2026 Vendor Handbook

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.

660.851.6801

www.sedaliaareafarmersmarket.com

2026 RULES & REGULATIONS
OF THE SEDALIA AREA FARMERS' MARKET

Revised June 29, 2026

All Applicants are advised to PLEASE read the rules carefully as everyone will be held to them. For example, if you accept a token that you are not eligible to accept you will NOT be reimbursed. Breaking any of the rules can cause you to lose your spot at the market, no matter how much we and the customers love you.
We're in this together and want you to succeed! So please read all of this carefully. Thank you!!!

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 that have been processed. Examples are: jams, jellies, salsas, sauces, oils, vinegars, baked goods, molasses, cider and picked-out nuts. In order to maintain the farm and food focus of the Market, strong preference is given to value-added products that contain meaningful material grown or produced by the seller, but this is not necessarily required for approval. The Board is available to guide vendors with questions or concerns. Vendors are requested, but not required, to make every effort to include in their products ingredients from local producers or farmer's market vendors. All products in this category must be brought before the Board for approval.

C. Non-agricultural Products: This category includes hand-made goods that are not intended for human consumption. Examples include: body products such as soaps and scrubs, candles, juried art/crafts. The member selling them must have created these items. Vendors are requested, but not required, to make every effort to include locally sourced materials in their products. These items may be sold at the market on the first Friday of the month. Exceptions are made for grandfathered members and other members at the board's discretion. The following items will not meet the juried criteria: anything the member did not have a direct hand in making or are selling on consignment or purchased wholesale; anything offensive to community taste standards; anything not supporting the mission of the Market; anything commercially produced, assembled from commercially available parts, plans, kits or cast from commercial molds. All arts and crafts must be juried by the Market /Vendor Relations Committee before they will be allowed to be sold at the market. Photos for jury may be sent to info@sedaliaareafarmersmarket.com

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 member's immediate custody, care and control a minimum of 50 percent of the animal's life at time of slaughter. Members 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 Sedalia Area Farmers' Market 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. Concession Vendors (Food Trucks): This category includes ready to eat food items prepared by the member in a certified kitchen. 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 the 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.

F. 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 ten percent.

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. All vendors must abide by all applicable federal, state and local health regulations. In addition, they must adhere to local guidelines on all labels.

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

J. Members must list on the annual application all products they are considering for sale at the Market during the market season. As Sedalia Area Farmers' Market strives to create a diverse, robust, quality market beneficial to customer and vendor, we reserve the right to refuse admittance to a potential member or sale of a particular product if that offering is already well represented in the Market's product mix. If a member wishes to add a product not listed on their application and which is not already represented at the Market, the annual application product listing must be updated and approved in writing by the Market Manager. If a member wishes to add a product not listed on their application that IS already represented at Market, the request must be presented to the Board by the Market Manager. Once the product has the Board approval, the annual application product listing must be updated and

approved in writing by the Market Manager. A decision regarding the request will be rendered within seven (7) calendar days from acknowledgement of notification.

K. The Sedalia Area Farmers' Market welcomes local non-profit organizations and community information groups (no proselytizing or politicking) to participate when space is available. To keep the Market fair for paying vendors, no item may be sold nor donations collected without the Board's approval. The Board reserves the right to verify non-profit status of an organization.

2. Vendors may participate in the Market only after completion of all steps in Item A below. Sedalia Area Farmers' Market reserves the right to prohibit anyone from selling at the market.

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

i. Completed application with fee received.
ii. If applicable to the vendor's business/product mix, include written approval by federal, state, local authorities. Attach copies of such to your application.
iii. Tentative approval by Market Manager.
iv. Site visit
v. Full Board approval
vi. Payment of annual membership fee (or installment arrangements approved by Treasurer or Market Manager)
vii. Submission of Proof of Product Liability insurance naming Sedalia Area Farmers' Market, Inc. as additional insured.
viii. Completed formal vendor training either at spring meeting or equivalent approved by Market Manager.

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

i. All required paperwork has been submitted and approved.
ii. Annual membership fee has been paid as verified by the Treasurer or Market Manager.
iii. Completed formal vendor training either at spring meeting or equivalent approved by Market Manager.
iv. Daily fees have been paid in full as verified by the Market Manager.
v. Adherence to all rules and regulations as set forth by the Sedalia Area Farmers' Market, Inc.

