

# Harrisonville Farmers Market: Annual Vendor Meeting

Saturday, April 25, 10:30 am – Harrisonville Chamber of Commerce

Saturday, April 25, 1:30 pm - Virtual Meeting

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- Welcome to New and Returning vendors
  - Meet the volunteer Market Managers
  - Interested in volunteering, let us know
  - New vendors & Returning Vendors: Please complete the online vendor form at [lovethesquare.org/farmers-market](http://lovethesquare.org/farmers-market). This is a records renewal year.
  
- Information for Vendors: [LovetheSquare.org/Farmers-Market](http://LovetheSquare.org/Farmers-Market)
  - Health Dept Guidelines & Certified Scales
  - Sales Tax and Licensing
  - Senior Farmers Market Nutritional Program
  - Copies of the Farmers Market Rules
  
- Harrisonville Farmers Market Vendor Group
  - On Facebook search for, “Harrisonville Farmer's Market Vendors”
  - Click to send a request to join
  - You will be approved by one of the administrators.
  
- Help Spread the Word
  - Share the Harrisonville Farmers Market Facebook page ([facebook.com/HarrisonvilleFarmersMarket](https://facebook.com/HarrisonvilleFarmersMarket))
  - Like the page and share posts and events
  - Take some flyers to hand out or post where you are able to do so
  
- Important Dates
  - Opening Day (June 6<sup>th</sup>)
  - June Bloom (June 13<sup>th</sup>)
  - Dog Days of Summer (July 11<sup>th</sup>)
  - Block Party on the Square (August 8<sup>th</sup>)
  - Fall Celebration (September 12<sup>th</sup>)
  - Last Farmers Market Day (September 26<sup>th</sup>)
  
- 2025 Market Rules & Public Health Guidelines
  
- Vendor Space Allocations
  
- Seasonal Space Sign Up

If you need to reach the Farmers Market:

- Send a message on the main Harrisonville Farmers Market Facebook Page.
- Post in the Harrisonville Farmers Market Vendor Group.
- Join the Harrisonville Farmers Market Group Me. See post in the vendors Facebook group.

HARRISONVILLE

# Farmers & Artists Market on the Square

Saturdays, 8 am - Noon  
June - September  
& The Log Cabin Festival



## Market Rules & Policies

All vendors must adhere to the rules and market policies as outlined below.

1. Management reserves the right to refuse entry or remove any vendor for failure to comply with the rules/policies.
2. Management may make additional requests as necessary for vendor and patron safety. This includes closing the market for inclement weather inclusive of high winds, lightning, etc.
3. All products sold must be produced, grown or harvested within 35 miles of Harrisonville. Products sold that are not produced or harvested by the vendor that sells them must display an informational placard stating the source of the item. Products not produced by the vendor are subject to approval by Market Managers and cannot comprise more than 33% of the products sold by the vendor.
4. Vendors must comply with all local, state and federal regulations that apply to their products. These include but are not limited to:
  - Pesticide licensing, their safe use and residue levels
  - A seal on weigh scales and compliance with other measure rules
  - State sales tax collected as required
  - Health regulations that limit the preparation of ready-to-eat foods
  - Preserves, honey and canned foods labeled and limited as required
  - Eggs labeled and sold at required internal temperature
  - All other relevant health department guidelines (contact Cass County Health Department for additional information)
5. Handcrafted items (fine art, folk art, heritage arts) are allowed. Mass-produced items or items composed of mostly mass-produced items are not allowed. Market managers reserve the right to evaluate, approve or deny items.
6. Items that cannot be sold under any circumstances include live animals, weapons, alcohol or controlled substances. Live animals are prohibited from being sold or given away at the Market pursuant to Harrisonville Ordinance 210.110.
7. Vehicles are not allowed in the market area after opening, unless by special permission from Market Managers. Vendors are encouraged to leave customer parking open by leaving the parking spots closest to the market area vacant.
8. Spaces are roughly 10x10 in area. Food products must be displayed off the ground and adequately protected from the elements. For protection from the elements all vendors must have a pop-up canopy or similar protection, as well as appropriate weights to secure their canopy in the event of strong winds. Vendors are responsible for clean-up of their space.
9. Vendors are discouraged from closing and leaving early. Special allowances can be made by working with market managers in advance.
10. Smoking in the designated Market area is prohibited.

