

Hannibal Central Park Farmers Market
2023 Market Regulations for Vendors
April 29 through October 28

As a vendor, you are responsible for educating yourself and your employees about, and following, all applicable market regulations pertaining to your products, as well as regulations and policies set by local, state, and federal agencies. By following the rules, you help keep HCPFM a vibrant, viable community asset. Staying in compliance with the rules also ensures you remain in good standing. Actions and behavior that put you out of compliance with market regulations will result in consequences, including warnings and suspension. We appreciate your cooperation!

Market Hours, Dates, and Location: Hannibal Central Park Farmers Market (HCPFM) will be held each Saturday of the season, with the exception of a few of the usual dates. The 2023 season will begin on April 29 and end on October 28. The market hours shall be 7:30 a.m. until noon with a bell signifying the opening. Tuesday markets from 3 to 7 p.m. will run from mid-June to mid-October. Please inform the manager if you would like to take part in the mid-week market.

Vendors will set up along the west side of Central Park. See market manager to determine your spot. Priority will be given to season-long vendors. (If you are a season-long vendor and will be absent, please notify market manager by 7 a.m. the day of the absence so that we may adjust vendor spots for that day.)

Set Up and Tear Down: Vendors may pull alongside their spots to unload and set up. Set up begins at 6 a.m. on Saturdays and 2 p.m. on Tuesdays and must be completed by market opening. Vendors must then move their vehicles into the street parking which runs along the north side of the park for the duration of the market.

Tear down must be completed within an hour of market closing. Please vacate the park by 1 p.m. (unless the manager approves longer hours for special events) on Saturdays and 8 p.m. on Tuesdays. Pack your trash out with you. Vendors are not allowed to dispose of market rubbish in the park trash receptacles.

Financial: There shall be no stall fees of any kind required of HCPFM vendors. In lieu of a fee, vendors are to donate one or more items of your choice each week for a weekly giveaway for market customers. This was a huge success last year with our customers, and we can make it even more so this year by being generous with whatever we have in excess that week. Liability insurance shall be the responsibility of individual vendors. Collection and payment of sales and income taxes are the responsibility of the vendor.

Safety: Please ensure that your canopies, tables, signage, and all produce remain entirely on the grass behind the sidewalk. The sidewalks must be kept clear of tripping hazards for HCPFM customers. Please anchor canopies. This is to keep both customers and vendors safe during windy days.

SNAP and DUFB Programs: These two new programs require additional agreements and training. These two new programs are available only to fresh fruit/vegetables growers, vendors who sell fruit/vegetable plants and some bakers. Ask market manager, Steve Huse for details concerning these two new programs to see if you qualify for being involved in them.

Miscellaneous: No reselling. All vendors must produce the items they are selling. Furthermore, items must be produced within a 100 mile radius of Hannibal, Missouri.

Annual farm visits may be held to ensure vendors are indeed producers. Once notified, you must make your farm available for a verification tour by a HCPFM representative within one week.

All vendors selling items by weight must use a scale approved, inspected, and certified by the Missouri Division of Weights & Measures.

All vendors selling baked goods and jellies, etc, must have a farmers' market permit from the Marion County Health Department.

Those selling nonfood items, such as crafts, must obtain a merchant license from the City of Hannibal. (Refer to SB 727 handout for exemptions.)

No smoking within 200 feet of the market. No animals within 50 feet of the market, due to health regulations.

For our customers' convenience, photos will be taken of vendor offerings early each market morning and posted to our Facebook page and/or website.

All vendors must sign the "hold harmless" agreement attached to this packet. No exceptions are allowed. No vendor may set up until this form is signed and returned to the manager.

HCPFM reserves the right to deny vendors market space and/or ask them to leave for any reasons deemed appropriate by management.

Local, State, and Federal Requirements: Vendors and their employees are responsible for informing themselves, and abiding by, all local, state, and federal requirements pertaining to their particular products.

- City of Hannibal: www.hannibal-mo.gov Call 573-221-0111.
- Marion County Health Department: Call Frank Lemongelli at 573-221-1166 or email at frank.lemongelli@lpha.mo.gov.
- Missouri Department of Agriculture: www.mda.mo.gov Call 573-751-4211 or email aginfo@mda.mo.gov.
- Missouri Division of Weights & Measures: www.mda.mo.gov/weights Call 573-751- 5639 or email wm@mda.mo.gov.
- Missouri Department of Revenue: www.dor.mo.gov Call 573-751-3505 or email dormail@dor.mo.gov.

For more in-depth information, please download the AgriMissouri Farmers' Market Handbook (PDF file): www.agrimissouri.com/pdf/fmhandbook.pdf

Please note that HCPFM is run by unpaid volunteers. We greatly appreciate your cooperation in following these few rules for things to run smoothly, so that we may focus on promoting and improving the market, as well as on our own farms & booths.

Steve Huse: Call/text 573-406-8401; email hopefarms2@gmail.com. **Please do not hesitate to contact us with any questions, concerns, and issues that arise throughout the season!**