



Vendor Handbook 2019

660.281.7244

WWW.SEDALIAAREAFARMERSMARKET.COM

The mission of the Sedalia Area Farmers' Market is to provide local producers and consumers a reliable, regulated marketplace that facilitates personal connections for the direct exchange of high quality, local vendor-grown and vendor-made goods. The market strives to meet the needs of the consumer while encouraging sustainable agriculture and small business in Mid-Missouri.

2019 RULES OF THE SEDALIA AREA FARMERS' MARKET, INC.

The mission of the Sedalia Area Farmers' Market is to provide local producers and consumers a reliable, regulated marketplace that facilitates personal connections for the direct exchange of high quality, local vendor-grown and vendor-made goods. The market strives to meet the needs of the consumer while encouraging sustainable agriculture and small business in Mid-Missouri. To that end, we have established these rules for a successful, friendly, cooperative market environment. We encourage vendors and potential vendors to bring any questions, concerns or ideas to our Market Manager or any of our Board of Directors (the Board) members.

"The Sedalia Area Farmers' Market brings food, family, friends and fun together"

1. What Can Be Sold

- A. Raw Agricultural Products: This category includes fruits, vegetables, grains, herbs, flowers, bedding plants and potted plants. Bedding plants and potted plants must be grown from seed, plug, cutting, bulbs or bare-root by the seller. No resale of pre-finished plants is allowed.
- B. Value-added Agricultural Products: This category includes products made of raw agricultural products grown by the seller that have been processed. Examples are jams, jellies, salsas, sauces, oils, vinegars, baked goods, molasses, cider and picked-out nuts. The value-added product must contain meaningful material grown or produced by the seller. Products in this category must be brought before the Board for approval. The Board is available to guide vendors with questions or concerns.
- C. Non-agricultural Products: This category includes farm, garden, or food related crafts and value-added agricultural products made without raw agricultural products grown by the member. Examples include: baked goods, juried arts and crafts, handmade soap, handcrafted furniture, other garden related products, pottery and similar items. The member selling them must have created these items. These products are admitted at the discretion of the Board, for members in good standing only.
- D. Meat and Other Animal Products: This category includes meats, poultry, milk, cheese, eggs, farm-raised fish, honey, wool, leather, and other products derived from animals. All slaughter animals shall be in the vendor's immediate custody, care and control a minimum of 50 percent of the animal's life at time of slaughter. Vendors must abide by all applicable federal, state and local regulations and inspection regimes. In addition, they must adhere to federal or state guidelines on all labels. All animals sold as cut meat at the Sedalia Area Farmers' Market, Inc. should come from a known source; no resale of trader or sale barn cattle and no livestock from any condemned or "for slaughter only" herds shall be sold in any form.
- E. Any stall with greater than 50 percent non-agricultural products in member's possession at the opening bell of a market session shall be a non-agricultural stall. Non-agricultural stalls shall not number more than thirty (30) percent of the total membership, rounded to the nearest whole number.
- F. Concession Vendors: This category includes ready to eat food items prepared on site. Board approval of concession vendors will be based on the uniqueness, flavor, quality, presentation and value of their product. Concession vendors must meet all codes and regulations for their business, and documentation to that effect must be attached to application before it is considered for approval. Concessions Vendors are requested, but not required, to make every effort to include in their products ingredients from local producers or farmer's market vendors.

G. All vendors preparing food products in a kitchen that is not subject to inspection by the health department must have a placard at the sales location indicating such and meet all applicable federal, state and local health regulations. In addition, they must adhere to local guidelines on all labels.

H. Sellers not subject to Item F. above must abide by all applicable federal, state and local health regulations. In addition, they must adhere to local guidelines on all labels.

I. Vendors may sell only their own products as per Rule 1. The resale of any products that are not grown or produced by the member/vendor in the area as defined in Rule 9 is strictly forbidden. Violators of this rule will be immediately expelled from the market without refund of any fees. Participants or members wishing to return to the market following expulsion must apply to the Board for re-admittance. EXCEPTION: A vendor may act as a reseller of a product providing the product was produced in Missouri, AND the vendor is thoroughly knowledgeable of the production means and individual producer of the product, AND the product is not produced by a current vendor at the Sedalia Area Farmers' Market. The Board must also be notified and must give permission to vendor for this to be acceptable. The vendor must have signage stating where the product was grown (e.g. sourced from Waverly, Mo; Carrollton, Mo.; ...). This helps with the transparency and integrity of the market.