3. The returning members will have a site visit at the discretion of the Board. When returning members have significant changes to their production, facilities and/or products, a site visit will be conducted at the discretion and earliest convenience of the Board. All new members 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 primary purpose of the site visit is to learn about the vendor and their products thus allowing the Market to promote each member to the customers. Photos will be used to help publicize the vendor. In addition, the site visit will be used to determine whether the member is in fact producing all that he/she is selling at the market. The Board reserves the right to inspect any member's site by appointment. If there are concerns, the 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 member may set their own prices. Prices should be set in keeping with customer satisfaction and consideration of other market vendors.

6. All members should feel a responsibility to keep good will among our membership. Any grievance regarding the actions of another member should not be directed to the member in question. The initial grievance must be reported using the Grievance Form (see end of handbook) and verbal notification given to the Market Manager who will bring it to the attention of the Board. A decision regarding the grievance to the member(s) will be addressed as quickly as possible, but must be rendered within fourteen (14) calendar days from the receipt and acknowledgement by the Market Manager. Submitted grievances will remain confidential unless the complainant and the subject of the investigation must both be involved together in order to complete the investigation.

7. Each vendor is encouraged to provide tables and/or display racks, 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 vendor's area. Any signage placed outside of the assigned area must be approved by the Market Manager.

8. No product may be sold or distributed to customers until the opening bell unless the Market Master on duty gives his/her verbal consent on a case-by-case basis. (No exceptions are made for scarce/extremely limited quantity items). Sales made discreetly between vendors and/or market staff will be allowed prior to opening bell. An hour (60 minutes) prior to market opening will be allowed for set up and a half hour (30 minutes) will be allowed for finishing sales and cleaning up after closing time.

- Summer Market: Open Tuesdays and Fridays from the first Friday in May through the last Friday of the Missouri State Fair from 3 p.m. to 6 p.m. After the Missouri State Fair, the market will be open on Fridays only from 3 p.m. to 6 p.m. Adjustments during the market season are at the discretion of the Board.
- Winter Market: To be determined.

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 by attaching all four corners to weights no less than 30 lbs. each. Ropes and/or bungee cords, if used, must be in excellent condition. Tying to other vendor tents is prohibited. Tying to vehicles can be used as a secondary method only. **Unsecured tents may not be used**.

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 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, market staff, or customer of the market is grounds for immediate and permanent expulsion from the market.

F. Our farmers market values family businesses and all our customers, and welcomes children's involvement. To ensure a safe, enjoyable experience for all people attending the market—especially families with small children, the elderly, and those with disabilities—we ask vendors to supervise their children and ensure they respect fellow vendors' spaces and property. This helps create a welcoming, professional environment for everyone to shop and enjoy. Please review the following guidelines for safety:

Market Safety Guidelines

1) No running or rough play within the covered area of the pavilion, the front paved parking area and the restroom area.
2) No climbing on State Fair Grounds property including buildings, trees, fences, temporary structures, etc.
3) No use of recreational scooters, rollerblades, roller shoes, skates, skateboards or bicycles within the covered area of the pavilion, the front paved parking area and the restroom area.
4) No entry into or onto other people's vehicles or trailers without owner's permission.

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 member must apply for admission and remain in good standing. Any vendor 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 member from outside these counties will be afforded the same rights as members from within the counties listed above.

11. The Market Manager will select a Market Master(s), whose duty shall be collecting 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 Market Manager. The Master(s) will be the final authority on the day of Market. All decisions may be appealed to the Board for later consideration.

12. The Market 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.

13. Fees effective for the season:

A. An $80.00 Annual Membership 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 an assigned area.

B. An application fee of $40 is required with the application, which is non-refundable. If approved as a member, this amount will be applied to the membership fee. The application and fee must be submitted prior to the site visit. The application fee is waived for returning members in good standing.

C. Returning members may choose to pay the membership fee in installments of $20.00 until the $80.00 fee is satisfied.

D. In addition to the Annual Membership Fee, Daily Fees are as follows. One stall measures 12.5 feet x 10 feet:

Summer Market (including during the Missouri State Fair) May 1 – October 31:

- Non-electric stall fee: Three percent (3%) of the vendor's daily sales or $15.00, whichever is greater. Additional stalls may be purchased based upon space availability with priority given to food vendors (the minimum fee increases based upon number of stalls occupied, e.g. for two stalls the minimum fee is $30.00 or 3% of total sales, whichever is greater). If the market requests that a vendor spread out as needed to fill gaps, no additional market stall fee will be added.

