



# Rules and Regulations

Revised March 2024

## All Vendors

1. The market is open every other week starting on May 30th and ending on October 3rd. The market might be extended into October depending on the vendor and customer turnouts in September. The market will be open on these days:
  - May 30th
  - June 13th
  - June 27th
  - July 11th
  - July 25th
  - August 8th
  - August 22nd
  - September 5th
  - September 19th
  - October 3rd
2. Vendors are required to be set up and ready to begin by 4 p.m. unless approved by market staff. Closing begins at 7 p.m.; however, vendors are encouraged to stay open as long as there is a steady consumer volume. All vendors must sweep up their areas before leaving and assist in cleaning the common areas used for the market (including helping move picnic tables under the awning). Everyone should depart the area by 8 p.m.
3. In the event booth space becomes limited priority will be given, on a first come first serve basis, to vendor booths selling produce, cut and dried flowers, plants, honey, meats, dairy, eggs, and value-added products produced by the vendor. Vendors ARE NOT guaranteed the same spot at each market. The market manager will assign spots each market week.
4. Vendors must be approved by market staff to participate in the market.
5. Direct sale vendors are allowed, dependent on space. Market staff will notify vendors if no space is available at least 48 hours before the market day.
6. All scales shall meet state regulations.
7. All vendors are required to display a clearly visible sign with the name of their farm/business and the city where they are located.
8. Vendors reselling items must display signs stating that the items are 'resale' and include the origin farm/business name, city, and state.
9. All vendors are responsible for collecting and remitting any applicable local and/or State

of Missouri sales taxes. Vendors are required to comply with the Missouri State Sales Tax law. All vendors must submit a copy of sales tax ID numbers, if applicable.

10. All vendors will abide by the market management's decisions regarding the enforcement of the rules and regulations, and agree to abide by the regulations as they currently exist or as amended. Vendors who fail to abide by these rules and regulations shall be excluded from selling at the Farmers Market.
11. Attendance will be taken at the end of the market day, and vendors will be asked if they plan to be there for the next market. Vendors must notify market staff of their plans for attendance at least three days before the next market day.
12. The market operator is not responsible for sales arrangements or warranties of any sort, expressed or implied, concerning produce or any other item bought, sold, or traded.
13. Vendors may set all of their own prices.
14. All vendors are required to display the bulk of their merchandise with prices clearly marked.
15. Retail space is considered one 10 feet wide by 10 feet long tent space. Spaces will be assigned by the market staff.
16. Vendors selling products that are grown/made within 100 miles of Randolph County will be given priority over vendors selling products from outside of the area.
17. Vendors shall conduct themselves in a pleasant and courteous manner at all times. Controversial topics shall not be discussed or displayed by vendors at the market.
18. It is the goal to have top-quality products. The market staff has the discretion to require poor-quality products be placed in the vendor's vehicle or require the vendor to leave the market with their products and may revoke the vendor's future privilege to sell at the market.
19. No vendor shall sell or setback items for later sale before the opening of the market. Exceptions are other market vendors, volunteers, and/or musicians.
20. Each vendor shall maintain a clean condition within their area.
21. 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.
22. Any vendor that sells alcohol must provide proof of insurance coverage and city and

state liquor licenses.

23. All communication shall be sent as the preferred communication method selected by the vendor. In case of market closure, the communication shall be sent in the preferred method and also announced through social media channels.

## Farmers, producers, and resellers

1. Farmers are permitted to sell fresh fruits and vegetables, plants and trees, fresh and dried flowers, herbs, and nuts. Sellers of meats, eggs, salsas, and or other food/beverage items must provide the market staff with relevant state and county permits.
2. Farmers who sell "100% Grown Local By Us" will be able to display a vendor-produced sign that makes that claim.
3. Farmers are encouraged to sell agricultural produce grown by themselves. Produce may be purchased for resale; however, should market spaces fill preference will be given to produce grown within 100 miles of Randolph County.
4. Vendors who resale produce must display signs stating that the items are "resale" and include the origin farm/business name and city.
5. All samples must be offered at no charge within the vendor's assigned space. Samples must be washed and cut/opened at the Market, protected from contamination, and disposed of within 1 hour. Alternatively, cut samples may be held on ice, but the temperature must not exceed 41 F. Samples can not be cooked or seasoned without an appropriate food permit.

## Makers/Creators/Crafters Rules and Regulations

1. Creators/Crafters/Bakers are encouraged to sell products they have created. Should market space fill preference will be given to products created within 100 miles of Randolph County.
2. Any products that depict images or representations that are not public domain must be licensed to produce.