2. All vendors must complete and sign a vendor application with the Sedalia Area Farmers' Market, Inc. prior to selling. The Sedalia Area Farmers' Market, Inc. reserves the right to prohibit anyone from selling at the market.

A. Initial membership considerations will include the completion of the following items:

- a. Initial Contact (Vetting)
- b. Completed Application Received
- c. Tentative Approval by Market Manager
- d. Site Visit
- e. Full Board Approval

B. To remain a "member in good standing" the following criteria must be met each year:

- a. All required paperwork has been submitted and approved
- b. Annual Membership fee has been paid as verified by the Market Manager
- c. Completed Formal Vendor Training either at spring meeting or equivalent approved by Market Manager
- d. Daily fees have been paid as verified by the Market Manager
- e. Adherence to all other rules and regulations as set forth by the Sedalia Area Farmers' Market, Inc.

3. The Board will make an attempt to visit existing vendors at least every other year. All new vendors will have a site visit before being allowed to sell at the market. The Market Manager has the authorization to waive the initial site visit for one market on a case by case basis. The Board will strive to have all site visits completed by the end of June. The primary purpose of the site visit is to learn about the vendor and their products thus allowing the board to promote each member to the market customers. Photos will be used to help publicize and promote the vendor at the market. In addition, the site visit will be used to determine whether the participant or member is in fact producing all that he or she is selling at the market. The Board reserves the right to inspect any participant or member's site by appointment. If there are concerns the participant or member must make all production areas available within three (3) days. Refusal to allow inspection is grounds for indefinite suspension. A decision regarding the inspection must be rendered six (6) days from completion of inspection. In the event of health concerns the Board reserves the right to have a random inspection.

4. Food products can be cut or opened for displays at the market if properly wrapped, but they cannot be sold. Free samples may be given to customers in accordance with Pettis County Health Department regulations.

5. Each vendor may set their own prices. Prices should be set in keeping with customer satisfaction and consideration of other market vendors.

6. Any grievance regarding the actions or prices of the other vendors should not be directed to the vendor in question. The initial grievance should be reported to the Market Manager, in writing, who will bring it to the attention of the Board. The Board will determine if a special meeting needs to be called to settle the grievance.

7. Each vendor is encouraged to provide display racks or tables, sacks, money for change and provide certified scales pursuant to all applicable regulations when selling products by weight. Prices must be posted in full view of the consuming public with lettering and signs being limited to the individual stall area.

8. No product may be sold, distributed or bagged for customer until opening time unless the Market Master on duty gives his/her express consent on a case by case basis (no exceptions are made for scarce/extremely limited quantity items). One (1) hour will be allowed for finishing sales and clean up after closing time.

- Summer Market will be open from May through October from 3 P.M. to 6 P.M. on Tuesdays and Fridays.
- Winter Market will be open November, December, March and April from 3 P.M. to 6 P.M. on Tuesdays.

9. It is the responsibility of individual vendors to maintain a clean and healthful condition within their assigned area and to leave that area free of debris.

A. Products should be displayed in an attractive manner.

B. Canopies, tents and umbrellas shall always be safely secured from unexpected weather events.

C. There will be no animals allowed within the market area other than service animals due to sanitation guidelines.

D. To support our vision of a healthful market environment, smoking is prohibited at the Sedalia Area Farmers' Market, including electronic cigarettes. A vendor or customer may, however, smoke within their enclosed vehicle if necessary.

E. Inappropriate language or behavior, profanity, or other harassment or abuse by a member or participant toward another member or participant, employee, or customer of the market is grounds for immediate and permanent expulsion from the market.

10. Persons living in Pettis County, or a contiguous county of Pettis County may become members of the market. These counties include Benton, Cooper, Henry, Johnson, Lafayette, Morgan, and Saline. Anyone wishing to become a vendor or participant must apply for admission and remain in good standing.