- Electric stall fee: Three percent (3%) of the vendor's daily sales or $20.00, whichever is greater. Additional stalls may be purchased based upon space availability with priority given to food vendors (the minimum fee increases based upon number of stalls occupied, e.g. for two electric stalls the minimum fee is $40.00 or 3% of total sales, whichever is greater. If only one stall is using electricity, the minimum fee is $35.00.). If the market requests that a vendor spread out as needed to fill gaps, no additional market stall fee will be added.

- First Friday, Non-agricultural Products: $30 per day

- Non-member Food Trucks (i.e. Pop-Up): $30 per day

Winter Indoor Market: To be determined.

The Market operates on mutual trust and respect between market management, members, and customers. Regarding sales initiated outside of market hours of operation (e.g., website sales, CSA sales, pre-ordered products delivered at the market, etc.) the 3% fee to the market is expected to be reported and paid ONLY IF the sale was attributable to a customer relationship established via your membership in the Sedalia Area Farmers' Market. The Market reserves the right to request backup sales documentation for purposes of calculating daily fees.

E. Subleasing: No member shall sublease, sell or permit anyone to use their space.

F. Member Arrival: Due to timely set up and safety concerns, members should arrive at the market no later than 2:30 p.m., or have informed the Market Manager by 4:00 p.m. the day before that they will not be able to attend.

G. Failure to Show: For the sustainability of the market as a whole, it is important members commit to attending as many markets as possible. Missing numerous market days during the season may result in loss of good standing with the market, subject to Board discretion. Early and frequent communication to the Market Manager is expected and appreciated.

14. The Sedalia Area Farmers' Market, Inc. and its Board are not responsible for product liability or the paying of sales taxes for individual members. All members are responsible for any applicable license, permits, sales tax and insurance. The Market carries liability insurance but it does NOT cover individual vendors for product liability, etc. Therefore, each member must include valid proof of insurance to the Market Manager prior to vending at the market for the season, naming "Sedalia

Area Farmers' Market, Inc." as an additional insured. (Coverage is generally reasonably priced and can often be added to home- owner's or business insurance policies.

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

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

17. In order to allow maximum customer participation, the 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 members are required to accept the tokens as a form of payment. It is standard policy to reimburse members once per month for tokens returned to the Market Master(s). A member may be reimbursed sooner if absolutely necessary and arranged in advance with the Market Manager.

18. In the case of Adverse / Severe Weather: The foremost concern of the Market is the safety of our vendors, staff, and customers. In the event of adverse weather concerns, the market staff will monitor the weather conditions via weather app radar and strive to keep vendors alerted to potential approaching severe weather, but strongly encourage vendors to do the same. If severe weather conditions develop prior to the market opening, vendors should check the Facebook SAFM Vendors group page for a possible delay of the market opening. At any time during the market, if a vendor feels uncomfortable with the weather conditions, they should communicate with the market staff and feel free to leave the premises. Even though we strive to provide weather updates, each person/vendor is responsible for their own safety and damage to their products/equipment or harm that their unsecured products/equipment may cause to others. As such, vendors are encouraged to consider a minimalist product/stall setup for ease of securing items quickly should weather conditions demand such.

- If a National Weather Service (NWS) Severe Thunderstorm Warning is issued for the area including the Market location, all vendors and market staff should stow and secure all products and equipment within their vehicle; tables and breakable/sharp objects, and cash boxes in particular. Vendors and market staff may either depart at their own discretion or shelter in their vehicles under the pavilion. Customers will be asked to shelter in their vehicles or elsewhere at their own discretion until the storm has passed.
- If a National Weather Service (NWS) Tornado Warning is issued for the area including the Market location, all vendors, customers, and market staff should take cover immediately at local shelters:
    1) Skyline Elementary School, 2505 W. 32nd Street;
    2) Smith-Cotton Jr. High School, 312 E. Broadway;
    3) Mathewson Exhibition Center (west side of the fairgrounds) *if before 5:00 p.m.*

Sedalia Area Farmers' Market, Inc. 2026 VENDOR APPLICATION

c/o 208 S. Lamine Ave. Sedalia, MO 65301 660-851-6801 or Fax 660-829-9752

Check all the apply to the products in your stall:		**2026 Membership Fees (May-April)**
Agricultural _____		$80 ($40 nonrefundable application fee for NEW vendors; balance due upon application approval), plus Daily Fees (***Greater of:*** 3% of daily sales or: $15/day per non-electric stall; $20/day per electric stall)
Meat/Eggs/Dairy _____		
Value-Added _____		FIRST FRIDAYS Artisan/Crafter: $30/day
Artisan/Non-Agriculture _____		Number of stalls needed each market day _____
Concessions/Food Truck _____		(Subject to availability if more than one is requested.)

