



VENDOR HANDBOOK

Columbia Farmers Market

573-823-6889

columbiafarmersmarket.org

The mission of Columbia Farmers Market is to provide a space for our vibrant community of growers, producers, and makers by supporting, educating, and expanding sustainable mid-Missouri agriculture. By facilitating this community resource, we strive to strengthen relationships between local food producers and food consumers by educating, nourishing, and making local food accessible for all people in our community.

HISTORY OF COLUMBIA FARMERS MARKET

First organized in 1980, Columbia Farmers Market has grown to become one of the premier locations for locally grown and produced food, flowers, plants, and other agricultural products in Mid-Missouri. The Market was founded by a small group of farmers who had been selling their wares out of pickup trucks at gas stations and other locations around the city. Desiring a better location, these farmers worked with the Columbia Chamber of Commerce, the Boone County Extension, and other groups to officially organize the Market.

The early farmers' market opened every Monday, Wednesday, and Saturday at the former Boone County Fairgrounds in Columbia, now the site of the city's Activity & Recreation Center (ARC) and Clary-Shy Park. Vendors set up beneath a pavilion provided by the Kiwanis Club. The venue offered shelter to customers and vendors alike. This arrangement worked well, save for the two weeks every summer when the vendors vacated the premises to accommodate the Boone County Fair.

In 1992, the county fair moved north of Columbia. All of the buildings at the old site were torn down, and the farmers' market had to find a new home. During the summers of 1993 and 1994, the Market set up on an open parking lot near Parkade Plaza. Unprotected from sun, wind, and rain, farmers' market fans and vendors began to seriously discuss the need for a more permanent, and sheltered location that would benefit vendors and customers.

In 1995, the city purchased the old fairgrounds, where the ARC was eventually constructed, and the Market was able to return to its former location, albeit still without a shelter. The farmers' market has since remained behind the ARC, in Clary-Shy Park

In 2010, the year-round market opened, offering markets every Saturday through the winter months. The Winter Market originally set up at the Rock Bridge Christian Church, though it quickly outgrew the space. In 2011, the indoor market moved to the Parkade Center.

In 2016, the Market, along with two other non-profit organizations (Columbia Center for Urban Agriculture and Sustainable Farms and Communities) and Columbia's Department of Parks and Recreation, partnered to create Missouri's first Agriculture Park as a regional destination to connect Missourians with local agriculture. The groups are constructing a health-focused, community agricultural, recreational, commercial, and learning facility in Clary-Shy Park. The first phase of the project includes a four-season market pavilion, allowing CFM to stay at Clary-Shy Park the entire year. CFM moved into the new MU Health Care Pavilion in 2019. All phases of the Pavilion were completed on October 28, 2023. The Pavilion includes drop-down vinyl walls, allowing the Market to remain at Clary-Shy Agriculture Park year-round.

Over the past few years, Columbia Farmers Market has experienced tremendous growth. The weekend customer counts regularly surpassed 6,000, and vendor membership expanded to over 80 local farmers, producers, and artisans. In 2021 the Market was named the #1 Farmers Market in the Nation, and the #2 Farmers Market in the Nation in 2022. The Market is deeply involved in the community, regularly hosting musicians, artisans, non-profit groups, educational opportunities, and many other special events. As recent national attention has focused on the many benefits of locally grown food, the future of our farmers' market looks brighter. Come visit us and experience the best foods and artisan items that Mid-Missouri has to offer!

COLUMBIA FARMERS MARKET, INC.

CONSTITUTION

Revised October 29, 2022

Article I-Name

The name of this organization shall be the Columbia Farmers Market, Inc.

Article II – Purpose

The corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

Article III – Mission

The mission of Columbia Farmers Market is to provide a space for our vibrant community of growers, producers, and makers by supporting, educating, and expanding sustainable mid-Missouri agriculture. By facilitating this community resource, we strive to strengthen relationships between local food producers and food consumers by educating, nourishing, and making local food accessible for all people in our community.

Article IV - Vision

To be a leader in our regional food system by building a community where producers and consumers come together to access healthy food and promote sustainability. Columbia Farmers Market strives to be an accessible, inclusive resource where our next generation of producers can utilize our programming and the expertise of our other members.

Article V-Membership

Any person engaged in the production of approved items who agrees to abide by the rules of the Columbia Farmers Market, Inc. may become a member upon the approval of the Board of Directors.

Article VI-Board of Directors

At the January meeting each year, the Board of Directors and Executive officers shall be elected. Executive officers shall be President, Vice President, Secretary, Treasurer, and Sergeant-at-Arms. Two other members shall be elected as Directors-at- Large. The Executive officers and these at-large directors shall constitute the committee of members known as the Board of Directors. Nomination for Executive officers and directors shall be made by the membership and voted upon by ballot. The government of the Columbia Farmers Market, Inc. shall be vested in this Board of Directors and no two board members may represent the same business or organization. Four members of the Board of Directors shall constitute a quorum.

Article VII-Meetings

Members in good standing shall have the privilege of voting at all association meetings. Association meetings to nominate and elect officers and board members shall be held in January of each year. The past President shall conduct the January association meeting, appoint an election committee to count votes and announce each person receiving the greatest number of votes for the five (5) officers and the remaining board members. These elected members shall be declared the Board of Directors for their designated term. Association meetings to approve changes to the constitution, bylaws and rules shall take place in January of each year. The annual Stall Lottery shall take place at the February association meeting.

Article VIII-Records

Every member shall have the right to examine, for any reasonable purpose, the books, records, roster of membership, and other appropriate records of Columbia Farmers Market, Inc. The Secretary shall keep

minutes of each meeting and the Treasurer shall oversee all the bookkeeping, collecting membership fees, and banking.

Article IX-Fiscal Year

The fiscal year shall begin the first day of January in each year and shall end on the last day of December in each year.

Article X-Spending of Monies

Proceeds derived from annual membership fees and stall rental fees shall be used to pay programming, operating and advertising expenses of the Market.

Article XI: Inurement of Income

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, directors, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

Article XII: Dissolution Clause

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

Article XIII: Legislative or Political Activities

No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the incorporation shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

Article XIV: Operational Limitations

Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Any such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Addendum to Maintain 501 (c) (3) Status:

In order to maintain the organization's 501 (c) (3) status the above Articles of the Constitution must remain in place to be compliant with Missouri Nonprofit Corporations rules and regulations.

COLUMBIA FARMERS MARKET, INC.

BYLAWS

Revised February 21, 2023

1. The duties of the Board of Directors shall be: to transact all business of the Columbia 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, Executive Director, 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 and 50% off the first annual stall, during the term of office.
2. Board of Directors' Staggered Terms- President, Secretary and Sgt. Arms are to be elected to serve two (2) year terms every odd numbered year. Vice President, Treasurer and one (1) Director-at-Large are to be elected to serve (2) year terms every even numbered year. One (1) Director-at-Large will be elected annually to serve a one (1) year term. Should a board member resign or be removed from the Market, the remaining board shall replace that board member from the current market membership to serve the remaining term.
3. 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 all committees from the Board of Directors and the Columbia 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 Columbia 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 and granting interviews for news articles.
4. The Vice President shall perform all duties of the President in his/her absence.
5. 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 Columbia Farmers Market, Inc.
6. The Treasurer shall hold all Columbia Farmers Market, Inc. money, pay all bills upon order of the Board of Directors, and present the books and records for audit upon demand by the Board of Directors. The Treasurer is responsible for overseeing the budget, all bank transactions, grant reimbursements, membership fees, QuickBooks, token transactions, tax documents, payroll, etc. The Board of Directors has the authority to hire an accountant if needed. Accountant duties may include any of the above items, in addition to prepare annual tax return, annual review of CFM books, assist with proper classification of income & expenses, mail 1099s at end of year. The board has the authority to delegate the above responsibilities to the Executive Director.
7. The Sergeant-at-Arms shall ensure that all meetings are conducted in an orderly fashion.
8. In the event of any vacancy on the Board of Directors the remaining members of the Board shall select any member of the Columbia Farmers Market, Inc. in good standing to serve until the following January Columbia 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.
 - a. A quorum shall be defined as 30% of the current number of members.
 - b. Vendors who inform the market director of their intent of nonrenewal shall be dropped from the roll and not counted as members.

