



Rules of Operation & Vendor Handbook

Mission Statement

The Grandview Farmers Market is a place where neighbors come together to support local growers and makers, enjoy fresh, locally produced goods, and build a strong sense of community while supporting small, homegrown businesses.

1. Market Overview & Management

The Grandview Farmers Market (GVFM) is operated by the City of Grandview Parks & Recreation Department and is a community-focused market designed to support local producers first, while also welcoming a limited number of makers. The market prioritizes fresh, locally produced goods and a welcoming, organized shopping experience for patrons and vendors alike.

Market Contact:
Meagan Russell, Recreation Manager
Grandview Parks & Recreation
Phone: 816-316-4884
Email: meagan.russell@grandview.org

Market management reserves the right to interpret, enforce, and amend these Rules of Operation to ensure a safe, successful, and balanced market.

2. Market Dates, Hours & Season

Season: July 8th – October 31st (17 weeks total)

- Wednesdays: 4:00 PM – 8:00 PM
- Saturdays: 8:00 AM – 12:00 PM

Special Events: Events like the Holiday Market and other Maker Markets will be scheduled and communicated when available.

Dates, times, and events are subject to change. Vendors will be notified in advance of any adjustments.



3. Market Capacity & Location

- Approximate capacity: 28 vendors indoors
 - Vendor stalls are 10' x 10' unless otherwise approved
 - GVFM reserves the right to adjust stall layouts to support safety, accessibility, and market flow
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4. Vendor Types

GVFM focuses on Producers, with limited space available for Makers.

What is a Producer?

A Producer is an individual or business that creates and sells goods made from natural or locally sourced products. These may include items grown, raised, harvested, or processed by the vendor. Producers are directly involved in the creation, cultivation, or processing of the products they sell and offer items that are locally produced.

Examples include (but are not limited to): produce, meat, eggs, honey, flowers, plants, baked goods, and value-added food products.

Non-Farmer Producer

A Non-Farmer Producer is a vendor who processes farm products that they did not personally grow or raise. These products are made from scratch using raw ingredients that have been cooked, baked, canned, dried, preserved, or otherwise significantly treated. All products must comply with applicable health department regulations and be approved through the GVFM application process.

What is a Maker?

A Maker is an individual or business that creates and sells original, handcrafted, or manufactured goods. These products are made or designed by the maker and may include items such as jewelry, clothing, 3D-printed goods, or other created products. Makers are directly involved in the design and production of the items they sell.

Maker Participation: - GVFM allows up to two (2) Maker vendors per market day - Makers are not eligible for Annual vendor spaces - Maker-focused events will be scheduled separately and communicated in advance - The primary focus of the regular GVFM season remains on Producers

5. Vendor Product Approval

- All vendors must submit an application that includes a complete list of products they intend to sell
- Only approved items may be sold at the market
- Changes or additions to products must be approved by market management prior to sale



- GVFM aims to maintain a balanced, diverse, and organized market

Resale items and flea-market-style goods are not permitted unless specifically approved.

6. Vendor Fees & Pricing

Annual Vendor Fees (17-week season)

- **Wednesday:** \$85 total (\$5 per day)
- **Saturday:** \$340 total (\$20 per day)

Daily Stall Fees

- **Wednesday:** \$15 per day
- **Saturday:** \$30 per day

Discounts

- **20% discount** for 2025 Farmers Market Vendors

All fees must be paid by the assigned deadline. Booth fees are non-refundable unless otherwise stated.

7. Applications & Acceptance

- All vendors must apply annually
- Submission of an application does not guarantee acceptance
- Acceptance is based on product type, market balance, space availability, and adherence to GVFM goals
- GVFM reserves the right to limit vendors offering similar products

Vendor Eligibility Requirements

- The primary person listed on the application must be directly involved in the production and sale of items
- Vendors must be 18 years of age or older to operate a stall

Vendor Application Checklist

Vendors should be prepared to submit: - Completed GVFM vendor application - Full list of products to be sold - Applicable licenses, permits, or certifications (if required) - Missouri sales tax information (if applicable) - Signed acknowledgement of GVFM Rules & Handbook

Incomplete applications may delay approval.



