

# LEBANON FARMERS' MARKET OPERATING RULES AND REGULATIONS

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1. Day to day management of the market is the responsibility of the market managers.
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. The only exception is the Market Booth, which may offer resell items. All profits from the Market Booth go to the Market account and help to offset the expenses of pavilion rent, insurance, debit and credit card expenses, advertising, etc.
4. Vendors must be from within the state of Missouri.
5. Market operating days and hours will be Wednesdays 11:00 a.m. to 3:00 p.m. and Saturdays 8:00 a.m. to 1 p.m. No vendor will be allowed to make early sales or set items back for later sale before opening time, with the exception of advance orders. Advance orders may be set back for a customer, but cannot be picked up before market opening except with manager permission.
6. Vendors must remain set up until the close of each market session. Individual exceptions may occasionally be made to this rule, on a case by case basis.
7. Product mix will be fresh fruit, fresh produce, mushrooms, plants, quality hand-crafted items, baked goods, honey, jams and jellies, eggs, frozen poultry, frozen meat from certified processors, cut and/or dried flowers, nuts (in the shell, unless from certified processors), live rabbits and live poultry. Rabbits and poultry must be caged and have appropriate shelter, food and water. There are very strict rules from the State of Missouri governing sales of pet foods and pet treats. 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 market venue. There will be no dogs (puppies) or cats (kittens), and there will be absolutely no re-selling.
8. The standard booth space will be 18 ½ feet long by 11 feet wide, as marked. Vendors will not be allowed to extend past the front of their allotted booth space,

as only ten feet has been allotted down the center of the pavilion for customer access.

9. Booth assignment will be solely at the discretion of the market managers. Any vendor who knows that he/she will not be attending a scheduled market should contact the market manager so their space can be temporarily reassigned for that day if needed. If a vendor has not arrived by fifteen minutes before the start of market, or contacted the manager, their space may be reassigned.
10. Vendors will confine their sales to their assigned booth. There will be absolutely no selling or trading in the parking lot outside the pavilion.
11. The vendor fee is \$100 annually, and must be paid before the vendor sets up to vend. Vendors who choose to do so will have the option of paying \$10 per occasion, but vendors who choose to pay per occasion will not have those fees accrue toward the annual fee.
12. Electricity is available for a limited number of booths, and may be used at no additional cost with approval by market managers. No extension cords may be run through customer traffic areas.
13. Vendors may park their vehicles within their allotted booth space. However, there will be no vehicle movement inside the pavilion during market hours. Any vendor who wants to be able to move his/her vehicle during market hours cannot be parked under the pavilion. Because of a shortage of customer parking spaces, no vendor vehicles may be parked in the market parking lot. They must be parked in one of the other city lots across Adams, across Jefferson or across the railroad tracks. Exceptions to where vendors must park outside the pavilion will be made for vendors possessing a valid disabled parking tag.
14. No vendor pets will be allowed inside the pavilion. There will be an exception for service animals, or emergency situations cleared with the market managers.
15. There will be no price fixing. Each vendor will set his/her own prices, and will have the prices clearly 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.
16. 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.
17. All vendors are required to maintain a family-friendly atmosphere. There will be no cursing, use of alcohol or smoking (including vaping) within the pavilion (including inside vehicles parked under the pavilion) or the parking lot in the immediate area of the pavilion. Absolutely no smoking in the bathrooms.
18. All vendors are responsible for keeping their booth space in a clean and healthful condition, and leaving their area free of debris at the end of each market session.

19. Each vendor is responsible for making sure he/she has enough change on hand to handle their sales for the day.
20. All vendors are required to carry a commercial liability insurance policy which lists Lebanon Farmers' Market as also insured, or contains a blanket additional insured endorsement, and must provide the market manager with a Certificate of Commercial Liability Insurance before being allowed to vend. Policy limit must be a minimum of one million per occurrence with a two million aggregate limit.
21. Vendors who violate these rules and regulations, or any state or local laws, will be warned by the market managers. A third warning (not necessarily for the same infraction) will result in suspension of vending privileges. Major violations may result in immediate suspension for a single violation. Any vendor who is suspended will have the right to appeal his/her suspension before being expelled from the market. That appeal will be handled by the market managers, who may, at their discretion, call a special meeting of the Board members. Any member who is suspended or expelled will not receive a refund of any fees.
22. Plant and/or produce vendors must agree in a timely manner to a farm visit or visits, as determined by the market managers, to verify compliance with the producer only rule of the market. Failure to do so may result in expulsion from the market.
23. These rules and regulations have been established as a guideline for operating this market, and are subject to change, if deemed necessary by market management.