10. All members of the Columbia Farmers Market, Inc. should feel a responsibility to promote Columbia 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 association meetings without good reason or notice may be removed by a vote of the board.



COLUMBIA FARMERS MARKET RULES & REGULATIONS

** Effective February 17, 2026*

1. Vendor Categories and Allowed Products

- A. Farmers** are persons actively involved in the planting, growing, harvesting and/or raising of agricultural products/animals on owned, rented, or leased land.
1. **Farm Products** are those items grown or raised by the farmer upon land that s/he controls through ownership, lease, rental or other legal agreement. These products are fruits and vegetables, nuts, honey, eggs, dairy, grains, herbs, flowers, plants, meat, fish, and animal derived products.
 2. Bedding plants and potted plants must be grown from seed, starter plugs, cutting, bulbs or bare root, and be well established in its current container, by the seller. No resale of pre-finished plants is allowed. No sale of prefinished plants purchased in individual re-sellable containers.
 3. 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, inspection regimes, and adhere to federal or state guidelines on all labels. All meat must be processed in a state or USDA-inspected facility; exceptions may be made by the Board of Directors on a case-by-case basis. All animals sold as cut meat at the Columbia Farmers Market should come from a known source; no resale of trader or sale barn livestock and no livestock from any condemned or "for slaughter only" herds shall be sold in any form. No live animals are to be sold at the Market. No live animals will be displayed without a week's advance permission from the Board. Placement of animals shall be determined by the Board. Animals will be displayed no closer than 20 feet from food products.
- B. Farmer Processors** are persons actively involved in the processing of product sold at the market that was grown/raised by the member. A Farmer Processor may sell processed farm goods, value-added processed farm foods, and on premise prepared farm foods.

1. **Processed Farm Products** are products made from scratch, using raw agricultural products a majority of which are grown/raised and then produced by the member. These products include all farm products that were in some way processed including cheeses, dairy, meats, dried fruits and vegetables, juices, jams and jellies, canned goods, baked goods, prepared foods or other processed agricultural and livestock food products. If additional items, such as condiments, bread products, fruits or vegetables, etc., would enhance products, every effort should be made to obtain the additional items locally, preferably from other CFM vendors.

C. **Non Farmer Processors** process farm products that are not grown by the processor, but process products which the vendor made from raw ingredients which have then been cooked, canned, dried, baked, preserved, or otherwise significantly treated.

1. **Processed Non Farm Products** are made from scratch, using raw ingredients, not grown by the member. These may include cheeses, dairy, meats, dried fruits and vegetables, juices, jams, canned goods, baked goods, prepared foods or other processed agricultural and livestock food products. Every effort should be made to obtain primary ingredients locally, preferably from other CFM vendors. Additionally, if main products would be enhanced by additional items such as condiments, bread products, fruits or vegetables, etc., every effort should be made to obtain the additional items locally, preferably from other CFM vendors.

D. **Artisan Producers** are persons actively involved in the creation of unique, high-quality, hand-crafted products not meant for consumption.

1. **Artisan Products** are agriculturally related or body products, made from scratch using raw ingredients not grown by the member. Every effort must be made to obtain ingredients from other CFM vendors. In order to maintain the farm and food focus of CFM, this category typically does not allow arts and crafts vendors. CFM does not allow the sale of additive-manufactured items, textiles, and clothing, with the exception of Rule 1.I.
2. **Farmer and Farmer Processor** members may supplement their booths with juried arts and crafts. Vendors may not have more

than 10% of these supplemental arts and crafts make up their products on their tables at the opening bell.

- E. **Service** are vendors that offer services for cooks and gardeners. CFM may allow some booths for services, on a limited basis.
- F. **Cooperatives** are formal not for profit and/or community organizational groups of growers or producers and shall be considered based on space availability, market needs, and product offerings. Cooperative vendor products must fall under one of the product categories listed above. (Not eligible for memberships.)
- G. **CFM defines vendor categories** with what the vendor expects 51 percent of their products, in their possession, at the opening bell to be. It is expected that vendors have that majority of that product type through the entirety of the season. In order to maintain the farm and food focus of CFM, the combined total of **Non Farmer Processors, Artisan Producers, and Service vendors shall not number more than 20 percent of the total membership, applicable to the Summer Season.**
- H. Vendors may sell **branded merchandise** matching the business listed on their annual application. No more than two items are allowed to be sold or displayed. For example, this could be a red t-shirt and a blue t-shirt or one blue t-shirt and a tote bag. Each item must be approved by the board, such as t-shirts, tote bags, or hats.
- I. **Production records** must be maintained and available to Board of Directors if requested.
- J. Vendors must abide by all applicable **federal, state, and local health and label regulations.**
- K. **All products vendors wish to sell must be listed on their applications.** Approval of one product type does not guarantee approval of similar items. Product requests should be submitted three weeks prior to selling date.
- L. The Board of Directors may request **samples or photos** of requested items to sell.
- M. **All samples** must be offered within the vendor's assigned space. Samples 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 with a sampling permit and in accordance with Columbia Health Department regulations. (573-874-7355)

- N. **All Special Events** serving prepared foods must be approved by the Executive Director on a case by case basis. Keeping with our mission of promoting healthy foods, the resale of prepackaged foods and drinks are not allowed. Special events include chefs, cooking demos, nonprofit fundraisers and caterers for example. Special event hosts are not allowed to become Market members nor will they have voting rights. Current CFM members may host special events with the Board of Director's approval. The Executive Director will assign placement at Market and schedule Special Events. Daily fees for special events will be set by the Board of Directors on an annual basis and assessed at the Executive Director's discretion with fees being waived for nonprofits, fundraisers and community demos with the Board's approval.

2. Vendor Guidelines

- A. **Vendor Agreement** – All vendors must complete and sign a vendor agreement with the Columbia Farmers Market and pay appropriate fee prior to selling. Columbia Farmers Market, Inc. reserves the right to prohibit anyone from selling at the Market and to cancel the privileges of any member who in the opinion of the Board of Directors has violated the rules governing the Market. Participant or member has the right to respond in writing to the board, to include an explanation of how the violations in question will be remedied. The Market board reserves the right to make a final decision on the response. Fees will not be refunded. Participants or members wishing to return to the Market following expulsion must apply to the Board of Directors for re-admittance and pay appropriate fee(s) prior to selling.
- B. **Inspections** – All new members must be inspected before selling at CFM. Returning members will periodically be inspected. The Board of Directors may hire an inspector of their choice to conduct the inspections. Refusal to allow an inspection is grounds for indefinite suspension.
- C. **Producer-Only** - Vendors may sell only their own products, as per Rule 1. The resale of any products that are not grown, raised, or produced by the member/vendor, in the area as defined in Rule 4.A., is strictly forbidden. To preserve the reputation of CFM as a producer-only market, any member who purchases any product from any produce markets/auction or individual for resale at CFM will be considered to be in violation of this rule and forfeit their membership. (Members who purchase produce to be used in their artisan products would need this listed on their Ingredient Sourcing Form.) Any member/vendor found to violate this rule will be immediately and permanently expelled from the Market without refund of any fees.

- D. **The Board of Directors** reserves the right to place a **moratorium** on membership.
- E. Vendors are required to maintain a **general liability** policy that does not exclude products-completed operations coverage. Each vendor must provide the Columbia Farmers Market with a Certificate of Insurance thirty days prior to selling at their first market.
- F. **The Board of Directors** may form an **advisory committee** consisting of members from the community to assist in the promotion and development of the Market.
- G. **Vendors that offer CSA (Community Supported Agriculture)** shares may promote and distribute their shares at the Market. However, CSA shares distributed at the Market must follow all CFM regulations including Rule 2B (producer-only); CSA shares containing items not produced by the CSA vendor may not be distributed during Market hours.
- H. **Each vendor should** set their own prices.
- I. **Any grievance regarding vendors** should not be directed to the vendor in question. The initial grievance should be reported to the Executive Director, who will bring it to the attention of the Board of Directors. The Board will determine if a special meeting needs to be called to settle the grievance.
- J. **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.
- K. **Each vendor is encouraged to provide scales** of certified accuracy ('Legal for Trade'), display racks or tables, sacks, money for change and post prices in full view of the consuming public with lettering and signs being limited to the individual stall area
- L. **Vendors are responsible for keeping their products attractive during Market hours and cleaning up their booth and parking space(s) after the Market closes.** Those who do not clean up their stall space at the end of the Market day will be assessed a \$25.00 cleaning fee per occurrence. Examples are discarded plant material, plastic gloves, bags or wrappers, spills, spoiled produce, trash, etc.
- M. **Canopies, tents and umbrellas shall always be safely secured** from unexpected weather events by attaching all four corners to weights no less than 20 lbs. each. Using a bungee cord as a method of tying is prohibited.

