties, and produce their products in the same area, with the exception that the market manager may allow vendors from outside the specified area if they offer products that are not available locally. Those decisions will be made by the manager on a case-by-case basis.

5. Market operating days and hours will be Wednesdays 2:00 p.m. to 6:00 p.m. and Saturdays 8:00 a.m. to 1:00 p.m.. No vendor will be allowed to make early sales or set items back or later sale before the opening bell rings, with the exception of advance orders. Vendors must remain set up until the close of each market session.

6. Product mix will be fresh fruit, fresh produce, plants, quality hand-crafted items, baked goods, honey, jams & jellies, eggs, frozen meats from certified processors, cut and/or dried flowers, nuts (in the shell, unless from certified processors), live rabbits and poultry. Rabbits and poultry must be caged and have appropriate shelter, food, and water. No flea-market or garage sale items may be sold. Items not specifically listed may be allowed solely at the market manager's discretion, if the manager feels that the item fits the farmers' market venue. There will be no mass-produced items sold, no dogs or cats, and there will be absolutely no re-selling. Individual exceptions may be made at the discretion of the market manager for approved non-profit sales (e.g., girl scout cookies).

7. Standard booth spaces will be the width of two parking lanes, with additional spaces available being the width of one parking lane. No selling or trading will be allowed in the parking lot outside the designated market area.

8. Booth assignment will be solely at the discretion of the market manager, and the member vendors will be assigned a permanent booth. Any vendor who knows that he/she will not be attending a scheduled market should contact the market manager so his/her space can be temporarily reassigned for that day.

9. Fees- The market offers a mixed fee schedule.
 - a. Membership fee is \$30 annually.
 - b. Booth fees will be \$2 per space, \$1 per additional space, per market occasion.
 - c. One-time annual fee- \$70 (includes membership and single booth space fee, additional booth space fee will be \$20 per space).
 - d. Booth fees for non-members will be \$10, per occasion, per space.

If a vendor begins selling as an occasional vendor, then elects to become a member, or if a vendor begins selling by paying daily booth fees, then decides to become a member and to pay the one-time annual fee, any fees already paid by that vendor will not accrue toward those fees.

10. Electricity is available for a limited number of booths. No extension cords may be run through customer traffic areas.

11. Vendors may park their vehicles within their rented booth space. However, there will be no vehicle movement inside the market area during market hours. Any vendor who wants to be able to move his/her vehicle during market hours must park outside the market area, and must park at the far end of the parking lot, leaving the closer spaces available for customer parking. Exceptions to where vendors must park outside the market area will be made for vendors possessing a valid disable parking tag.

12. No vendor pets will be allowed inside the designated market area. There will be an exception for service animals.

13. There will be no price fixing. Each vendor will set his/her own price, and will have the prices prominently displayed. Prices cannot be lowered at the end of the market session to dispose of surplus merchandise. The exception will be that inferior merchandise may be clearly marked as such, and offered at a reduced price.
14. No vendor may set up their booth or make any sales until their application has been submitted and accepted, all applicable fees paid to the market, and their booth space assigned by the market manager.
15. All vendors are responsible for keeping their booth space in a clean and healthful condition, and leave their area free of debris at the close of each market session.
16. Each vendor is responsible for providing his/her own canopy or umbrella, and is responsible for securing it properly.
17. All vendors are required to maintain a family-friendly atmosphere. There will be no cursing, use of alcohol or smoking allowed inside the designated market area. Vendors are encouraged to keep themselves neat and clean, and dress appropriately and modestly.
18. Conflict resolution- It is the responsibility of the market manager to negotiate the settlement of any conflicts that may arise. If the conflict involves the market manager, then a special meeting of paid market members will be called to address and resolve the conflict.

19. Vendors who violate these rules and regulations, or any state and local laws, will be warned by the market manager. A third warning will result in suspension of vending privileges for that vendor. Any member vendor who is suspended will have the right to appeal his/her suspension, before being expelled from the market. That appeal will be held at a special meeting of the market members. Any vendor who is expelled will not receive a refund of any fees. Non-members will not have the right of a formal appeal.

20. These rules have been set up as a guideline for operating this market, and are subject to change if necessary. They may be changed by the market manager, or by a majority vote of the members.