Any vendors growing products outside this area must be individually approved by the Board. Once approved by the Board, and after one year/market season of membership in good standing, a vendor from outside these counties will be afforded the same rights as vendors from within the counties listed above.

11. The Farmers' Market will select a Market Master(s), whose duty shall be collecting daily fees, assigning market stalls, supervising the market and other duties assigned by the Board. The Master(s) will be responsible to the Board and report any violations of rules to the Board. The Master(s) will be final authority on the day of

Market - all decisions may be appealed to the Board for later consideration. The Sedalia Area Farmers' Market, Inc. reserves the right to cancel the privileges of any member who in the opinion of the Board has violated the rules governing the market. Fees will not be refunded.

12. Fees effective January 2016 (revised May 2019)

- A. A \$75 annual fee is required for membership in the market. This allows the vendor to sell at the market from May 1st to April 30th of the following year in a space assigned by the Market Master(s). Vendors joining after October 31st will have their fee pro-rated, with a minimum fee of \$20.
- B. Vendors may choose to pay the membership fee in installments of \$25.00 until the \$75 fee is satisfied.
- C. Daily fees:
 - Summer Market: A daily fee of \$5.00 will be charged for each 10 feet x 10 feet summer market stall-for market period May 1st through October 31st.
 - Winter Indoor Market: A daily fee will be charged. For an 8 foot table, a daily fee of \$10.00, a 6 foot table is \$7.00 and a 4 foot table is \$5.00.
- D. Stall Assignments – Remaining stalls will be assigned on a first come, first served basis.
- E. Subleasing - No member shall sublease, sell or permit anyone to use their space.
- F. Member Arrival: Members should arrive at the market by 2:15 P.M., or have informed the Market Manager by 7 P.M. the night before that they will not be able to attend.
- G. Failure to Show - Members with assigned spaces who do not show up for the market by opening bell at 3 P.M. must be in their stall(s) by 2:15 P.M. at the next market, unless the Market Masters have been notified otherwise.

13. The Sedalia Area Farmers' Market, Inc. and its Board are not responsible for product liability or the paying of sales taxes for individual vendors. All vendors are responsible for any applicable license, permits and sales tax. All vendors must comply with all applicable federal, state and local health regulations.

14. Because type of product and cultural practices are important to some customers, the market expects members to truthfully represent their products and operations.

15. The Sedalia Area Farmers' Market, Inc. will not discriminate against anyone because of race, color, creed, national origin, sex, age, disability, or sexual orientation.

16. Vendors wishing to utilize electricity shall contact the Market Manager and fees will be determined on an as needed basis. Generator use will only be allowed if adequate power is not available.

- Summer Market request for electricity deadline will be April 1st.
- Winter Market request for electricity deadline will be October 1st.

17. In order to allow maximum customer participation in the market the Sedalia Area Farmers' Market accepts debit cards, credit cards and USDA SNAP (food stamps) benefits. The market maintains the electronic system and stocks tokens for ease of customer and vendor redemption. As such, all vendors are required to accept the tokens as a form of payment. It is standard policy to reimburse vendors once per month for tokens returned to the Market Master(s). A vendor may be reimbursed sooner if absolutely necessary and arranged in advance with the Market Manager.

Constitution of the Sedalia Area Farmers' Market, Inc.

The mission of the Sedalia Area Farmers' Market is to provide local producers and consumers a reliable, regulated marketplace that facilitates personal connections for the direct exchange of high quality, local vendor-grown and vendor-made goods. The market strives to meet the needs of the consumer while encouraging sustainable agriculture and small business in Mid-Missouri.

"The Sedalia Area Farmers' Market brings food, family, friends and fun together"

Ratified by the Board of Directors January 26, 2017 (reaffirmed March 27, 2019)

Article 1-Name

The name of this organization shall be the Sedalia Area Farmers' Market, Inc.

Article II-Object

To promote the production and marketing of local farm products in Central Missouri and to stimulate public interest in the consumption of local farm products.