Tying to other vendor tents is prohibited. Tying to vehicles can be used as a secondary method only. **Unsecured tents may not be used.**

- N. **All vendors with open flame cooking** must follow Columbia Fire Department regulations. Any vendor using open flames must have a 10-pound fire extinguisher on site.
- O. **An aisle wide enough for vehicle traffic must be left open** to allow movement of vehicles around the outside edges of the Market. If vendor's vehicles + trailers, etc. obstruct this lane, vendors will be asked to move them. There will be no perpendicular parking around the outside of the Market area.
- P. **No vendor, staff, trailers, etc., parking is allowed in the Clary-Shy Community Park customer parking areas or West Middle School.** Additional vendor and staff vehicles must be parked in the Aslin Columbia Public School's Administrative Building's lot (1818 W Worley St, Columbia, MO 65203).
- Q. **All aisles and walkways shall be kept clear and open during market hours.** Vendors may not use aisles or walkways as extensions of their stalls. Only space(s) assigned on the weekly market map may be used. Exceptions: Due to space constraints or overflow needs, the Executive Director may designate areas that normally function as walkways as temporary stall locations, as shown on the weekly market map.

Vendor signage must be safely secured and not impose a hazard. Any signage that obstructs the view of another vendor's booth or extends into the public walk area is not allowed. Elevated signs extending into the walkway will be allowed if they do not impede traffic flow into the walkway will be allowed if they do not impede traffic flow.

- R. **If a vendor extends their selling area to their parking area** (area past the curb towards the driveline), the vendor must have barriers in place to prevent customers from directly stepping off the curb. The vendor must provide an adequate ramp for customers to access the stall in the parking area.
- S. Vendors are not permitted to use the following **offensive marketing techniques** while at the market: hawking, calling attention to products in a loud repetitive public manner, and selling products in an aggressive way. Transactions between customers and vendors may only occur within the stall.

- T. **No political signage allowed at Market.** In order to respect the beliefs and views of all CFM members and customers no political signage will be allowed at Market. Only signage directly promoting Market related events will be allowed. All material must be approved by the Executive Director before displaying. Anyone wishing to pass out material and/or collect signatures will be directed outside of the Market boundaries (outside of the cones at the East entrance and on the outside of the South fence).
- U. **Disciplinary Action Rule** – Vendors in violation of any rules may receive up to two (2) verbal warnings from the Executive Director per season. If a third (3) violation occurs, then the vendor will receive a written warning from the Board of Directors. If a fourth (4) violation occurs the vendor is subject to loss of member in good standing status and expulsion from the Market.
- V. **No product may be sold to customers until opening time.** However, vendors may purchase from each other prior to Market opening.
- W. **There shall be no vehicular traffic in or out of the Market area proper during Market hours.** Escorted vendor and customer traffic will be allowed only with the Executive Director's permission. One hour will be allowed for finishing sales and clean up after closing time.
- X. **Market Check-In Notifications**
1. **Saturday Markets:** Members with or without annual spaces must notify the Executive Director by **Thursday at noon of their attendance.**
 2. **Wednesday Markets:** Vendors must check in by Friday at 4 PM to be promoted during Saturday Market. To be included on the map, Wednesday newsletter, and social media, confirm by Monday at 9 AM.
- Y. **Emergency Cancellations** – An emergency is an unforeseen, unplanned situation such as a death in the family, a funeral, a medical emergency, vehicular issues, or a farm emergency occurring between check-in deadline and 20 minutes before the market opens. The Executive Director may grant up to three (3) Emergency Cancellations per year per Membership. After three (3) cancellation offenses, without proof of the emergency, the vendor must attend the next Board meeting, and discuss a mediation strategy.
- Z. **Late Arrival** – Members must be in their stalls no later than twenty minutes before opening bell. Vendors failing to communicate their late arrival to the Executive Director will be held accountable as follows:

1. 1st offense: Verbal warning;
2. 2nd offense: A \$25 fee will be imposed;
3. The vendor will be denied the ability to set up that day;
4. 4th offense: The vendor must attend the next Board meeting, and discuss a mediation strategy.

Offenses are absolved at the beginning of each market season. Each of these offenses will be compounded upon the prior.

AA. **Failure to Show** – Vendors who have made arrangements to hold a stall(s) and who does not show up for the Market by opening bell at 8 a.m. will receive a strike.

3. Market Seasons & Hours

A. **The Market operates year-round, on Saturdays.** Days, hours, and locations may be modified by the Board of Directors.

1. **Summer Season** - The primary market season runs from April through October on Saturdays. CFM membership is tied directly to the Summer Season Saturday Market. To obtain and retain membership, vendors must remain a member in good standing and meet attendance requirements during the Summer Season Saturday Markets (exact market dates set annually by the Board of Directors).
2. **Winter Market Season** - An auxiliary market season running from November through March on Saturdays, closed the Saturday after Thanksgiving and the two Saturdays in closest proximity to Christmas and New Year's Day. Winter Markets offers additional selling opportunities for CFM members and daily vendors, subject to space availability. Members receive priority for stall assignments. Separate fees apply as determined by the Board of Directors. Participation in Winter Markets does not fulfill membership attendance requirements.
3. **Wednesday Market Season** - An auxiliary market season offering additional selling opportunities for CFM members and daily vendors, subject to space availability. The Wednesday Market operates during summer months (exact dates set annually by the Board of Directors). Members receive priority for stall assignments. Separate fees apply as determined by the Board of Directors. Participation in Wednesday Markets does not fulfill membership attendance requirements.

B. **Auxiliary Markets** - Additional markets beyond the core Summer Season Saturday Market may be established by the Board of Directors to provide

supplemental selling opportunities. The Board of Directors will set the fees, and dates for auxiliary markets on an annual basis. Currently, auxiliary markets include Wednesday Markets and Winter Markets. These markets operate independently from membership attendance requirements. While members receive priority placement at auxiliary markets, daily vendors may participate when space is available

4. Membership

- A. **Residence and all production must be within a 50-mile radius of Columbia Farmers Market** (1769 W. Ash Street). Any current members approved prior to 2014 will be grandfathered in. Any vendors growing products outside this area must be individually approved by the Board of Directors on an annual basis.
1. **Anyone wishing to become a member or participant must submit an application.** Applications will be submitted to the Executive Director. The Board of Directors, on an annual basis, will determine application deadlines. The Executive Director will notify applicant of the Board's decision. All new applicants must submit a non-refundable \$30 application fee with application. All approved vendors must be inspected before selling.
 2. To retain membership, CFM vendors must sell at 10% of Summer Season (Saturday) markets. Exceptions may be made by the Board of Directors on a case-by-case basis.
- B. **Probationary Period** - New members and daily vendors will be subject to a probationary period their first year. During this probationary period, the new vendor will be evaluated on their ability to comply with the CFM rules and regulations, and their compatibility with the CFM Mission. In the event a new vendor violates CFM rules during the probation period, the new vendor may not be allowed to sell at CFM for the remainder of the season or future seasons. First year members are not eligible for Summer Season annual stalls.
- C. **Transfer of Seniority** – At the death or retirement of a member in good standing, membership seniority can be continued by an immediate family member, or active partner as listed on the vendor application, and approved by the Board of Directors. Membership seniority cannot be transferred by the sale of a business. The new owner must apply for membership as a new member. A member may take a one year sabbatical from Market due to unforeseen circumstances with the approval of the Board. All fees must be paid in full in order to retain full seniority.