Please complete all pages of the form.

Last Name _____ First Name_____

Business Name:_____

Legal Business Name if different than above:_____

Mailing Address - Street:_____

City: _____ Zip: _____ County: _____

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

Street: _____

City: _____ Zip: _____ County: _____

Primary Phone: _____Secondary Phone: _____ Emergency Contact: _____

Email Address: _____

Website: _____

Facebook Business Page_____

Instagram Business Username_____

Permission to share Social Media on SAFM Social Media 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 bylaws. 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 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 items made of raw or processed agriculture products, e.g. jams, breads etc. SEE RULES/REGULATIONS for complete details.*

Detailed directions to production area: _____

_____

_____

Best days/times to visit: _____

Detailed list of items that you intend to sell with the percentage it will make up of your stall sales. Use additional paper if necessary. (For details, see Rules Item 1: "What Can Be Sold.")

Agricultural _____%	Meat/Eggs/Dairy _____%	Value Added ____%	Artisan/Non-ag _____%	Concession _____%

For the sustainability of the market as a whole, it is important members commit to attending as many markets as possible. Missing numerous market days during the season may result in loss of good standing with the market, subject to Board discretion. Early and frequent communication to the Market Manager is expected and appreciated. **Please indicate the days that you intend to be a vendor at the market:**

Tuesdays & Fridays _____ Tuesdays ONLY _____ Fridays ONLY_____

Will you need electricity for your stall? (Availability is not guaranteed.) Yes ____ No____

If yes, how many amps will your equipment require? _____

I have received and read the 2026 Sedalia Area Farmers' Market Rules. Yes ____ No____

I would like my name, address, phone and email available to other vendors: Yes _____ No _____

I would like my name, address, phone and email available to Customers: Yes _____ No _____

I affirm the above statements are true to the best of my knowledge, and further authorize that I either am the above listed Vendor, or have the authority to sign on Vendor's behalf:

Signature: _____ Date: _____

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

_____

_____

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

_____

_____

_____

_____

_____

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

_____

_____

i. Do you have special growing equipment like high tunnels, greenhouses, hydroponics etc?

_____

_____

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

_____

_____

_____

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

_____

_____

_____

9. 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:
    - Fruits and vegetables,
    - Meat, poultry and fish,
    - Dairy products,
    - Breads and cereals.
    - Other foods such as snack foods and non-alcoholic beverages; and
    - Seeds and plants which produce food for the household to eat.

Households CANNOT use SNAP benefits to buy:

- Beer, wine, liquor, cigarettes or tobacco
- Any non-food items, such as:
    - Pet foods
    - Cleaning supplies, paper goods and other household supplies
    - Hygiene items, cosmetics
- Vitamins, medicines and supplements
- Food that will be eaten at point of sale
- 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 2026 (SAFM)

I UNDERSTAND AND AGREE:

1. I will follow and ensure my employees, family members, helpers, will follow the Supplemental Nutrition Assistance Program (SNAP) and Double Up Food Buck (DUFB) regulations. I am aware that violations of these 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/DUFB 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/DUFB customers differently than other customers
    - Trading cash for SNAP/DUFB benefits
    - Accepting SNAP/DUFB benefits as payments for ineligible items
    - Knowingly accepting SNAP/DUFB benefits from people not authorized to use them
    - Accepting SNAP/DUFB 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/DUFB 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 Table.
6. Have tokens counted, entered on Vendor Token Form and all applicable lines completed before arriving at the Market Table. (Token forms are available at the Market Table.)
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 the 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 for all tokens, etc. (less unpaid stall fees) via Melio Payments once per month using direct deposit (preferred method) or by check. Entries for each vendor's payment will be uploaded to Melio no later than the 5th day of each month. Allow up to 10 days for payment to arrive in your account or mailbox (if check is preferred method). Questions regarding token reimbursement should be directed to the SAFM Market Manager or Market Treasurer.
11. Token reimbursements will be made payable to Vendor/Farm noted on receipt.
12. SNAP/DUFB 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/DUFB 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/DUFB tokens. When possible, vendors are encouraged to modify purchases so it totals a whole dollar value. We cannot charge sales 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 & helpers of these practices prior to them selling at the market.