Article III-Membership

Any person engaged in the growing of farm and/or related products, who agrees to abide by the rules of the Sedalia Area Farmers' Market, Inc., may become a member upon the approval of the Board of Directors

Article IV-Board of Directors

At the January meeting each year, the Board of Directors shall be elected. Executive officers shall be President, Vice President/President Elect, Secretary, Treasurer, ~~Market Relations Liaison~~, and Sergeant-at-Arms and shall be elected each year in the next meeting following the election of the Board of Directors. The Board of Directors shall be made up of nine members; one-third producer/vendors, one-third civic and/or government officials, and one-third at-large members of the community. The Market Manager shall be an ex-officio member of the board. The board may also choose to have two voting student members. Nomination shall be made by the membership and voted upon by ballot. The government of the Sedalia Area Farmers' Market, Inc. shall be vested in this Board of Directors and no two board members may represent the same farm operation or organization. Five members of the Board shall constitute a quorum.

Article V-Meetings

Members in good standing shall have the privilege of voting at all association meetings. Association meetings to nominate and elect the board members shall be

held in January of each year. The current President shall conduct the meeting to elect the board members, appoint an election committee to count votes and announce each person receiving the greatest number of votes for each of the available board seats. The Board of Directors will include six (6) Executive officers and not more than three (3) at-large members; in addition the board may choose to have two (2) voting student members. These elected members shall be declared the Board of Directors for the ensuing year.

In the next meeting following the election of the Board of Directors, the past President shall conduct the meeting to elect the new Executive officers, appoint an election committee to count votes and announce each person receiving the greatest number of votes for each office.

Article VI-Records

Every member shall have the right to examine, for any reasonable purpose, the books, records, roster of membership, and other appropriate records of Sedalia Area Farmers' Market, Inc.. The Secretary shall keep minutes of each meeting and the Treasurer shall do all the bookkeeping, collecting membership fees, and banking.

Article VII-Fiscal Year

The fiscal year shall begin the first day of January in each year.

Article VIII-Spending of Monies

Proceeds derived from annual membership fees and stall rental fees shall be used to pay operating and advertising expenses of the market. Should the Sedalia Area Farmers' Market, Inc. dissolve or become inoperative, any remaining money (after all expenses are paid) shall be donated to the sponsoring Sedalia Katy Depot Heritage Foundation.

Bylaws of the Sedalia Area Farmers' Market, Inc.

Ratified by the board of Directors March 23, 2017 (reaffirmed March 27, 2019)

1. The duties of the **Board of Directors** shall be: to transact all business of the Sedalia Area Farmers' Market, Inc.; to establish the policy of said association regarding program of activities; to authorize all contracts for services and supplies; to prepare a budget for each operating period (space cost, insurance, market manager, advertising, etc.); and recommend daily, monthly, or seasonal rental rates per market stall. Election to the Board of Directors entitles the member to a free membership during the term of office.

2. The **President** shall call a meeting of the Board of Directors at any time when, in his/her judgment there is business to be transacted. She/he shall appoint all committees from the Board of Directors and the Sedalia Area Farmers' Market, Inc. membership and delegates authority to the committees to assist the Board of Directors in performing any duties necessary to promote the interests of the Sedalia Area Farmers' Market, Inc. Special meetings shall be held upon the call of the President. Other duties of the President shall include conducting monthly business meetings. The position of President shall be a two year term on odd numbered years.

3. The **Vice President/President Elect** shall perform all duties of the President in his/her absence. He/she will also chair the Constitution, Bylaws & Rules Committee. The position of Vice President/ President Elect shall be elected on odd numbered years. After their term of Vice President/ President Elect has ended, they shall assume the position of President for the next two years.

4. The **Secretary** shall keep a record of the proceedings of all meetings, send a written notice to the members seven (7) days prior to each meeting, and attend to all correspondence of the Sedalia Area Farmers' Market, Inc.. The position of Secretary shall be elected on even numbered years.

5. The **Treasurer** shall hold all Sedalia Area Farmers' Market, Inc. money, pay all bills upon order of the Board of Directors, and present his/her books and records for audit upon demand by the Board of Directors. The Treasurer's duties shall also include collecting membership fees, banking transactions, keeping a continuing list of growers including addresses and phone numbers, and keeping a map showing stall assignments. The position of Treasurer shall be elected on even numbered years.

6. The **Sergeant-at-Arms** shall ensure that all meetings are conducted in an orderly fashion. The position of Sergeant-at-Arms shall be elected on odd numbered years.