- D. **Emails/Mailing List** – All communications to the membership as a whole should be sent to the Executive Director for distribution. Emails sent to the membership shall be sent only by the Executive Director as approved by the Board of Directors. Members shall not use the membership list for mass electronic communication. Members who abuse the use of the membership mail/email list may be subject to expulsion from the Market by the Board without refund of any fees.
5. **CFM Staff** – The Board of Directors has the authority to set and fill positions to oversee the day to day operations and operate the market, as necessary. Job descriptions will live in the CFM Procedure Manual. The Executive Director will hire and oversee staff, with the directive of the Board of Directors.

6. Stall Policy

Note: Annual stall policies (sections A-G) apply to the **Summer Season** only. Wednesday and Winter Markets operate on a daily vendor basis without annual stalls.

- A. **Under the advisement of the CFM Board, Membership and Annual Stall Fees, at times, may need adjustments to balance the CFM Budget.** If needed, Membership and Annual Stall fees will be approved by the membership at the January Meeting. A Membership allows the vendor to sell at the Market for the entire Summer Season.

B. Annual Fees

1. Membership and annual stall fees are due by the close of the Saturday market before the February membership meeting.
2. Fees for new or additional stalls acquired at the stall lottery will be due that evening.
3. Members in good standing, with at least two years of seniority, may divide their membership and annual stall fees up into two payments. 50% is due by the close of the Saturday market before the February Membership meeting, and the remaining 50% is due by March 15. Fee discounts are not available for members who choose this payment option.
4. Fees are not refundable.

- C. **'Annual' stalls** are determined at the February association meeting. (A vendor does not need an annual stall to sell at the Market.) Members are limited to two annual stalls, but may request additional daily stalls on a space available basis and with the Executive Director's approval. If vendors have

multiple stalls, it is strongly encouraged that vendors efficiently utilize their additional stall space(s).

- D. **Daily vendors** must apply by the application deadlines. Daily Fees will be set by the Board of Directors. Daily vendors may sell at Saturday, Wednesday, and Winter Markets, subject to space availability as determined by the Executive Director and Board of Directors. Daily vendors may sell at Saturday, Wednesday, and Winter Markets, subject to space availability as determined by the Executive Director and Board of Directors. Daily vendors must have all required paperwork on file with the Executive Director, pass inspection, maintain required insurance, and comply with all federal, state, county and city rules that apply to their products. Daily vendors are subject to the same conduct standards and disciplinary procedures as members but are not subject to attendance requirements or eligible for annual stalls.
 - E. **Continuance of Occupancy** – Members who had annual spaces the previous year will have the option to renew the same space for the next season. Members holding annual stalls must notify the Executive Director of their intent to retain their stall(s) by the end of the Saturday market before the January association meeting, or the stall will be forfeited.
 - F. **Any available annual stalls will be drawn by lottery at the February meeting** and interested eligible parties must be present for the drawing. Annual spaces available will be assigned by lot to Market members requesting them. The Board of Directors will maintain a seniority list for annual stalls. The list is ranked by seniority based on years of continuous membership. As stalls become available, individuals with most seniority on the list will draw for the opportunity to rent a stall. Seniority guarantees the opportunity to obtain a stall through drawings before those having less seniority. In the lottery procedure, stall selection is considered complete for that seniority year once a seniority year has passed.
 - G. **Subleasing** – No member shall sublease, sell or permit anyone to use their space; this right is reserved for the Market.
7. **Columbia Farmers Market, Inc. and its Board of Directors** are not responsible for product liability or the paying of sales taxes for individual vendors. Each member/vendor shall provide proof of sales tax status (tax number) on their member application form.
<http://dor.mo.gov/business>
8. **Because type of product and cultural practices** are important to some customers, the Market expects members to truthfully represent their products and operations.

12. **Columbia Farmers Market, Inc. will not discriminate** against anyone because of race, color, creed, national origin, sex, age, disability, or sexual orientation.
13. **Vendors wishing to utilize electricity** must notify the Executive Director on application and voltage needs. Generator use will only be allowed if adequate power is not available.
14. **For reasons of personal and food safety**, animals (except service animals) and bicycles are prohibited in the Market area.
15. **No smoking** will be allowed in the Market area.
16. **All children** in the care of vendors during Market need to be supervised by an adult at the vendor's stall.

GLOSSARY OF CFM MARKET TERMS

Additive-manufactured – Commonly referred to as 3D printing, a product created using additive manufacturing is the creation of a physical, three-dimensional object from a digital 3D model. This definition includes a variety of processes in which material is deposited, joined, or solidified under computer control, with the material being added together typically layer by layer.

Annual Stall - Those members with seniority are allowed to reserve a space in the Market where they set up every Saturday without waiting for the Executive Director to assign them a space. The member pays an extra fee for each space as outlined in the Market rules. In order to retain that annual stall, members must sell at market at least once per week for a minimum of 10% of the weeks that market is in session.

Member - Per Rule 4.A Persons are eligible to become members. Members can be doing business as AYZ Farm's, LLC but membership is reserved for the individuals listed on the vendor agreement who agree to abide by all the Bylaws, Rules and Regulations of Columbia Farmers Market. Membership is tied to the Summer Season Saturday Market and provides the following benefits: priority stall placement at all markets, voting rights in association meetings, eligibility to serve on the Board of Directors, and eligibility for annual stalls. Membership requires annual applications, fees, and Board approval, and may be limited by space availability and vendor category caps.

Member in good standing - To remain a member in good standing, a member must have paid all dues and stall fees in full. The member must have all required paperwork on file with the Executive Director. The member must follow all rules and procedures of CFM. They must be in compliance with all federal, state, county and city rules that apply to their products. The member cannot have repeated complaints from vendors or customers. Because of the nature of the produce auctions and to help the Market retain its integrity, members who sell or buy at any of the auctions, should inform the Executive Director so the manager can explain to other vendors or customers the reason they saw the vendor at an auction. In order to remain in good standing, members must sell at market at least once per week for a minimum of 10% of the Summer Season markets. The member cannot do anything that in the judgment of the Executive Director and Board is detrimental to the Market and retains his/her good standing. Only members in good standing may exercise voting rights, serve on the Board of Directors, or retain annual stalls.

Daily Vendors - Persons who have been approved to sell at Columbia Farmers Market on a day-to-day basis when space is available, but have not obtained formal CFM membership status. Daily vendors can be doing business as AYZ Farm's, LLC, and the vendor agreement must list the individuals who will be selling. Daily vendors must abide by all applicable Bylaws, Rules, and Regulations of Columbia Farmers Market. Daily vendors do not have voting rights, cannot serve on the Board of Directors, and are not guaranteed the right to sell at any market. Daily vendors may sell at Saturday, Wednesday, and Winter Markets, subject to space availability as determined by the Executive Director and Board of

Directors. Daily vendors must have all required paperwork on file with the Executive Director, pass inspection, maintain required insurance, and comply with all federal, state, county, and city rules that apply to their products. Daily vendors are subject to the same conduct standards and disciplinary procedures as members but are not subject to attendance requirements or eligible for annual stalls.

Plug - small sized seedling grown in a tray.

Producer - A vendor that grows, raises or makes goods, defined in Rules 1 A-D, from raw materials, using no components that were preassembled.

Products-Completed Operations Coverage - a form of insurance coverage that helps cover liability claims resulting from your business' product or completed operations that were done away from your location. It can help cover claims that your business caused bodily injury or property damage.

Resale - Buying a finished plant, lot of fruits or vegetables, craft or clothing item the vendor did not grow or produce themselves and selling it out of your stall is reselling. There is no acceptable percentage of resale that is allowed. 100% of what our vendors sell must be produced by the member. Items that are taken to a processor and the vendor does not have documentation that the only products the vendor gets back are produced from only their products may not be sold at the Market. The only exception to this is value-added items which by definition have other items added. Any value-added items must be approved by the board and the vendor must have an ingredient sourcing form on file with the Executive Director.

Seniority - A member's continuous tenure in the Market. Seniority begins in January of the first season a person paid their membership and sold at the Market. Tenure for any partners brought into a farming operation would begin with the first year they are listed on the vendor agreement and produce partnership papers for approval by the Board of Directors. To retain seniority one must be a member in good standing.

