

Ferguson Farmer's Market

Vendor Policies

PRODUCTS

All products must be handmade, homemade, or home grown. No resale items allowed.

WHAT VENDORS CAN EXPECT OF THE MARKET:

- Vendors can expect the market to provide a buying crowd.
- Vendors can expect the market to advertise, promote and operate the market to the best of its ability
- Vendors can expect the market to be fully versed in all laws, rules and regulations that apply to all of the market's vendors.
- Vendors can expect timely and efficient communication regarding all matters of the market

WHAT THE MARKET EXPECTS OF VENDORS

- Follow all applicable state, county, and city policies, licensures, laws, and regulations
- Abide by all market rules and agreements
- Participate in promotions and events that enhance and improve the market for the benefit of all.
- Portray the market in a positive light at all times.
- Maintain good personal conduct and customer service
- Keep vendor space clean throughout the market day, and leave space as found at end of market day.

HOURS/SET-UP AND TEARDOWN

Our market takes place from 8am-noon at 501 S. Florissant Rd. (Plaza at 501. Corner of S. Florissant Rd and Suburban Ave.) The market season goes from the first Saturday in May through the last Saturday in October. We are open rain or shine. Fees will be collected rain or shine. We provide a 10'x10' tent that our volunteers put up by 6:30am. You can arrive anytime after 6:30am as long as you are set up by shortly before 8am. YOU MUST BE SET UP ON TIME. All vendors are expected to stay until noon. Vendors may not start breaking down before then. **Note:** Volunteers may begin taking a few things down before noon but vendors need to wait until noon to break down.

CARTS

We have carts to help with your loading and unloading if you need them. All carts must be returned under the pavilion during the market. Vendors cannot keep carts at their booth during the market. You are welcome to get one at the end of the market to help with loading.

VENDOR BOOTH LAYOUT

There are no guaranteed spots. Placement may change from one market to the next. Priority is given to booths that are pre-paid for the season before the season starts, farmers (produce, meat, eggs, dairy, etc.), and certain food booths that require electricity to run their equipment. If you have not checked-in

by 7:45am, your booth will be open to other vendors and they'll be no guarantee you will have a spot that day.

ARTISANS AND CRAFTERS

Products must be handmade, creative, of good quality, and are subject to approval before being accepted to our market. This includes past, present, and new vendors. You must include a link (Facebook, Instagram, Etsy, website, etc.) to your products or pictures of the products that will be sold at the market. If items not approved are displayed during the market, you will be asked to put them away and possible penalties will occur.

SOLICITATION

Vendors may only sell and solicit from inside or behind their booth space. Vendors may not roam the market promoting to or soliciting attendees. Vendors may not aggressively solicit customers to stop at their booth.

TABLES AND CHAIRS

Tables and chairs are not provided, but extras may be available on a first come, first serve basis but are usually reserved for special events, activities, and community groups. Vendors are expected to bring their own tables. If additional chairs or tables are available once all booths are set-up, they will be offered on a first-come, first-serve basis. Vendors must retrieve/return any tables or chairs borrowed from the market.

FOOD VENDORS

You must have proper permits from St. Louis County Health. You must send a copy of your permit to the manager before coming to the market. Find them here: <https://stlouiscountymo.gov/st-louis-county-departments/public-health/food-and-restaurants/farmers-markets/>

PARKING

Vendors can pull into the paved parking lot behind the pavilion to unload. Enter from Suburban Ave. After you are unloaded, vendors MUST park cars in the very back of the back lot or across the street behind loft apartments/shops.

BOOTH FEES/DEPOSITS

Weekly Fees

Single Booth: \$25

Double Booth: \$50

Season Long Fees (All 26 Saturdays)

Single Booth: \$550

Double Booth: \$1100

Refundable Deposit

\$75 – Deposit will be held until your last market attendance.

Deposit may be forfeited if:

- You cancel your market attendance after **Wednesday at 5pm** the week of the market

- You do not show up to the market
- You leave prior to noon the day of the market
- You damage or leave your tent area worse than when you arrived.

If deposit is forfeited, a new deposit will need to be paid in order to attend a future market.

Payments must be made by Wednesday at 5pm the week of the market attending, or booth space may be forfeited.

CONFIRMATION

A confirmation email is sent out each Tuesday to all season-long vendors and any vendors registered for that week's market. All vendors must confirm their attendance by Wednesday at 5pm or booth space may be given to another vendor. If you have not received a confirmation e-mail by Wednesday morning, please reach out to confirm that you are on the vendor list for that Saturday.

LAYOUT

Market maps & layouts will be sent by 5pm each Friday so you can see where you are located. Layouts are subject to change slightly by Saturday morning depending on last minute circumstances. Please check-in when arriving to confirm booth location.

FERGUSON FARMERS MARKET \$10 BUCKS TOKENS

ALL VENDORS at our market can take these tokens. If a vendor does not take credit cards, customers can buy market tokens with their credit/debit cards at the information booth to use in the market. These tokens work just like a \$10 bill. Customers can use them at ANY booth like cash. Vendors can give change if needed. Market bucks tokens have a new look this year. They are a green and white poker chip with "Ferguson Farmers Market" printed on it.

SNAP/EBT TOKENS

We are authorized to sell SNAP/EBT tokens at our market. EBT customers can buy them at the Info Booth. They can also get DOUBLE-UP tokens – one for each SNAP token up to \$25.

SNAP tokens can **ONLY** be used to purchase produce, honey, canned goods like jelly or salsa, bread, cheese, eggs, packaged coffee or tea, meats, poultry, nuts, and seeds and plants for food.

DOUBLE-UP tokens can **ONLY** be used for produce, and seeds and plants for food. SNAP tokens are wooden. Double-Up tokens are aqua-colored. Silver Double-Up tokens CANNOT be taken. They are obsolete.

ALL TOKENS

All tokens should be brought to the Information Booth at the end of EVERY market for reimbursement.

CHANGE

The market does not offer change for vendors or customers. Please make sure you come prepared with enough change. Please also be careful accepting \$100 bills or don't accept them at all.

PENALTIES FOR NONCOMPLIANCE WITH MARKET RULES

Any violation of market rules or policies as well as any violation of city, county, or state laws or regulations may result in temporary suspension or permanent suspension from the Ferguson Farmer's Market. All penalties will be based on severity of the violation.

THANK YOU FOR FOLLOWING THE POLICIES OF OUR MARKET!