7. The **Market Manager** is contracted by the Board of Directors to oversee the day to day operations of the market, including vendor recruitment and retention, marketing and publicity, as well as other duties assigned and necessary for the smooth, sustainable, and reliable operation of the market. The Market Manager will also sit as chair on the Marketing/Publicity Committee. The Market Manager shall be an ex-officio member of the board.

8. In the event of any vacancy on the Board of Directors the remaining members of the Board shall select any member of the Sedalia Area Farmers' Market, Inc. in good standing to serve until the following January Sedalia Area Farmers' Market, Inc. meeting at which time an election shall be held to fill the unexpired term.

9. Robert's Rules of Order shall be followed at all times.

10. All members of the Sedalia Area Farmers' Market, Inc. should feel a responsibility to promote Sedalia Area Farmers' Market, Inc., to keep good will among our membership and the public, and exhibit a helpful attitude toward all full and part-time growers. It shall further be the duty of the Board of Directors to promote, by regulation and management, a Farmers' Market.

11. A board member or board members may be removed by a vote of the membership at any regular meeting or meeting called for that purpose. The board member(s) shall have the right to hear reason(s) for removal and to appeal at the next meeting which shall occur within thirty (30) days. Any board member missing three (3) consecutive board or board and general membership meetings without good reason or notice may be removed by a vote of the board.

12. List of Standing Committees –

- A. **Site Selection and Development** – This committee deals with issues that arise concerning the physical site of the market and works toward developing a permanent site. They would be the liaison for the site host.
- B. **Constitution, Bylaws and Rules** - This committee is chaired by Vice President. This committee shall revise wording and or make changes to keep them current. They shall present changes to the Board for approval.
- C. **Market/Vendor Relations** – This committees responsibility is to set up farm visits, collect vendor biographies, interact with vendors and bring potential issues to the Board.
- D. **Marketing/Publicity** – This committee generates marketing ideas and outlines the marketing plan for the year.
- E. **Finance** – This committee is chaired by the Treasurer. This committee is responsible for generating the budget for the market, and monitoring all finance transactions.
- F. **Market Masters/Volunteer Scheduling** – This committee is responsible for managing the Market tent during market hours. Duties would include, but not limited to: set up, tear down, collect vendor fees, handle EBT and debit transactions, assisting vendors and directing volunteers.
- G. **Fundraising** – This committee is responsible for planning and scheduling fundraising events to meet the financial needs of the market. The Marketing and Finance committees should be represented on this committee.
- H. **Little Sprouts** – This committee is responsible for organizing market related children events.
- I. **Vendor Training/Food Safety** – This committee is responsible for assisting in the planning of the annual Vendor/Food Safety meeting.

Sedalia Area Farmers' Market, Inc.
c/o 1806 W. Broadway Blvd. Sedalia, MO 65301 660-281-7244 or Fax 660-829-9752

VENDOR AGREEMENT – 2019

Please complete both sides of the form.

Check all that apply to the products in your stall:

Agricultural _____

2019 Membership Fee (May-April): \$75 plus

Value-Added Agricultural/Non-Agricultural* _____

\$5 Per Market Day for each 10 X 10 stall.

Meat/Animal Products _____

WINTER FEES TBA early fall.

Concession _____

Your Name (First, Last): _____

Name of corporation or partnership: _____

Mailing Address - Street: _____

City: _____ Zip: _____ County: _____

Farm Name: _____

Farm/production location address: (if different than mailing address)

Street: _____

City: _____ Zip: _____ County: _____

Phone: Home: _____ Work/Cell: _____ Emergency Contact: _____

Email Address: _____

Website: _____

Facebook Page _____ Permission to share on SAFM Page Y__N__

I, _____ (print your name) and my representatives and/or family selling at the Sedalia Area Farmers' Market, Inc. ("The Market") as _____ (print your business name), agree that becoming a member of The Market requires me/us to abide by ALL its rules, regulations, and By-Laws. As the Member/Seller, I further agree to permit inspection of my farm or production area(s) to ensure compliance with said rules, regulations, and bylaws. I understand that failure to comply may result in loss of membership and therefore right to sell, with no refund of dues or fees. As a condition of Membership/Right to Sell, I/we agree to release and hold harmless the Sedalia Area Farmers' Market, Inc., its Directors, Officers, Agents and Employees from all claims related to or arising from such Membership.