Stall - A space within the Market area that vendors may use for displaying their produce or products. Stalls include both annual stalls (assigned through the stall lottery procedure at the February meeting for Summer Season Saturday Markets) and daily stalls (assigned by the Executive Director on a weekly or as-needed basis). Daily stalls may include overflow spaces, temporary locations along walkways, and center pavilion rows during Winter Markets, event spaces, Community Welcome Center areas, or other areas designated by the Executive Director to accommodate vendor demand and spatial constraints. A stall is not a property that can be transferred. Stalls cannot be bought or sold as a part of a farm or business.

Treasurer - The Treasurer shall hold all Columbia Farmers Market, Inc. money, pay all bills upon order of the Board of Directors, and present the books and records for audit upon demand by the Board of Directors. The Treasurer's duties shall also include tracking

membership fees, banking transactions, reconcile bank statement, classify expenses, create budget in QuickBooks, track budget to actual, track grant expenses/reimbursements, track token balance in QuickBooks, track Access to Healthy Foods (AHF) balance due (if applicable), scan all docs into QuickBooks, enter & scan stall receipts, enter weekly activity, forward state & federal tax docs to Columbia EDP and order checks, etc. as needed.

EXPLANATION OF STALL LOTTERY PROCEDURE (RULE 6.E. & 6.F.)

6.E. Continuance of Occupancy – Members who had annual spaces the previous year will have the option to renew the same space for the next season. Members holding annual stalls must notify the Executive Director of their intent to retain their stall(s) by the end of the Saturday market before the January association meeting, or the stall will be forfeited.

6.F. Any available annual stalls will be drawn by lottery at the February meeting and interested eligible parties must be present for the drawing. Annual spaces available will be assigned by lot to Market members requesting them. The Board of Directors will maintain a seniority list for annual stalls. The list is ranked by seniority based on years of continuous membership. As stalls become available, individuals with most seniority on the list will draw for the opportunity to rent a stall. Seniority guarantees the opportunity to obtain a stall through drawings before those having less seniority. In the lottery procedure, stall selection is considered complete for that seniority year once a seniority year has passed.

According to Rule 6.E. members with annual stalls will inform the manager or director by the Saturday before the January vendor meeting whether they are keeping their stall or not. If stalls are available, there will be a stall lottery at the February vendor meeting. Vendors with annual stalls must have 50% of their membership fee and all stall fees paid by the end of Saturday market prior to the February vendor meeting. The remaining 50% of fees are due by March 15. Failure to pay these fees will cause a vendor to lose the annual stall and membership status.

The CFM board secretary prepares the display of the **Summer Season** stall layout including any available stalls. This poster will be displayed at the February meeting so members can make decisions about where they would be located within the Market on Saturdays. The secretary will have all vendor names and their seniority year prepared for the drawing. Members or a representative for the member must be present to be part of the stall lottery drawing.

Starting with the member with the most seniority, each one will be asked if she/he wants to move to any of the available stalls. If a member does move, then his/her stall will then become available in the lottery.

Once the procedure gets to a seniority year where members do not have an annual stall or there are multiple vendors in the same seniority year, the drawing begins. The name of members who joined in this seniority year will be put into a pot. An uninterested party will be asked to choose names from the pot one at a time. As names are drawn, each member in turn will have the opportunity to move to a vacant stall, until there are no annual stalls available. This procedure is repeated for every seniority year until all stalls are assigned.

COLUMBIA FARMERS MARKET CODE OF CONDUCT

Columbia Farmers Market prides itself on providing quality products for customers. This Code of Conduct has been modified for use with vendors and/or their representatives participating in the farmers' market. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants — including customers, CFM staff, fellow vendors, volunteers, and community members.

As a Columbia Farmers Market vendor, vendor representative, or CFM staff member, I will:

1. Demonstrate the highest standards of personal behavior and integrity at all times
2. Conduct myself in a courteous and respectful manner toward customers, CFM staff, fellow vendors, volunteers, and the community
3. Serve as a positive role model for others
4. Treat everyone with respect
5. Abstain from physical or verbal abuse and not tolerate it from others
6. Comply with equal opportunity and antidiscrimination laws
7. Under no circumstance, attend or participate in Columbia Farmers Market while under the influence of alcohol and/or controlled substance
8. Under no circumstance, possess, sell or consume alcohol or controlled substances at Columbia Farmers Market
9. Operate vehicles and other equipment in a responsible manner
10. Abstain from any criminal activity
11. Respect and adhere to all rules established by Columbia Farmers Market

It is important that all Columbia Farmers Market vendors, vendor representatives, and CFM staff comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by the Executive Director may lead to disciplinary action up to and including removal as a vendor or termination of employment.

12. I have reviewed the agreement and am willing to serve in this capacity until either party cancels this agreement.
13. I have read the Columbia Farmers Market Vendor Code of Conduct above and agree to comply with it.

Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Signature _____ Date _____

ENFORCING THE CODE OF CONDUCT

Each vendor (or vendor representative) and each CFM staff member must sign a Code of Conduct form at the beginning of every market season. A copy of the signed form is kept on file with the Executive Director. The goal of the Columbia Farmers Market Code of Conduct is to make involvement in the farmers' market positive, satisfying, and safe experience.

Individuals witnessing a code violation should first attempt to communicate directly with the alleged violator(s) at the time and place of the incident. If this effort does not satisfactorily resolve the issues and concerns raised, the complainant(s) should complete a code of conduct violation report.

The Executive Director cannot effectively act on hearsay, anonymous, vague or untimely complaints about the conduct of others. ***A report of inappropriate actions by a vendor, vendor representative, or CFM staff member must be submitted in writing to the Executive Director by a first-hand observer within 14 days of the incident. The report must identify the section of the Code that was violated and provide specific details about the alleged violator's actions. The complainant(s) must sign the report.***

Upon receipt of an appropriate Code of Conduct complaint, the Executive Director will investigate the allegations. The investigation may require holding face-to-face meetings with the complainant(s) and/or the alleged violator(s). The purpose of these meetings would be to clarify policies, determine whether, and to what degree, there was a violation and determine what disciplinary action, if any, is appropriate. The Executive Director or Director may ask the complainant(s) and alleged violator(s) to attend a joint meeting if s/he determines this would be useful in resolving the situation.

Any or all of the following disciplinary actions may be taken by the Executive Director, as a result of a code of conduct violation:

- Writing a letter of apology to the injured party(ies).
- Repair of or restitution for property damage.
- Probation for a specified period of time with the understanding that another violation will lead to more serious disciplinary action.
- Suspension from the Market for a period of time.
- Loss of seniority.
- Permanent exclusion from Columbia Farmers Market.
- Referral to the appropriate law enforcement agency or other authority.
- Terminations of employment

A memorandum summarizing the results of pre-disciplinary meetings and any subsequent disciplinary actions will be placed in Columbia Farmers Market files. Copies will be given to the appropriate parties involved.

Columbia Farmers Market Code of Conduct Incident Report Form

Please use this form to report any Code of Conduct violation that you experienced or witnessed taking place at Columbia Farmers Market (CFM), a CFM meeting, or a CFM event or occurring while you or others were engaged in a CFM related activity.

The sooner one can report an incident and the more details that one can provide, the faster that CFM can investigate and act upon every breach of this Code of Conduct.

Incident Date and Time (Required)

When did the incident take place? Enter specific date(s) and time(s) if known, or a range.

Type of Violation (Required)

What kind of Code of Conduct violation occurred? (E.g., a personal attack, harassment, etc.)

Incident Description (Required)

Describe what happened and the context of the incident (e.g., a CFM event, meeting or event, online, etc.). Please provide as much detail as you feel comfortable sharing.

Parties Involved (Required)

Who was present, involved, and/or affected? Please provide their names and roles in the incident (e.g., the person who violated the Code of Conduct, the target of the harassing behavior, a witness, etc.).

Name (Required):

Columbia Farmers Market Affiliation (Required)

Indicate your affiliation with Columbia Farmers Market.

- Member/Vendor
- Board of Directors
- CFM Employee
- Other

Was a Police Report Filed: Yes No Case Number:

Thank you for taking the time to fill out this form to report this violation to Columbia Farmers Market. If after submitting this report you happen to come across any additional information or additional witnesses that may be relevant to investigating this incident, then please contact the Executive Director and/or Board President.

