



HISTORIC DISTRICT MARKET RULES OF OPERATION 2023 Pleasant Hill, MO



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Market Management:

The Historic District Market is operated by the Pleasant Hill Historic District, a Missouri 501c3 nonprofit organization. A subcommittee of volunteers will coordinate vendors and ensure compliance to all rules and regulations. Subcommittee will report to the board through board representative.

Market will use the Pleasant Hill Historic District address
100 Wyoming St
Pleasant Hill, MO 64080

Resources will be located on the Pleasant Hill Historic District website, under Historic District Market pleasanthillhistoricdistrict.org

Pleasant Hill Historic District phone number 816-837-0533

Market Date and Hours:

The 2023 Historic District Market will be open from May 6- November 4
Market opens at 4PM Saturday and ends at 8PM.
Special events within the market TBD

Booth Fees
Daily: \$25
Full Season \$250

The Pleasant Hill Historic District is working with its business partners to sponsor booths for the season. All booths will then be provided free of charge to the vendor. It is a program we are excited to offer in order to bring the business community together and to show support for our local artisans and farmers. If your application is approved for participation in the Historic District Market you will be given a sign to display at your booth that represents who your business sponsor is. Please display these signs prominently, your sponsor is so proud to support you and your efforts to bring quality, fresh, hand-made merchandise to your community.

If you do not wish to have a sponsor, please just indicate on your application and the booth fees will apply.



Location

The market will be held in Grays lot on the corner of First and Wyoming Streets

Historic District Market Committee

The Subcommittee, along with the Pleasant Hill Historic District, will assist in managing the Historic District Market. This includes resolving disputes, reviewing all applications, and approval of any changes or updates to the operation of the Market.

Compliance with Rules and Regulations:

The Rules of Operation apply to all aspects of the Historic District Market, and each Market participant will operate under these Rules. Any violation of these Rules of Operation may result in the immediate forfeiture of the vendor's Market rights and any paid fees.

Overview

The Historic District Market will be open to persons who desire to sell products of quality and value that preferably have been grown or made by the vendor. Flea market type items are not permitted.

Sales of jams, jellies, eggs, meat, baked goods, flowers, fruits, vegetables, locally produced or locally sourced products and specialty items are permitted if in compliance with the Cass County Health Department.

Application

All vendors must apply annually, including returning vendors. Vendor applications can be found under the Historic District Market header at pleasanthillhistoricdistrict.org

Priority is given to market vendors that are directly and actively involved in the planting, growing, harvesting, production and/or raising agricultural products/animals/goods.

Submitting an application does not guarantee acceptance in the Historic District Market.

Vendors are required to list ALL products to be sold at the Historic District Market on their application. All items, along with changes or additions are subject to approval.

2023 Historic District Market applications are available on the website beginning March 31, 2023. Applicants will be notified if approved based on guidelines above.



Sites will be assigned based on type of products and date completed application received.

Required Application Paperwork

Submission of current year application.

Read and sign agreement for application and Rules & Operations (last page of application.)

Must have any applicable certificates as required by Cass County as well as meet or exceed all guidelines for selling items, including labeling requirements.

Refer to: casscounty.com/health for questions related to your product.

Daily vendor applications will be reviewed throughout the season and accepted on a case-by-case basis. Applications must be submitted at least the Thursday before the next market Saturday for consideration.

Vendor Bio

Each Vendor must submit a bio questionnaire upon acceptance into the Historic District Market. The Bio form will be emailed out and must be submitted before the start of the season. Information collected will be utilized in the promotion of the market and vendors.

Vendors

Every Historic District Market vendor is subject to these Rules of Operations. A vendor is defined as the primary person signing the agreement and/or operating a Market stall.

Primary person on application must be involved in the production and/or sales of items. Anyone who is working or assisting in the business must abide by the rules.

Each stall must always have an adult 18 years of age or older at the booth.

Vendors should be in place no later than 3:30PM. Attendance will be taken.

Absence

Vendors must notify the historic district, contact info above, if the vendor will not be attending the Historic District Market for the week. Notification must be done no later than 4pm Thursday for Saturday market.

For safety, a vendor who is late will receive a warning. After three documented warnings the vendor may forfeit the right to a booth for the rest of the season.

In the event of unforeseen circumstances on the Historic District Market Day, vendors must notify the Historic District as soon as possible.



If finishing the season before the official end of the Historic District Market season, notification of last week should be given to the Historic District.

Compliance with Law

Sales tax must be collected as required by Missouri State law. It is the sole responsibility of each vendor to pay sales tax to the Missouri Department of Revenue.

Compliance with Cass County Health Codes, State of Missouri, & Federal regulations.

Vendors must comply with all Cass County Health Department Guidelines, including but not limited to mask mandates, sanitizing equipment, permits, etc.

Sale of all food items must comply with state of Missouri, local laws health codes, and federal regulations.