**Value-added Agricultural: includes products made of raw agricultural products grown by the seller that have been processed. Non-agricultural: includes farm, garden, or food related crafts and value-added agricultural products made without raw agricultural products grown by the member. SEE RULES/REGULATIONS for complete details.*

Vendor Biography

Thank you for taking a few moments to fill out this form which will give the Market Manager an overview of your business. This information will be used on the Market's Facebook page to showcase each of the vendor's products and services. Make sure you include EVERYTHING you would like prospective buyers to know about you AND include NOTHING that you really don't want out there for public access —answer only what you are comfortable with, please!

Questions to answer (feel free to use another piece of paper to cover these questions)

1. Farm/business name

2. Name of owners

3. How long have you been in operation?

4. Email / other contact info

5. Do you have your own website or Facebook page we can link to?

6. Where do you currently sell your products besides the Sedalia Area Farmers' Market?

A. Open to the public? (hours/days)

B. Will you put together special orders (i.e. planter boxes, 2 doz. Ears of corn, cheese platter, etc.)?

7. What products do you grow or create that you are most proud of and why?

8. Farm land: total acres, county/counties you grow in?

C. Location

D. Do you want to direct people to your farm / business?

9. What brought you to, and keeps you at, this business?

10. How has (or will) the farmers' market helped you grow your business?

11. Anything else?

Supplemental Nutrition Assistance Program (SNAP) Eligible Food Items

Last Published: 07/18/2014

Households CAN use SNAP benefits to buy:

- Foods for the household to eat, such as:
 - breads and cereals;
 - fruits and vegetables;
 - meats, fish and poultry; and
 - dairy products.
 - Seeds and plants which produce food for the household to eat.

In some areas, restaurants can be authorized to accept SNAP benefits from qualified homeless, elderly, or disabled people in exchange for low-cost meals.

Households CANNOT use SNAP benefits to buy:

- Beer, wine, liquor, cigarettes or tobacco
- Any nonfood items, such as:
 - pet foods
 - soaps, paper products
 - household supplies
- Vitamins and medicines
- Food that will be eaten in the store
- Hot foods

Additional Information

“Junk Food” & Luxury Items

The Food and Nutrition Act of 2008 (the Act) defines eligible food as any food or food product for home consumption and also includes seeds and plants which produce food for consumption by SNAP households. The Act precludes the following items from being purchased with SNAP benefits: alcoholic beverages, tobacco products, hot food and any food sold for on-premises consumption. Nonfood items such as pet foods, soaps, paper products, medicines and vitamins, household supplies, grooming items, and cosmetics, also are ineligible for purchase with SNAP benefits.

- Soft drinks, candy, cookies, snack crackers, and ice cream are food items and are therefore eligible items
- Seafood, steak, and bakery cakes are also food items and are therefore eligible items

Energy Drinks

When considering the eligibility of energy drinks, and other branded products, the primary determinant is the type of product label chosen by the manufacturer to conform to Food and Drug Administration (FDA) guidelines:

- Energy drinks that have a nutrition facts label are eligible foods
- Energy drinks that have a supplement facts label are classified by the FDA as supplements, and are therefore not eligible

Live Animals

Generally live animals and birds are not eligible for purchase with SNAP benefits. Live fish such as lobsters and other shellfish may be purchased with SNAP benefits.

Pumpkins, Holiday Gift Baskets, and Special Occasion Cakes

Pumpkins are edible and eligible for purchase with SNAP benefits. However, inedible gourds and pumpkins that are used solely for ornamental purposes are not eligible items.

Gift baskets that contain both food and non-food items, are not eligible for purchase with SNAP benefits if the value of the non-food items exceeds 50 percent of the purchase price. Items such as birthday and other special occasion cakes are eligible for purchase with SNAP benefits as long as the value of non-edible decorations does not exceed 50 percent of the purchase price of the cake.