COLUMBIA FARMERS MARKET GRIEVANCE POLICY AND FORM

The Executive Director has the right to deny or restrict any vendor or vendor representative's access to the Market for failure to follow the Columbia Farmers Market rules. Problems, complaints or concerns must be directed immediately to the Executive Director. Any grievance that cannot be resolved between a vendor and the Executive Director may be submitted in writing to the Columbia Farmers Market Board for settlement.

Columbia Farmers Market (CFM) strives to provide a fair and equal opportunity for all participants to sell and purchase only quality products at a fair and reasonable price. All vendors and the CFM Executive Director have received a copy of the CFM rules and understand the importance of their cooperation. The grievance procedure is in place to help insure this policy is followed.

If you feel a vendor or any other participant has acted in a way that harms the CFM please supply the following information:

- Your name: _____
- Phone Number: _____
- Email Address: _____
- Name of the vendor or person in question: _____
- Infraction(s): _____

- Date of occurrence: / /

Please attach a check in the amount of \$25.00 made out to Columbia Farmers Market and mail to: Columbia Farmers Market P.O. Box 10012 Columbia, MO 65205

If the CFM Board validates your claim, your check will be returned to you. All grievances will receive a written response within two weeks of submission.

I have read the CFM rules and regulations and the grievance policy. I agree to all terms and conditions of the CFM.

Your Signature:

Date: / /

Date received: / / Received by: _____

COLUMBIA FARMERS MARKET TOKEN PROCEDURES & RULES

SNAP/EBT, ACCESS TO HEALTHY FOOD & DOUBLE UP FOOD BUCKS MATCHING TOKENS

How the SNAP/EBT program works:

- The customer brings their EBT (Electronic Benefit Transfer) card to the Oasis. The customer decides how much SNAP (Supplemental Nutrition Assistance Program) funds they want to spend at the market and asks the market staff to sell them tokens worth that amount.
- The market staff person swipes the card through the POS terminal. The amount of the sale is debited from the customer's card. The market staff person gives the customer tokens for the full amount requested.
- The customer shops at the market for eligible foods, using tokens like cash.
- Recipients can match up to \$60 per week, depending on eligibility through the **Access to Healthy Foods** SNAP matching program (\$35) and **Double Up Food Bucks** SNAP matching program (\$25).

Program Rules:

- **No US currency is to be given as change or exchanged for tokens in any manner.** The sale must be for the exact amount of the scrip or the customer can make up the difference with cash.
- **Accept only our Columbia Farmers Market association tokens. Other market association tokens cannot be redeemed.**
- All market vendors and farmers must accept tokens for eligible food products. Customers using tokens must receive the same respect as other customers.
- Tokens representing **SNAP** and the **Access to Healthy Food** program can only be used to purchase eligible food items, food seeds and food plants can be purchased with tokens. No hot food or non-food items such as flowers, clothing or crafts can be bought with tokens. **Double Up Food Bucks** tokens can only be used to purchase fresh fruits and vegetables.

GUIDE TO CASH VALUE TOKENS

- Columbia Farmers Market's Cash Value Tokens (\$5) program operates similar to an ATM; swiping cards in exchange for market tokens.
- Cash Value tokens only come in \$5 increments.
- **Vendors must give change in actual dollars. NO other CFM token types may be used as change.**
- Columbia Farmers Market has a \$10 minimum for swipes and a \$2 requested processing donation, to cover costs to operate the program.

MUNCH MONEY

- Children that participate in the Good Food Detective's educational program receive Munch Money for completed activities offered through Columbia Farmers Market.
 - Each Munch Money is worth \$1. No change can be given for Munch Money.
 - Munch Money is only eligible for fruits, vegetables, nuts & honey.
 - Munch Money should be turned in for redemption with tokens.
-

PRODUCE PERKS

- Qualifying individuals are written a “prescription” for fruits and vegetables at Compass Health Center.
 - Individuals bring the “prescription” to the Oasis booth to exchange for Produce Perks tokens.
 - Customers can purchase fresh fruits and vegetables, only. This includes plants and seeds that produce fruits or vegetables.
 - No change can be given on these tokens.
-

SENIOR & WIC FARMERS MARKET NUTRITION PROGRAMS

- The Missouri Senior Farmers’ Market Nutrition Program (SFMNP) and WIC Farmers Market Nutrition Program (WFMNP) provides benefit vouchers to low-income seniors (60 years of age or older) and to WIC recipients, respectively. Eligible seniors receive 10 vouchers (\$5 each), totaling \$50 annually, and eligible WIC recipients receive 4 vouchers (\$5 each) totaling \$20 annually, to be used for fresh fruit, vegetables, honey and herbs.
- Unlike CFM’s other incentive programs, the SFMNP and WFMNP are NOT ran through the market. Transactions are directly between the customer and producer. To be able to accept vouchers vendors must:
 - Submit an application with Missouri Department of Agriculture (MDA)
 - Sign and maintain a valid agreement with MDA annually.
 - Attend required training
 - Annual training
 - Interactive every three years
 - Display SFMNP signage provided by MDA
 - Must be displayed when selling at a farmers’ market.
 - Must contain current year’s sticker

While it is not required to accept these vouchers at CFM, **it is strongly encouraged to become an authorized farmer. All vendors selling fresh fruits, vegetables, honey and herbs are eligible to participate.**

COMO CROP CASH

- CoMo Crop Cash is a workplace wellness program connecting local employers and their employees with Columbia Farmers Market vendors. Employers buy \$5 vouchers for employees to spend directly with vendors on fresh, local goods at the market. Employers only pay for redeemed vouchers, plus a small printing fee and service charge.
- Each voucher is worth \$5 and can be spent on anything at the market. **No change is given.**
- Each voucher has an **expiration date** in the top right-hand corner. Vouchers accepted past the expiration date are not eligible for reimbursement. Note that the businesses have the ability to set their expiration date, so each one will vary
- CoMo Crop Cash vouchers are also available for direct purchase as gift certificates (printed in orange, as shown below) from the Oasis booth or online. Gift certificates are spent and

reimbursed the same as the wellness program vouchers. Customers will purchase these up front.

REDEEMING TOKENS

- Vendors must use the below token form when redeeming tokens. They are available at the Oasis to tally tokens for redemption. This form will act as the vendor's receipt. If there is a discrepancy in the check total, the vendor must present the receipt for verification.
- When redeeming tokens, vendor must have tokens counted, separated & bagged by token type. Plastic bags are available at the Oasis, if needed.
- Tokens must be turned in before 11:00 am, to be processed that day.
- Stall fees cannot be paid with tokens.
- Vendors must have a minimum of \$50 and maximum of \$500 in tokens to turn in at any one time unless you will be absent from the market for more than a month or it is your last market day of the season.
- Token reimbursements are processed via ACH. New vendors will be need to complete the "ACH_Authorization_Form". Note that if a vendor requests a check \$1.50 will be deducted from each reimbursement. Direct deposit reimbursements typically take 7 to 10 days and checks typically take 10 to 14 days.



CFM Tokens Redeemed Receipt		Wood	Plastic		
<i>\$1 EBT (purple)</i>	#			x 1	= \$
<i>\$1 SNAP Match (yellow)</i>	#			x 1	= \$
<i>\$1 Produce Perks (green)</i>	#			x 1	= \$
<i>\$1 Double Up Food Bucks (teal)</i>	#			x 1	= \$
<i>\$5 Cash Value (blue)</i>	#			x 5	= \$
<i>\$1 Munch Money (green paper)</i>	#			x 1	= \$
<i>Other</i>	#			x	= \$
TOTAL VALUE				\$	

Vendor Name: _____

Vendor Signature: _____

Date: _____ Market Staff Initials: _____

*Note all vendor reimbursements are now processed via direct deposit. If you prefer a mailed check \$1.50 will be deducted from your reimbursement.

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.