Initial_____

Printed Name_____***Farm Name***_____

Vendor Signature_____***Date***_____

2026 Token & Daily Stall Fee Transactions Guide

$2 EBT/SNAP Wooden Nickels/$1 Paper SNAP	AQUA & PURPLE Plastic Tokens Double Up Food Bucks: 2026	$5 Debit Wooden Nickels
• 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)	• Can only be used for VEGETABLES, FRUITS or PLANTS that are EDIBLE or PRODUCE FOOD. • MAY NOT GIVE CHANGE BACK	• CAN BE SPENT ON ANYTHING • MAY GIVE CHANGE

How to Redeem Your Tokens & Calculate Daily Stall Fees:

- **Tokens/income:** At the end of each market day, bring any tokens AND COMPLETED VENDOR DAILY FORM (see example to the right) to the Market Table. Market staff will verify numbers and sign. (Save the yellow copy for your records.)

- **Daily Fees:** Calculate your daily sales (based upon at-market and SAFM market related sales; see Rules 13D) at end of each market day. Daily stall fee is 3% of your gross sales **or** $15 for non-electric/$20 for electric stall, whichever is more. Enter in the designated place on Vendor Daily Form.

- **Payday:** SAFM will reimburse vendors for all tokens, etc. (less unpaid stall fees) via Melio Payments once per month using direct deposit (preferred method) or by check ($2.00 fee per check). Entries for each vendor's payment will be uploaded to Melio no later than the 5th day of each month. Allow up to 5 days for payment to arrive in your account (10 if by mail if check is preferred method). (CAUTION: if check is the preferred method it is a *very* generic looking black and white perforated mailer, so don't throw it away accidentally). Please do not hesitate to let us know if you need to be paid sooner. We will make every effort to accommodate you! If a vendor's unpaid stall fees exceed tokens/income reported that month, the vendor will be expected to pay the difference to the market no later than the first market after the 5th day of the month.

Date: _____

$1 SNAP: #_____ x 1 = $_____

$2 SNAP: #_____ x 2 = $_____

$1 DUFB: #_____ x 1 = $_____

$5 : #_____ x 5 = $_____

Other (describe):

_____ $_____

TOTAL: $_____

Daily Fee: 3% x Today's gross sales (minimun

$15 non-electric/$20 electric) = $_____

Issue payment to (name):

_____

Signature _____

Market Signature _____

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.

Ratified by the Board of Directors January 26, 2017 (reaffirmed November 2, 2023)

ARTICLE I-NAME

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

ARTICLE II-PURPOSE

Offer the consumer a source of quality, locally grown farm products, scratch-made baked goods and foods, as well as a source of unique hand-crafted items made by area artisans.

ARTICLE III-MEMBERSHIP

Any person engaged in the growing/raising of local farm products and/or local hand-made goods 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 Association membership meeting in November, the Board of Directors will be elected by the membership for the following calendar year. Any member in good standing of the Association is eligible and no two board members may represent the same producer/vendor. The Board of Directors shall be made up of nine members with a minimum one-third producer/vendor and the remaining positions at-large members of the community. Nomination shall be made by the membership and voted upon by ballot.

The duties of the Board of Directors shall be to transact all business of the Association, subject to membership approval where required. Five members of the Board shall constitute a quorum. The Board of Directors is the sole authority in determining membership eligibility and accepting new members, as well as approving items to be sold by each member. The season duration, days, times and locations for the markets will be established annually by the Board of Directors.

At the January board meeting of the following year, the Board of Directors officers shall be elected by the incumbent Board. The following executive officers are to be

elected bi-annually as written in the Bylaws: President, Vice President/ President Elect, Secretary, Treasurer and Sergeant-at-Arms. The Market Manager shall be an ex-officio member of the board.