SEDALIA AREA FARMERS' MARKET VENDOR TOKEN PROCEDURE AGREEMENT (SAFM)

I UNDERSTAND AND AGREE:

1. I will follow, and ensure my employees, family members, helpers, will follow the Supplemental Nutrition Assistance Program (SNAP) regulations. I am aware that violations of program rules can result in disqualification from the Sedalia Area Farmers' Market.
2. I accept responsibility on behalf of my business at the Sedalia Area Farmers' Market for violations of the SNAP regulations, including those committed by any of my employees, both paid or unpaid, new, full-time or part-time. These violations, such as but not limited to:
 - Treating SNAP customers differently than other customers
 - Trading cash for SNAP benefits
 - Accepting SNAP benefits as payments for ineligible items
 - Knowingly accepting SNAP benefits from people not authorized to use them
 - Accepting SNAP benefits as payments on credit accounts or loans
3. Participation in the SAFM can be denied or withdrawn if my business violates any laws or regulations issued by Federal, State, or local agencies, including civil rights laws and their implementing regulation.
4. Participation in SNAP requires that I will not discriminate against any customer on the grounds of race, color, national origin, age, sex, handicap (disability), political belief or religion; and that I will immediately take any measures necessary to make sure that my customers are not discriminated against.
5. Vendors must turn in all tokens at the SAFM Market Master Tent.
6. Have tokens divided by \$1 Metallic DUFEB, \$2 EBT, and \$5 Debit/Credit baggies and have them counted before arriving at the Market Tent. Complete token form available at the Market Tent.
7. While Vendor waits SAFM Market Manager or volunteer will: 1) Count pre-bagged tokens. 2) Initial token form verifying Vendor's token count and total. 3) Once initialed, the token form will act as vendor's receipt.
8. All statements will be kept confidential.
9. Keep receipts for your records. You will be required to show a signed receipt if you feel there is a discrepancy or you do not get paid in a timely fashion.
10. SAFM will reimburse vendors via bill pay with bank entries submitted no later than the 3rd Tuesday of each month. Questions regarding token reimbursement should be directed to the SAFM Market Manager.
11. Token checks will be made payable to Vendor/Farm noted on receipt.
12. Tokens may not be used to pay stall fees. SAFM reserves the right to withhold reimbursement checks if there are outstanding invoices until payment is received.
13. Vendors give change for Cash Value tokens in actual dollars, NOT EBT tokens.
14. Accumulating large amounts of tokens before redeeming is not recommended due to available token inventory and SAFM cash flow.
15. Vendors, by law, may not give cash change for purchases with EBT tokens. When possible, vendors are encouraged to modify purchases so it totals a whole dollar value. We cannot charge sale tax on EBT purchases. If sales tax is included in your price, adjust the amount of purchase to compensate the EBT customer for the sales tax.

I have read and agree to follow the Token Procedure of the Sedalia Area Farmers' Market. *Initial* _____

I have educated my family members, employees and helpers of these practices prior to them selling at the market. *Initial* _____

Printed Name _____ *Farm Name* _____
Vendor Signature _____ *Date* _____



Token Transactions Guide

<p style="text-align: center;"><u>\$2 EBT/SNAP Wooden Nickels</u></p> <ul style="list-style-type: none"> • ONLY FOR FOOD ITEMS (including plants that produce food), even breads, etc. but NO hot/ready to eat food. • MAY NOT GIVE CHANGE BACK (please try to have smaller items available, to help them spend the whole amount) 	<p style="text-align: center;"><u>Metallic Tokens (Double Up Food Bucks)</u></p> <ul style="list-style-type: none"> • Can only be used for VEGETABLES, FRUITS or PLANTS that are EDIBLE or PRODUCE FOOD. • MAY NOT GIVE CHANGE BACK 	<p style="text-align: center;"><u>\$5 Debit Wooden Nickels</u></p> <ul style="list-style-type: none"> • CAN BE SPENT ON ANYTHING. • MAY GIVE CHANGE.
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How to Redeem Your Tokens:

- At end of each market day, bring tokens AND COMPLETED VENDOR TOKEN FORM to Market Tent. Market staff will verify numbers and sign. (Save yellow copy for your records.)
- Market will issue a check to you on the third Tuesday of each month (please do not hesitate to let us know if you need to be paid sooner) for all unreimbursed token transactions.