## **Harrisonville Farmer's Market: Allocation of Vendor Space Addendum**

### **Community Group Space**

The designated Community Group Space will be considered reserved for any community group or non-market area business wishing to attend the market for the purposes of education, community outreach or engagement. This space is available at no cost twice per season to each group and should be reserved in advance by contacting a Market Manager. Allowances can be made for community groups within the Downtown District boundaries for additional participation at Market Manager discretion.

Any group promoting a political stance or other election matter will be required to display a placard provided by the Market Managers which states, "The views and opinions expressed by this group are those of the group and do not necessarily reflect the official policy, position, view or opinion of the Harrisonville Farmers Market, its sponsors or participants."

On market day the Community Group space, if unreserved, may be filled by a Market run activity or a Vendor with the approval of the Market Managers.

### **Per Day Spaces**

Vendors who wish to participate on a per day basis will be assigned to a no cost, available spot by the Market Managers on the day of Market.

### **Seasonal Spaces**

Vendors who plan to participate in the market for the length of the season may choose to reserve a Seasonal Space. Seasonal Spaces are a reserved 10x10 space as selected by the Market Managers and agreed upon by the Vendor. The cost to reserve a Seasonal Space is \$40 per season. After August 1, the cost is \$20 for the remainder of the season.

Seasonal Spaces will be considered reserved until 7:05 a.m. on the Market day. If the Vendor has not arrived prior to 7:05 a.m. or notified the Market Manager that they are on the way, their Seasonal Space will be considered forfeit for the applicable market day. Market Managers will fill any available spaces with other vendors in attendance.

Seasonal Spaces that remain unused for more than 4 weeks of the season, including both planned and unplanned absences, may be reassigned by the Market Managers. If you will be absent, please confirm your absence by sending a message to [harrisonvillefarmersmarket@gmail.com](mailto:harrisonvillefarmersmarket@gmail.com) or the Harrisonville Farmers Market Facebook page no later than the Friday prior to the absence. Report emergency absences to the Harrisonville Farmers Market Facebook page.

The Seasonal Space selection process will begin at the Annual Vendors Meeting. Vendors who join the market after the season has begun may opt to select any unreserved Seasonal Space. The Seasonal Space fee will not be prorated.

Market Managers reserve the right to end the Seasonal Space agreement with any vendor found in non-compliance with market rules or to make changes to the allocated space when it is considered to be in the best interest of Market operations or public safety.

## **Seasonal Space Selection Process**

The Seasonal Space selection process will begin at the Annual Vendors Meeting. Vendors who are not in attendance may send a surrogate or make arrangements with the Market Managers to request a space after the Annual Vendor Meeting has occurred. No Seasonal Spaces will be allotted prior to the annual meeting.

The Annual Vendor Meeting will be held in April. The time, date and location of the meeting will be advertised to the public to ensure both seasoned vendors and those interested in becoming a new vendor have equal access.

Following the review of rules and discussion of any new business, the selection process will begin.

All present Vendors will review the map of available spaces and write their name by the space they are interested in. After all vendors have completed the process, the Market Managers will review the Seasonal Space map and determine if any spaces are in dispute.

In the event that a Seasonal Space is requested by multiple vendors the Market Managers will give consideration to the following factors: seniority, type of products sold and past season participation. Preference will be given to senior vendors who completed the entire season or who sell products that the Health Department regulates as a food item.

Once Seasonal Spaces are determined they will be announced. Payment for the Seasonal Space is due on the first market day the vendor attends. Fees may be paid by cash, check or card transaction. An option to pre-pay online will also be provided.

Seasonal Space decisions made by the Market Managers are final.