COLUMBIA FARMERS MARKET CURRENCY CHEAT SHEET

	\$5 CASH VALUE	\$1 EBT	\$1 SNAP MATCH (Access to Healthy Food)	\$1 DUFb MATCH (Double Up Food Bucks)	\$1 PRODUCE PERKS	MUNCH MONEY	CoMo CROP CASH
MARKET CURRENCY TYPE	VALID RETIRED* 	VALID RETIRED* 		VALID EXPIRED* 			
DENOMINATION	\$5 TOKEN	\$1 TOKEN	\$1 TOKEN	\$1 TOKEN	\$1 TOKEN	\$1 PAPER	\$5 PAPER
WHAT THEY CAN BUY	ANYTHING	<ul style="list-style-type: none"> • FRUITS AND VEGETABLES • PLANTS WHICH PRODUCE FOOD • MEATS, FISH, POULTRY • BREAD, CEREALS AND GRAINS • DAIRY PRODUCTS • HONEY PRODUCTS 	<ul style="list-style-type: none"> • FRUITS AND VEGETABLES • PLANTS WHICH PRODUCE FOOD • MEATS, FISH, POULTRY • BREAD, CEREALS AND GRAINS • DAIRY PRODUCTS • HONEY PRODUCTS 	<ul style="list-style-type: none"> • FRESH FRUITS AND VEGETABLES ONLY 	<ul style="list-style-type: none"> • FRESH FRUITS AND VEGETABLES ONLY 	<ul style="list-style-type: none"> • FRUITS • VEGETABLES • NUTS • HONEY • PLANTS 	ANYTHING
EXPIRATION	NEVER	NEVER	NEVER	12/31/25	NEVER	NEVER	VARY, TOP RIGHT CORNER OF VOUCHER
CASH CHANGE	YES. CASH CHANGE ONLY, NO TOKENS.	NO	NO	NO	NO	NO	NO
OTHER NOTES	<p><i>*RETIRED TOKENS ARE TO BE TREATED THE SAME AS VALID TOKENS. RETIRED TOKENS WILL BE TAKEN OUT OF CIRCULATION AS THEY ARE REDEEMED.</i></p> <p><i>*EXPIRED TOKENS ARE NOT ELIGIBLE FOR REIMBURSEMENT. DO NOT ACCEPT THE TEAL OR SILVER DUFb TOKENS.</i></p>	<ul style="list-style-type: none"> • DO NOT CHARGE SALES TAX. • No hot food, drinks or non-food items such as flowers, clothing or crafts can be bought with tokens. 	<ul style="list-style-type: none"> • DO NOT CHARGE SALES TAX • Locally funded. • Boone County residents' w/ kids 19 or under, senior or disabled can match up to \$35 per market. • No hot food, drinks or non-food items such as flowers, clothing or crafts can be bought with tokens. 	<ul style="list-style-type: none"> • DO NOT CHARGE SALES TAX • No canned, dehydrated, etc. foods. • Nationally funded. 	<ul style="list-style-type: none"> • DO NOT CHARGE SALES TAX • FRESH fruits and vegetables only. No canned, dehydrated, etc. foods. • Plants & seeds that produce fruits or vegetables can be accepted. 	<ul style="list-style-type: none"> • Children are awarded by completing activities in the Good Food Detectives club. • No hot food, drinks or non-food items such as flowers, clothing or crafts can be bought with tokens. • No meats, dairy, baked goods, 	<ul style="list-style-type: none"> • Available as employee wellness program voucher or for direct purchase at CFM as gift certificates. • Expiration dates vary, printed in top right-hand corner.

COLUMBIA FARMERS MARKET VENDOR TOKEN PROCEDURE AGREEMENT

I UNDERSTAND AND AGREE:

- 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 Columbia Farmers Market.
- I accept responsibility on behalf of my business at Columbia 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
- Vendors cannot spend EBT, SNAP Match, Produce Perks, or Double Up Food Bucks tokens that you receive for payment with other vendors. These can only be redeemed through the market. Cash Value tokens can be spent with other vendors.
- Participation in Columbia Farmers Market 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.
- 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.
- I will display the appropriate Token Signage at my booth, making sure it is visible to customers.
- Vendors must turn in all tokens at the Columbia Farmers Market Oasis no later than one hour before the market closes. Vendors may only turn in tokens at the weekday markets, if the Executive Director is present.
- Have tokens divided by type in baggies and have them counted before arriving at the Oasis. Complete token form available at the Oasis.
- CFM staff will: 1) Count pre-bagged tokens. 2) Initial token form verifying Vendor's token count and total. 3) Once initialed, the token form will be returned to the vendor and will act as vendor's receipt.
- Vendors must have a minimum of \$50 and maximum of \$500 in tokens to turn in at any one time unless you will be absent from the market for more than a month or it is your last market day of the season.
- You may apply for a Hardship Exception if the \$50 limit presents a financial problem.
- All statements will be kept confidential.
- Keep receipts for your records. You will be required to show a signed receipt if you feel there is a discrepancy or you did not get paid in a timely fashion.
- CFM will reimburse vendors by check within two weeks (fourteen days). Token reimbursements are processed via ACH. New vendors will need to submit an ACH enrollment form. For vendors that set up their accounts to be reimbursed via a check will have \$1.50 will be deducted from each check. Direct deposit reimbursements typically take one week and checks typically take 10 to 14 days. Questions regarding token reimbursement should be directed to the CFM Executive Director.
- Tokens may not be used to pay stall fees. CFM may withhold reimbursement payments if there are outstanding invoices until payment is received.
- Vendors can give change for Cash Value tokens in actual dollars, NOT EBT tokens, nor any other tokens.
- Accumulating large amounts of tokens before redeeming is not recommended due to available token inventory and CFM cash flow.
- 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. Vendors 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 Columbia Farmers Market.

Printed Name _____ Business Name _____
Vendor Signature & Date _____

COLUMBIA FARMERS MARKET SNAP TRAINING AGREEMENT

All Columbia Farmers Market vendors who sell SNAP-eligible products are required to participate in the Supplemental Nutrition Assistance Program (SNAP) training program, as outlined by the USDA Food and Nutrition Service (FNS). This training helps ensure compliance with federal rules and protects the market's ability to continue offering SNAP benefits to our community.

I UNDERSTAND AND AGREE:

- All vendors who sell SNAP-eligible items must complete the required SNAP training annually.
- I, and anyone working for or assisting my business (including employees, family members, and helpers, whether paid or unpaid), have completed the required SNAP training.
- The required materials reviewed include:
 - o **SNAP Retailer Training Guide** (available in multiple languages):
<https://www.fns.usda.gov/snap/retailer/training/guide>
 - o **Four USDA Training Videos:**
 1. *Authorization* – How to apply and what to expect during the eligibility process.
<https://www.fns.usda.gov/snap/retailer/training/authorization-video>
 2. *Basic Guidelines* – Preparing to accept SNAP and understanding eligible items and rules.
<https://www.fns.usda.gov/snap/retailer/training/basic-guidelines>
 3. *Transactions and Payment* – Using SNAP equipment and receiving payment.
<https://www.fns.usda.gov/snap/retailer/training/transactions-payment>
 4. *Information for Cashiers* – Steps for successful transactions and SNAP DOs and DON'Ts.
<https://www.fns.usda.gov/snap/retailer/training/cashiers-accepting-benefits>
- I understand that SNAP training must be completed annually and that Columbia Farmers Market may require verification of completion at any time.
- I understand that **any SNAP violation by an individual vendor can result in penalties or disqualification for the entire Columbia Farmers Market**, affecting all vendors' ability to participate in the SNAP program.
- **Any monetary penalties, fines, or reimbursements incurred as a result of a vendor's violation will be the sole responsibility of the vendor who committed the violation** and may be deducted from future reimbursements or billed directly.
- I acknowledge that failure to complete or comply with SNAP training requirements may result in suspension or termination of my authorization to accept SNAP benefits at Columbia Farmers Market.

By signing below, I certify that I and all individuals representing my business have completed the above SNAP training materials within the current calendar year and agree to follow all SNAP regulations.

Printed Name _____ Business Name _____

Vendor Signature & Date _____

COLUMBIA FARMERS MARKET VENDOR PARKING AGREEMENT

This Agreement is made between the Columbia Farmers Market (hereinafter referred to as "Market") and the undersigned vendor (hereinafter referred to as "Vendor").

This agreement ensures that vendors participating in the Columbia Farmers Market comply with parking regulations.