## Specific Products

### Raw Fruits and Vegetables

1. Must not be processed or adulterated. Vendors may sell a mixed bag of produce, but the produce cannot be processed, including chopping or shredding the fruit or vegetables, without providing all state and local licenses/approvals.
2. Produce should be stored and displayed so they are protected from contamination.

### Bakery Goods and Dried Fruits/Veggies

1. Certain baked goods (e.g. breads, cookies, fruit pies, dehydrated fruits and veggies, and soup mixes) can be processed in a home kitchen without an inspection if labeled, "This product is prepared in a kitchen that is not subject to inspection by the Department of Health and Senior Services."
2. The vendor must be the manufacturer or an immediate family member of the manufacturer.
3. The product must be sold directly to the consumer. The vendor must also ensure that the food bears a label stating:
  - a. The name and address of the person/business preparing the food
  - b. The common name of the food
  - c. Name of all the ingredients in the food
  - d. The net weight of the product in metric and English units
  - e. Major food allergens contained in the food, if not named in the ingredients
4. If the foods are served in unpackaged, individual portions, there must also be a placard clearly visible at the sale or service location that states the product was prepared in a kitchen that is not subject to inspection by the Department of Health and Senior Services.

### Eggs

1. A Limited Retailer License is required from the Missouri Department of Agriculture to sell eggs at the Farmers Market.
2. All eggs must be candled and graded to be sold to consumers
3. Eggs must be in cartons that have either the approved license number or the name and address of the person packaging the eggs, the size, grade, and the date the eggs are packaged.
4. Eggs must be maintained at a temperature of 45 degrees or less.

## Meat, Poultry, Fish, & Jerky (Dried Meats)

1. Labeling rules listed in (BAKERY GOODS) apply to the sales of meat and poultry.
2. All meat and poultry must be approved by the Missouri Department of Agriculture.
  - a. Each package must have a mark of inspection
  - b. No exempt products allowed or sale of wild game
3. A mechanical freezer is required to store the meat and poultry. All meat and poultry must be kept frozen.
4. Dried meats (e.g. beef jerky) are allowed if labeled and produced in licensed facilities.
5. Fish must be properly labeled, have all required state or federal permits, and be transported and held at proper temperatures.
6. Must have a Mobile Food Establishment Permit. Those permits are available through the Randolph County Health Department's Environmental team. For questions regarding the application and inspection, please contact the Environmental team at 660-263-6643.

## Jams, Jellies, & Honey

1. Labeling rules listed in (BAKERY GOODS) apply to the sale of Jams, Jellies, and Honey.
2. It is recommended that honey labeling include the following statement: "Honey should not be fed to children younger than 12 months".
3. MO statute exempts inspection if annual sales are less than \$50,000.
4. The following jams & jellies may not be sold without a proper permit: sugar-free or no-sugar-added, those from fruit juices, or those made with non-standard ingredients (pepper jelly is an example).
5. No resale of jams.

## Can/Jar Products (Salsa, Pickles, BBQ sauce, Etc.)

1. Labeling rules listed in (BAKERY GOODS) apply to the sale of Can/Jar Products
2. Compliance with applicable state and federal regulations (DHSS, FDA) - which includes an approved kitchen and approval of jarring procedures. You must have approval from the state.

3. Manufacturer must have the process reviewed by a process authority
4. Manufacturers must attend a Better Process Control School
5. All Can/Jar Products sold at the market must be produced in a facility that is **both licensed and inspected**.
6. Proof of the Can/Jar Products source (resale) and/or Can/Jar Products license (vendor selling D2C) must be provided to the market manager upon request so that they can investigate the licensing of said facility.
7. Sellers of can/jar products must source locally grown ingredients when feasible.
8. Must have a Food Vendor Permit. Those permits are available through the Randolph County Health Department's Environmental team. For questions regarding the application and inspection, please contact the Environmental team at 660-263-6643.

#### Miscellaneous - Shaved Ice, Snow Cones, Ice Cream, Pre-Packaged Foods (Candy, Snacks, Beverages), Fermented Foods

1. All MISC sold at the market must be produced in a facility that is both licensed and inspected (if produced off-site). Proof of the MISC product facility license must be provided to the market manager upon request so that s/he can investigate the licensing of said facility.
2. No resale allowed
3. Washing facilities and wastewater holding facilities must be supplied
4. Labeling rules listed in (BAKERY GOODS) apply to the sale of MISC
5. Sellers of MISC must source locally grown ingredients when feasible and products must be produced within 100 mile radius of Randolph County
6. Must have a Food Vendor Permit. Those permits are available through the Randolph County Health Department's Environmental team. For questions regarding the application and inspection, please contact the Environmental team at 660-263-6643.