ARTICLE V-MEETINGS

General membership meetings will be held in the months of February and November on dates designated by the Board of Directors. Special meetings may be called at such other times as the Board feels necessary. Members in good standing shall have the privilege of voting at all membership meetings. Members are allowed one vote per membership. A member's chosen representative shall be counted towards the quorum in the member's absence. The Board of Directors shall meet as necessary to transact the business of the Sedalia Area Farmers' Market, Inc.

ARTICLE VI - Board Member Nominations

One month prior to the November association meeting a call for board members will be published to association membership. Any member in good standing who is interested in being on the board election ballot must communicate such intent to any board member at least two weeks prior to the November meeting. Members may also nominate other members.

ARTICLE VII-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. They may be examined by appointment only with the appropriate officer.

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 and daily fees shall be used to pay expenses of the Association. 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 Heritage Foundation.

BYLAWS OF THE SEDALIA AREA FARMERS' MARKET, INC.

Ratified by the Board of Directors March 23, 2017 (reaffirmed November 2, 2023)

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 fees. 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. He/she shall appoint as needed all committees from the Board of Directors and the Association membership, and delegate 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. The position of President shall be a two-year term on even 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 even numbered years. After their term of Vice President/ President Elect has ended, he/she shall assume the position of President for the next two years.

4. The **Secretary** shall keep minutes of all meetings, and shall distribute such no less than seven (7) days prior to the next board meeting. Open session meeting minutes will also be made available to association members electronically after they are approved by the Board. The position of Secretary shall be elected on odd 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, disbursing of payments, banking and recording of all financial transactions, and filing taxes. The position of Treasurer shall be elected on odd 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 even numbered years.

7. The **Market Manager** is contracted by the Board of Directors to oversee the day-to-day operations of the market including marketing and publicity, leading vendor recruitment and retention through the Market/Vendor Relations Committee, as well as other duties assigned and necessary for the smooth, sustainable, and reliable operation of the market. The Market Manager is responsible for managing the Market table during market hours including, but not limited to: set up, tear down, collecting vendor fees, handling EBT and debit transactions, assisting vendors and directing volunteers. The Market Manager will also sit as chair on the Marketing/Publicity Committee and the Market/Vendor Relations Committee. The Market Manager shall be an ex-officio member of the board and attend to all correspondence of the Sedalia Area Farmers' Market, Inc.

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. Association membership 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 the Market, keep good will among our membership and the public, and exhibit a helpful attitude and professional conduct toward all. It shall further be the duty of the Board of Directors to promote, by regulation and management, the Market.

11. A board member(s) may be removed by a vote of two-thirds of the Board of Directors. The removed 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 and/or 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 makes recommendations for the current and alternate site locations for the market. The Market Manager is the liaison for the site host.

    B. Constitution, Bylaws and Rules - This committee is chaired by the Vice President. This committee shall revise wording and/or make changes to keep the documents current. They shall present changes to the Board for approval.

    C. Market/Vendor Relations – This committee is chaired by the Market Manager. This committee's responsibilities include vendor recruitment and retention, setting up vendor site visits, collecting vendor biographies, interacting with vendors and bringing potential issues to the Board. This committee is represented by at least one vendor and one community member from the Board.

    D. Marketing/Publicity – This committee is chaired by the Market Manager. 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. Sponsorships/Fundraising – This committee makes recommendations for sponsorships and fundraising to meet the financial needs of the market. The Marketing and Finance committees should be represented on this committee.

    G. Little Sprouts – This committee is responsible for organizing market related children's events.

    H. Vendor Training/Food Safety – This committee is responsible for planning the annual Vendor/Food Safety meeting.

Grievance Form

All members should feel a responsibility to keep good will among members. Any grievance regarding the actions of another member should not be directed to the member in question. The initial grievance must be reported using this Grievance Form and verbal notification given to the Market Manager who will bring it to the attention of the Board.

Grievant's Name:_____ Date:_____
(This will be kept confidential)

Details of Grievance:

_____

_____

_____

_____

_____

_____

_____

A decision regarding this grievance will be addressed as quickly as possible, but must be rendered within fourteen (14) calendar days from the receipt and acknowledgement by the Market Manager.
Please email to info@sedaliaareafarmersmarket.com

_____
Grievant's Signature
(By signing you certify that this grievance is truthful.)

_____

For use by SAFM Board

Date Received: _____ Date Resolved: _____

Final Resolution:

_____

_____

_____

_____