The Vendor agrees to adhere to the following parking regulations:

- Each Vendor is allocated one parking spot per stall. No vendor, staff, trailers, or associated vehicles are allowed to park in the Clary-Shy Community Park customer parking areas or West Middle School.
- Additional vendor and staff vehicles must be parked in the lot of the Aslin Columbia Public School's Administrative Building, located at 1818 W Worley St, Columbia, MO 65203.

The Vendor acknowledges that adherence to these parking regulations is mandatory and crucial for the smooth operation of the Market.

If a Vendor, their staff, or associated vehicles are found in violation of the parking regulations outlined in this Agreement:

- The vehicle or trailer may be towed at the owner's expense.
- The Vendor may face penalties including but not limited to a warning, suspension, or expulsion from the Market at the discretion of the Board of Directors.

The Vendor agrees to indemnify and hold harmless the Market from any and all claims, liabilities, or damages arising from the towing of their vehicle or any other issues related to parking violations.

By signing below, the Vendor acknowledges that they have read, understood, and agree to comply with the terms outlined in this Agreement.

Vendor Name: _____

Vendor Signature: _____

Date: _____

This Agreement shall remain in effect for the duration of the Vendor's participation in the Columbia Farmers Market.

Columbia Farmers Market Legal Agreement

My representatives and I, or family selling at Columbia Farmers Market, Inc. (CFM) agree by becoming a member of Columbia Farmers Market, Inc. to the terms of all the rules, regulations and the By-Laws of Columbia Farmers Market, Inc. As the Member/Seller, I further agree to permit inspection of my farm or production areas by appointment to assure compliance with the Rules and Regulations of the Columbia Farmers Market, Inc. Anyone who fails to comply with the Rules and Regulations of the By-Laws may have one's Membership/Right to Sell terminated with no refund of dues or fees. As a condition of Right to Sell, the Seller agrees to release and hold Columbia Farmers Market, Inc., its Directors, Officers, Agents and Employees harmless from all claims related to or arising from such Membership/Right to Sell.

Name

Signature

Date

This manual has been supplied by the Columbia Farmers Market Board as a way to fairly inform all vendors of our rules and procedures. It is the Board's responsibility to ensure that all the rules and regulations are enforced fairly and without favoritism. It is your responsibility as a vendor to do your part to abide by the rules and to conduct yourself responsibly toward all customers, other vendors and CFM staff. It is further your duty to inform the Executive Director of any violations that you witness so they can be investigated and corrected.

I _____ doing business as _____ have read and had all members of my family and staff that will at any time be representing me at Columbia Farmers Market read and sign this agreement.

Signature of Owner/s

Date _____

Have every representative of your business sign on the lines below.

(Return this signed page to the Executive Director to be placed in you CFM file.)

Double Up Food Bucks

Vendor Agreement (Token) - 2026



SIGNED CONTRACT MUST BE ON FILE FOR REIMBURSEMENT

This agreement by and between (Market Name): **Columbia Farmers Market**

And (Vendor Business Name):

Street Address:

City, State and Zip Code:

County:

Phone:

Email:

Is effective during the Double Up Food Bucks program season in 2026 at the Market (above). This agreement authorizes the Vendor (above) to accept Double Up Food Bucks tokens at the specified market from authorized SNAP EBT Card participants in exchange for unprocessed locally-grown, fresh fruits and vegetables, in accordance with market and program guidelines.

SECTION I BY SIGNING THIS AGREEMENT, THE VENDOR AGREES TO:

1. Display a sign, provided by the farmers market, indicating the Vendor accepts Double Up Food Bucks tokens.
2. Provide only unprocessed locally-grown fresh fruit and vegetables in exchange for Double Up Food Bucks tokens.
3. Prove, upon request, that all product provided in exchange for Double Up Food Bucks tokens was grown in Kansas or Missouri (or local as defined by the Market).
4. Not give change for purchases made with Double Up Food Bucks tokens.
5. Provide fruits and vegetables at the current price or less than the current price charged to other customers.
6. Not allow the return of product purchased with Double Up Food Bucks tokens in exchange for cash or non-food, non-produce items.
7. Be monitored by the farmers market staff and Double Up Heartland Collaborative representatives for program compliance.
8. Not provide cash or credit in exchange for Double Up Food Bucks tokens.
9. Not accept Double Up Food Bucks tokens for non-food or non-produce items.
10. Not charge sales tax on purchases with Double Up Food Bucks tokens.
11. Accept Double Up Food Bucks tokens from customers only during the market season.
12. Turn in all redeemed tokens to the farmers market for reimbursement in accordance with market and program guidelines. It is preferred that tokens be turned in for reimbursement on a weekly, or at least monthly basis. Please do not hold on to tokens, submit them for reimbursement as often as the market allows.
13. Submit all tokens for reimbursement by the date communicated to you by your market manager and the Double Up Heartland Collaborative.
14. For 2026, only accept **purple** or **aqua** plastic Double Up Food Bucks tokens. (Aqua tokens will be taken out of circulation once they are turned into the market manager for reimbursement.) All previous colors of Double Up Food Bucks tokens are considered expired and the market cannot reimburse you for them.

COLUMBIA FARMERS MARKET VENDING FEES

*updated 02/17/2026

	SEASON/ MEMBERSHIP FEES	ONE STALL	TWO STALLS	THREE+ STALLS	DAILY FEES	TOTALS	FEE DUE DATES	NOTES
ENTRY FEE								
APPLICATION FEE						\$30	UPON APPLYING	1ST YEAR MEMBERS & DAY VENDORS ONLY
SUMMER SEASON (30 MARKETS)								
MEMBER WITH 1 ANNUAL STALL	\$100	\$600				\$700	SATURDAY BEFORE FEBRUARY MEETING, 12 P.M.	
MEMBER WITH 2 ANNUAL STALLS	\$100	\$600	\$600	\$50/MKT		\$1,300	SATURDAY BEFORE FEBRUARY MEETING, 12 P.M.	3RD STALL: \$50/SAT. NO CAP.
FIRST YEAR & MEMBER WITH NO ANNUAL STALL	\$100				\$50/MKT/ STALL	\$100	SATURDAY BEFORE FEBRUARY MEETING, 12 P.M. + DAY OF MARKET	1ST & 2ND STALLS: \$50 EACH/SAT. CAPS AT \$600 EACH (12 MARKETS), 3+ STALLS: \$50/SATURDAY, NO CAP.
DAILY VENDOR (NON MEMBER)					\$75/STALL		DAY OF MARKET	FIRST 10 MARKETS=\$75, ADDL.DATES =\$25
<i>THE BELOW FEES CAN EITHER BE PURCHASED AS A "PACKAGE DEAL" WITH THE SUMMER SEASON OR INDIVIDUALLY. "PACKAGE DEALS" MUST BE PURCHASED BY THE 3RD SATURDAY IN FEBRUARY.</i>								
WEDNESDAY SEASON (15 MARKETS)								
WEDNESDAY MARKET WITH 1 STALL		\$200				\$200	2ND SAT. IN MAY	
WEDNESDAY MARKET WITH 2 STALLS			\$300			\$300	2ND SAT. IN MAY	
<i>PACKAGE DISCOUNT W/ WED. MARKET</i>		<i>-\$25</i>	<i>-\$50</i>				3RD SAT. IN FEB.	
DAILY FEES					\$20/STALL		DAY OF MARKET	
WINTER SEASON (20 MARKETS)								
WINTER MARKET WITH 1 STALL		\$450				\$450	3RD SAT. IN OCT.	
<i>PACKAGE DISCOUNT W/SUMMER SEASON</i>		<i>-\$50</i>					3RD SAT. IN FEB.	
WINTER MARKET WITH 2 STALLS			\$900			\$900	3RD SAT. IN OCT.	
<i>PACKAGE DISCOUNT W/SUMMER SEASON</i>			<i>-\$100</i>				3RD SAT. IN FEB.	
DAILY FEES					\$30/STALL		DAY OF MARKET	
PACKAGE TOTALS								
SUMMER + WEDNESDAY		\$875	\$1,550					
SUMMER + WINTER		\$1,100	\$2,100					
SUMMER + WEDNESDAY + WINTER		\$1,275	\$2,350					