#### Dairy Products (milk, cheese, butter, etc.)

1. Dairy products including milk, cheese, yogurt, cottage cheese, butter, sour cream, etc., must be produced in a State Milk Board-regulated facility. Unpasteurized milk cannot be sold at a farmer's market.

2. Sales at the Farmers Market are prohibited unless proof of State Milk Board approval is provided.

Inedible Agricultural Products (Horticulture, Decorative Plant Material, Cut Flowers, Pumpkins, Seeds, etc.)

1. Sale is allowed at the Farmers Market
2. Products must be grown by selling farmers or resold by farms within 100 mi of Randolph County.
3. Sellers of live plants must be registered as Nursery Growers or Dealers unless they are selling for a nonprofit (FFA, 4-H, or similar program).

Sprouts, Microgreens, Wild & Cultivated Mushrooms

1. All sprouts sold at the market must be produced in a facility that is both licensed and inspected. Proof of the product facility license must be provided to the market manager upon request so that s/he can investigate the licensing of said facility.
2. No resale of sprouts, microgreens, or cultivated mushrooms
3. Wild mushrooms will need to be certified by an expert- see MO Food Code.

Beer, Wine, Cider, Mead, Spirits, And Other Alcoholic Beverages:

1. Vendor must obtain all required permits and provide them to the market manager. Valid permits must also be displayed prominently.
2. Vendor must hold a business license within 100 miles of Randolph County
3. Sampling: a. Samples must be no larger than 5 fl oz for <8% alcohol, 2 fl oz for >8% to 16% alcohol, 0.5 fl oz >16% alcohol. On-site tastings are allowed only if the vendor provides a sitting.
4. Products sold must be in a sealed container. If a customer is seen walking away from a vendor's booth with an open container (such as a cup of beer) the vendor will be asked to leave immediately.
5. No resale is allowed

## SNAP

How the SNAP/EBT program works:

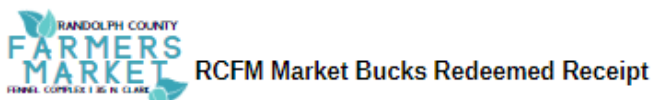
- The customer brings their EBT (Electronic Benefit Transfer) card to the Welcome Table. The customer decides how much SNAP (Supplemental Nutrition Assistance Program) funds they want to spend at the market and asks the market staff to sell them Market Bucks worth that amount.
- The market staff person swipes the card through the POS terminal. The amount of the sale is debited from the customer's card. The market staff person gives the customer Market Bucks for the full amount requested.
- The customer shops at the market for eligible foods, using Market Bucks like cash.

## Program Rules

- No US currency is to be given as change or exchanged for Market Bucks in any manner. The sale must be for the exact amount of the Market Bucks or the customer can make up the difference with cash.
- Accept only our RCFM Market Bucks. Other market association Market Bucks cannot be redeemed.
- All market vendors and farmers must accept Market Bucks for eligible food products. Customers using Market Bucks must receive the same respect as other customers.
- All food-stamp-eligible food items, food seeds, and food plants can be purchased with Market Bucks. No hot food or non-food items such as flowers, clothing, or crafts can be bought with Market Bucks.

## Redeeming Market Bucks

Vendors must use the below Market Bucks form when redeeming Market Bucks. They are available at the Welcome Table to tally Market Bucks for redemption. This form will act as the vendor's receipt. If there is a discrepancy in the check total, the vendor must present the receipt for verification. When redeeming Market Bucks, vendors must have Bucks counted. Market Bucks must be turned in before 8:00 p.m. Whatever name is noted on the slip of paper is to whom the check will be made out to.



### RCFM Market Bucks Redeemed Receipt

Quantity		=	Total
	x \$1 EBT	=	\$

Make the check out to: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Market Staff Initials: \_\_\_\_\_



## SNAP Eligible Food Items

Households CAN use SNAP benefits to buy foods for the household to eat, such as:

- Bread, cake, cookies, and cereals
- Fruits and vegetables, including edible pumpkins
- Meat, fish, and poultry
- Dairy products. Seeds and plants which produce food for the household to eat.