8. Setup, Attendance & Breakdown

Arrival & Setup

- Vendors may arrive up to one (1) hour prior to market opening
- Vendors must be fully set up and ready to sell 15 minutes before market opening
- Late arrivals will not be allowed to sell that market day
- Vendors may not sell products before the official market opening time

Attendance & Absences

- Annual vendors who will be absent must notify the Market Manager in advance
- Communication should be directed to Meagan Russell, Recreation Manager

Breakdown

- Vendors are expected to remain for the full duration of the market
- Early breakdown is not permitted unless approved by market management

GVFM does not provide equipment or supplies. Vendors must bring their own tables, displays, and materials and are responsible for cleaning their space before departure.

9. Vendor Conduct, Appearance & Expectations

Conduct

Vendors are expected to: - Act professionally and respectfully toward patrons, staff, and fellow vendors - Provide accurate information about products and sourcing - Vendors shall comply with all applicable federal, state, county, and local laws, regulations, and ordinances.

Appearance & Booth Standards

- Booths must be clean, organized, and visually presentable
- Vendors must remain within their assigned stall space
- Vendors may not share, resell, sublet, or lend their assigned stall
- No trailers are permitted unless pre-approved by the Market Manager

Additional Rules

- No pets are allowed at the market (service animals excepted)
- Sale of live animals is not permitted
- Vendors are responsible for keeping their stall area clean throughout the market day

Harassment, disruptive behavior, or misrepresentation of products may result in immediate removal from the market without refund.



10. Health, Safety & Compliance

Jackson County Health Department

Vendors selling food or consumable products must comply with all applicable regulations enforced by the Jackson County Health Department.

Health Department Resources:

Website: <https://www.jacksongov.org/eh>

Phone: 816-881-6690

Vendors are responsible for obtaining and maintaining any required permits, licenses, or certifications. Documentation must be available upon request.

11. SNAP & Food Access (Future Implementation)

GVFM is actively exploring the implementation of **SNAP/EBT acceptance**.

Once established, SNAP benefits will allow eligible patrons to purchase approved food items at the market. Additional details, vendor requirements, and procedures will be communicated prior to launch.

This section will be updated as program details are finalized.

12. Rule Violations & Enforcement

Failure to comply with these Rules of Operation may result in the following actions:

1. Verbal warning
2. Written warning
3. Suspension from the market
4. Revocation of vendor privileges without refund

Immediate removal may occur for severe or unsafe violations. GVFM management retains final authority in enforcement decisions.

13. Vendor Safety

- Vendors are responsible for educating their staff about market rules
 - No shouting, hawking, or aggressive selling tactics
 - Vendors must comply with all applicable laws and safety guidelines
 - Vendors are responsible for the conduct of their staff and representatives
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14. Signage & Marketing Rules

- Vendors must clearly display business name and pricing
 - All signage must fit within the assigned booth space
 - Product origin must be accurately represented
 - NO POLITICAL SIGNAGE OR MATERIALS ARE ALLOWED within the market
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15. Hold Harmless & Web/Photo Release

Each vendor agrees to hold harmless the City of Grandview, its officials, employees, and volunteers from any claims, damages, injuries, or losses resulting from the vendor's participation in the market.

GVFM may publish vendor names, business names, product descriptions, and participation dates on City of Grandview websites, social media platforms, and promotional materials. Vendors grant permission for photographs and video recordings taken during market activities to be used by the City of Grandview Parks & Recreation Department for marketing, promotional, and informational purposes. Participation in the Grandview Farmers Market constitutes consent to the use of such images without compensation.

16. Amendments & Interpretation

These Rules of Operation exist to support a safe, welcoming, and successful market. GVFM management reserves the right to amend or interpret these rules as needed in the best interest of the market.

17. Acknowledgement

By applying to and participating in the Grandview Farmers Market, vendors agree to comply with all rules, policies, and expectations outlined in this handbook.