It is up to each vendor to obtain any necessary permits and certifications required based upon their product. Please see Cass County Health Department at casscounty.com Health department in menu for government or 816-380-8425 for all requirements and questions. All permits and licenses must be available upon request when Health Department attends the market to verify.

Cass County Health Department offers a Farmers Market Stall Permit for vendors that would like to provide cut samples of fruits and vegetables. The information to decide if you need this permit is available through the Cass County Health Department. Each vendor is responsible for any permits needed.

Vendor Space

Vendors will have assigned spaces. All Vendors must be set up and vehicles moved by 3:30PM

The Market does not provide any set-up equipment or supplies. Vendors must bring their own tents, tables, and chairs. All tents must be adequately weighted down to ensure safety.

Vendors are responsible for setting up, displaying, and bagging their products in a manner that is sanitary and attractive. Vendors are required to keep their area clean.

Vendors must display pricing, at their booth, for all products offered.

Vendors shall not sell out of any vehicles, including trailers. No trailers or vehicles are allowed in the Market area unless loading or unloading.



IF vendor must have vehicle or trailer available at the market area please indicate this on the application. The Historic District will work with each vendor with any individual concerns to try and resolve. Please indicate any specific needs that don't fit into current guidelines so we can review with the vendor.

Under no circumstance are vendors allowed to drive over the curb/sidewalk to get in or out of their space.

A vendor is required to keep contents, products and needed materials in an organized manner within the boundaries of the assigned area.

Each vendor is responsible for disposing of the vendor's own trash. Vendors may not dispose of trash in the trashcan located in the Market area. Trashcans are solely for the use of customers and pedestrians.

If vendor sells out before end of market, the vendor may tear down if able to do so safely and without interruption to other vendors or customers.

No vendor can authorize another vendor to utilize their assigned stall space.

Product

All produce, plants, or meats must be grown or raised in Missouri or grown within 150 miles of Pleasant Hill, Missouri.

Sale of live animals and used items are not permitted.
Resale of packaged meat is prohibited.

Homemade baked goods and locally produced or locally sourced products related to a Farmers Market are allowed if approved and proper documentation is provided.

Sign Requirements

Each vendor must display the name and location of his or her farm or business at their booth.

Home Grown: Produce grown by the vendor can be labeled as "homegrown."

Only those approved can utilize "organic" signs and must provide supporting documentation and certification during the application process.



Conduct

Vendors must be always truthful and honest in disclosing the origin of products being sold and their production practices.

Vendors and their employees will be neat, suitably dressed, and communicate in a courteous and appropriate manner.

No smoking is allowed in the Market, including vape/e-cigs.

Vendors, employees, helpers, or patrons who arrive inebriated during Market hours, use foul language, or act in a confrontational manner will be asked to leave the Market immediately and will need approval to return.

If a problem arises during market hours, please contact the on-site Volunteer. Disputes will be settled according to the Historic District Market Rules of Operation. The Committee's decision will be final.

Vendors are responsible for educating their staff about these Rules and Regulations. Vendors are responsible for the actions of their staff.

Music or other amplified sound is not allowed in the space, without prior permission.

Vendors must comply with all applicable federal, state, and local statutes, ordinances, regulations, and laws. No vendor shall discriminate against any person in the performance of their work because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, ancestry, veteran status, or income level.

MISC

No political signage allowed at the market.

Anyone wishing to pass out materials and/or collect signatures will be directed outside of the market boundaries.

Indemnity and Hold Harmless

Each vendor will be responsible for and will pay for any personal injuries, property damage or cleanup costs caused by activities of the vendor or anyone helping the vendor; and each vendor, by signing the application agreement, hereby holds harmless the City of Pleasant Hill and the Pleasant Hill Historic District and any committee or committee member who work with the Farmers Market for any such damages.



The vendor further agrees to pay any claims against the City of Pleasant Hill or Pleasant Hill Historic District for personal injuries that are the fault of the vendor or anyone helping the vendor (this includes the costs of any lawsuits, out-of-pocket expenses, and attorney's fees).

Based on the severity of an infraction, a vendor may be immediately expelled from the market, without prior warnings.

Promotions and Advertising

The Pleasant Hill Historic District website at www.pleasanthillhistoricdistrict.org/FarmersMarket will include a list of Farmers Market vendors.

Each vendor's name, city and state, identification as to what type of vendor, individual Historic District Market dates, product list will be available to the public on the website. This information must be provided to the Pleasant Hill Historic District and maintained by the vendor.

Photographs of vendors at the Market are taken. As part of the consideration for the use of a stall/space, vendors and vendor's staff participating in the Historic District Market authorize Pleasant Hill Historic District to use any photograph(s) taken of said persons during the Historic District Market Day activities and waive all claims that said persons may have or claim to have resulted from such photos or reproduction of them.



Site Map