Households CANNOT use SNAP benefits to buy:

- Beer, wine, liquor, cigarettes, or tobacco
- Any nonfood items, such as pet foods, soaps, paper products, and household supplies
- Hot food/food sold for on-premises consumption

## Procedure Agreement: Market Bucks

I UNDERSTAND AND AGREE:

- I will follow, and ensure my employees, family members, helpers, will follow the Supplemental Nutrition Assistance Program (SNAP) regulations. I am aware that violations of program rules can result in disqualification from Randolph County Farmers Market (RCFM).
- I accept the responsibility on behalf of my business at Randolph County Farmers Market for violations of the SNAP regulations, including those committed by any of my employees, both paid or unpaid, new, full-time, or part-time. These violations, such as but are not limited to:
  - Treating SNAP customers differently than other customers
  - Trading cash for SNAP benefits
  - Accepting SNAP benefits as payments for ineligible items
  - Knowingly accepting SNAP benefits from people not authorized to use them
  - Accepting SNAP benefits as payments on credit accounts or loans
- Participation in Randolph County Farmers Market can be denied or withdrawn if my business violates any laws or regulations issued by Federal, State, or local agencies, including civil rights laws and their implementing regulation.
- Participation in SNAP requires that I will not discriminate against any customer on the grounds of race, color, national origin, age, sex, handicap (disability), political belief, or religion; and that I will immediately take any measures necessary to make sure that my customers are not discriminated against.
- I will display the appropriate signage at my booth, making sure it is visible to customers.
- Vendors must turn in all Market Bucks at the Randolph County Farmers Market Welcome Table before 7:00 p.m. at the market.

- RCFM staff will: 1) Count pre-bagged Market Bucks. 2) Initial Market Bucks form verifying Vendor's Market Bucks count and total. 3) Once initialed, the Market Bucks form will be returned to the vendor and will act as the vendor's receipt.
- All statements will be kept confidential.
- Keep receipts for your records. You will be required to show a signed receipt if you feel there is a discrepancy or you did not get paid in a timely fashion.
- RCFM will reimburse vendors by check within two weeks (fourteen days). Questions regarding Market Bucks reimbursement should be directed to the market manager.
- Checks will be mailed to the address on file.
- Market Bucks may not be used to pay booth fees.
- Accumulating large amounts of Market Bucks before redeeming is not recommended due to available Market Bucks inventory and RCFM cash flow.
- Vendors, by law, may not give cash change for purchases with EBT Market Bucks. When possible, vendors are encouraged to modify purchases so it totals a whole dollar value.
- We cannot charge sales tax on EBT purchases. If sales tax is included in your price, adjust the amount of purchase to compensate the EBT customer for the sales tax.

I have read and agree to follow the Market Bucks Procedure and Rules and Regulations of Randolph County Farmers Market.

Printed Name: \_\_\_\_\_

Farm Name: \_\_\_\_\_

Vendor Signature and Date: \_\_\_\_\_

## State & Local Agency Contact Information

### **Acidified (pickled) Foods**

Environmental Public Health

(866) 628-9891

[info@health.mo.gov](mailto:info@health.mo.gov)

### **AgriMissouri**

(573) 751-7794

[Rachel.Heimericks@mda.mo.gov](mailto:Rachel.Heimericks@mda.mo.gov)

### **Business Licenses**

City of Moberly

(660) 269-8705

<https://www.moberlymo.org/>

### **Business Tax Registration**

(573) 751-5860

[businesstaxregister@dor.mo.gov](mailto:businesstaxregister@dor.mo.gov)

### **Canned or Jarred Products**

Missouri Department of Health

(573) 751-6400

[info@health.mo.gov](mailto:info@health.mo.gov)

### **Dairy Products**

Missouri State Milk Board

(573) 751-3830

[www.mda.state.mo.us](http://www.mda.state.mo.us)

### **Egg Licenses and Certified Scales**

Missouri Department of Agriculture

Weights and Measures

(573) 751-5639

<https://agriculture.mo.gov>

### **Food License**

Randolph County Health Department

(660) 263-6643

[env@randolphcountyhealth.org](mailto:env@randolphcountyhealth.org)

### **Food Safety**

Missouri Department of Health

Environmental Public Health

(866) 628-9891

<http://health.mo.gov/safety/foodsafety/index.php>

### **Meat and Poultry Inspection**

Missouri Department of Agriculture

Division of Animal Health

(573) 751-3377

[www.mda.mo.gov](http://www.mda.mo.gov)

### **Sales/Use Tax**

(573) 751-2836

[salesuse@dor.mo.gov](mailto:salesuse@dor.mo.gov)

### **Wild Mushroom Certification**

Missouri Mycology Society

[www.momyco.org](http://www.momyco.org)