

## FARMERS MARKET APPLICATION

### VENDOR TYPE

- ☐ Farmer, producer, reseller ☐ Makers, creators, crafters ☐ Food Truck or Cart ☐ Direct Sales  
☐ Nonprofit (include tax exempt letter with application)

### CONTACT INFORMATION

Name of Business

Mailing Address

City

State

Zip Code

Owner's Name

Phone Number

Email

Cell Phone Number

Website

Social media

### PREFERRED METHOD OF COMMUNICATION

- ☐ Text ☐ Email

### TYPE OF PRODUCE/PRODUCTS

Value added items such as baked goods and jams must be individually listed. Makers please describe what type of products you have.

### BUSINESS INFORMATION

Tell us a bit about your farm or business.

### TEAM INFORMATION

Tell us a bit about yourself and your team (optional).

### SPACE

Booth space will be 10 foot by 10 foot unless otherwise requested. Priority is made to product mix - produce (e.g. fresh fruit and vegetables), cut and dried flowers, plants, honey, meats, dairy eggs, and value-added products produced by the vendor.

If yes to more space, please explain why:

Do you need additional space? ☐ Yes ☐ No

Are you a food truck? ☐ Yes ☐ No

Do you need access to electricity? ☐ Yes ☐ No

## BEFORE SENDING

If applicable to your business, please make sure that you have the following permits/certificates and any payments to attach to your application:

- Better Process School
- Mobile Food Permit from Randolph County Health Department
- Food Vendor Permit from Randolph County Health Department
- Certified Mushroom Expert
- Randolph County Health Department Permit
- Moberly Business License (not required for nonprofits)
- Dairy Manufacturing Plant License
- Food Establishment Inspection Report (Inspected Kitchen)
- Hazard Analysis Critical Control Point (HACCP) Plan
- Missouri Department of Agriculture Commercial Feed License
- Missouri State Egg License
- Nursery Growers or Nursery Dealers License
- Proof of Certified Organic Certification
- Tax-exempt letter - nonprofits only
- Other permits/licenses required by local, state, or federal Department of Health and Human Services, FDA, USDA, or Department of Agriculture not listed.

## Farmers/Ranchers Only

I, the undersigned, 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 2024. I agree that I will advise the Randolph County Farmers Market (Randolph County Health Department) if I determine during 2024 that I will exceed the \$25,000 annual limit and will supply a sales tax number to the market and begin collecting and remitting sales tax to the state.

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*Signature*

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*Date*

## AGREEMENT

I have reviewed the Operating Regulations and agree to abide by the regulations. I understand that space size and location are determined at each market by the market manager.

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*Signature*

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*Date*

## PHOTO RELEASE

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).

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*Signature*

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*Date*

## FEES

There is a flat fee of \$45 to participate for the season, \$25 for vendors returning from 2023, there is no fee for nonprofits. If you are selling processed or prepared foods you will also need to apply for a permit. You will need to fill out a separate request for a permit. If you are a nonprofit, there is no charge. Please include a copy of your tax-exempt letter.

## APPLICATION COMPLETE?

Please return completed application and copies of any licenses or certificates that are applicable to: Randolph County Health Department Attn: Farmers Market 1319 E Hwy 24, Moberly MO 65270 or by email to [buntenk@randolphcountyhealth.org](mailto:buntenk@randolphcountyhealth.org). If you have any questions or concerns, please contact us at 660-263-6643 extension 212.