



**Clayton Farmer's Market c/o Straub's Markets**

8282 Forsyth Boulevard, St. Louis, MO 63105

Saturdays 8:30 a.m. to 12:30 p.m.

May 7 to November 5

Market Master: Deborah Henderson

Phone: (314) 913-6632 | Fax: (314) 725-2123 | Email: [marketmaster@straubs.com](mailto:marketmaster@straubs.com)

Sponsor Contact: Trip Straub

## 2011 Rules & Regulations

### I. Authority

These rules, regulations, and instructions are created at the sole discretion of the Clayton Farmer's Market (the "Market").

- The Market is managed by the Market Master, who has authority over all Market operations.
- The Market Master is the sole decision maker for all booth placements.
- The Market Master has the discretion to limit the items and vendors for each category.
- No guarantee of exclusivity of products is made or implied.
- The Market Master will not approve any new vendor on Market day.
- The Market Master reserves the right to verify any farm or facility.
- The Market does not discriminate on the basis of race, sex, religion, national origin, age, color, disability, or sexual orientation.

### II. Terms and Conditions of Sales

- Items for sale at the Market must be Missouri or Illinois grown or made.
- All items offered for sale at the Market must be first quality, unless they are expressly posted as "seconds".
- All prepared or value-added foods must be prepackaged, labeled with the name, address, and phone of the vendor, name of the product, and list of ingredients in order of predominance.
- All vendors must post signage stating their business name and location, as well as prices for all items.

### III. Application Requirements

All vendors at the Market must provide the following:

- Completed Vendor Application Form (all items to be sold at the Market must be listed on the Vendor Application).
- Missouri Retail Sales Tax License
- Proof of Vehicle Liability Insurance (required to operate a vehicle within the Market)
- General Product Liability Insurance

Certain vendors must provide the following:

- Seasonal food permits from St. Louis County
- Temporary Food Establishment Permit from St. Louis County
- Document of verification from an Approved Facility
- Egg license from the Department of Agriculture
- Temporary Liquor Licenses from the City of Clayton

### IV. Rental and Payment

A "vendor" is anyone renting space on Market Day. How to process payment:

- No vendor shall assign, sublet, or sell their assigned space to another.
- Payment of all fees is to be paid by check or money order to "The Clayton Farmer's Market"

- Any vendor writing a bad check will be charged a \$25 fee per check and future checks will not be accepted.
- Bad check fees must be paid in full prior to renting future space. The Market Master will collect all fees.

## **V. Daily Operations**

Setup guidelines, rights, responsibilities on Market Day:

- The Market will provide one 10' x 10' tent and one 8' table per booth.
- Setup time is 6:30 a.m.
- Vendors must wait to unload inside the Market until a booth is assigned.
- Once set up inside the Market, a vendor must immediately move his/her vehicle to the designated parking area for the remainder of the Market.
- At no time should vehicles be parked in the fire lane, on the curb, brick area, block any drive lane, entrance or exit to the Market.
- No vehicle may drive in the Market area between 8:30 a.m. and 12:30 p.m. on Market Day.
- It is the responsibility of the vendor to provide any/all chairs, change, cash registers or cash boxes, signage, extension cords and covering, tape, decoration, display equipment and proper City, County, State, and Federal Licenses necessary to do business.
- Nothing can encroach upon aisle space, common areas, fire lanes, or neighboring spaces. Any exception to this policy will be at the discretion of the Market Master.
- Vendors must keep the vicinity in and around their selling area clean and orderly at all times and remove all refuse and unsold items at the end of each Market Day.
- Any items not removed by closing time will become property of the Market.
- If a vendor cannot attend the Market, the Market Master must be notified at least 24 hours in advance at (314) 913-6632.
- Selling at the Market shall begin promptly at 8:30 a.m. and no selling may take place before this time.
- Vendors must agree to sell for the entire Market Day.
- It is the responsibility of the vendor to warrant, refund, or exchange merchandise that is deemed unsatisfactory.
- No vendor may engage in solicitation, collection drives, political, or religious activities in the Market.
- Vendors may not smoke, drink alcohol, and/or possess or use any controlled substance while at the Market, other than beer and wine sold by licensed Market vendors.
- The use of any spark, flame, or fire-producing device is prohibited in the Market without the Market Master's written permission. In some cases a working fire extinguisher and County Fire Permit will be required.
- Vendors shall not allow seepage and leakage of water or fluids from their stands into the aisles, other vendors' stalls, or common areas.
- No vendor shall use false pack (meaning the topping or facing of containers with the best products exposed and poor products concealed underneath).
- No group or person at the Market shall enter into any price agreement, join any organization, or collude with others for the purpose of raising, lowering, or fixing prices of products at the Market, or for the purpose of keeping products at or from the Market.
- The City of Clayton, The Market, Wm. A. Straub, Inc. and its employees, agents, or officials are hereby released from any responsibility or liability for loss or damage of merchandise while it is being stored in this location.

## VI. Health Standards

Only vendors who have valid permits, proper documentation, and are in compliance with all applicable regulations may sell or sample food at the Market.

- Uncut, homegrown raw agricultural products may be sold without a permit.
- Any food items must be displayed or stored at least 6" above the ground.
- No pets are allowed in any vendor stall(s) with the exception of guide dogs.
- Sales of frozen or packaged frozen meats are permitted if they come from an inspected source, are labeled properly, and maintained frozen.
- Potentially hazardous food samples shall be maintained at or below 41°F if cold and above 135°F if hot. All other food samples shall be disposed of within two hours of cutting or dispensing.
- Eggs may be sold if maintained at or below 45°F and the vendor has obtained a license from the Missouri Department of Agriculture. All eggs must be Grade AA or A.
- The sale of unpasteurized milk or dairy products is not allowed.
- All packaged products, baked goods, and canned goods must be from an approved facility. An "approved facility" is any place which has been inspected and approved by the regulatory authority with current documentation of compliance.
- Packaged products must be labeled with the common name of the product, name, address, and phone number of the producer and list of ingredients in order or predominance.
- All foods on sale or display are required to be protected from contamination.
- Samples require additional permits from the Department of Health.
- Samples shall be kept in approved, clean, covered containers.
- All food samples shall be distributed in a sanitary manner.
- No bare hand contact with ready-to-eat food.
- Food intended for sampling shall be washed clean with potable water.
- If sampling, immediate access to hand washing facilities is required by vendors.
- Utensils and cutting surfaces shall be smooth, non-absorbent, and easily cleanable or disposable.
- Refer to the St. Louis County Department of Health, (314) 615-5000, for a comprehensive understanding of what permits are your responsibility.

## VII. Non-Food Vendors

Artists and Crafters may be vendors at the Market, not to comprise greater than 20% of the Market by capacity.

- Artists/Crafters must be the approved vendor and present on Market days as the seller.
- The handcrafted component of an art or craft piece must dominate the work; any commercial component must be transformed in a way that makes it original and unique.
- Handmade clothing must list fabric content and care instructions.
- Handmade jewelry must list all metals used.
- No art or crafts may be sold on consignment or wholesale.
- No art or crafts may be sold which are commercially produced, were assembled from commercial parts, plans, or kits.

Not-for-Profit Organizations may lease space on an "as available" basis at a reduced rate.

- Not-for-Profit organizations must provide proof of their not-for-profit status.
- Not-for-Profit organizations requesting to sell handcrafted items, baked goods, or packaged foods must comply with all standards and requirements.

- To distribute literature, register individuals or take a survey, a vendor in this category must have express written consent from the Market Master.
- No soliciting or receiving of donations is permitted.

**Vendor's signature on the application verifies that they have read, understood, and agreed to all of the 2011 Clayton Farmer's Market Rules and Regulations.**