

Lawson Farmer's Market

2021 Vendor Application

The Lawson Farmers Market's goal is to provide the members of the community and the surrounding areas with fresh, locally grown produce, homemade baked goods, jams, and locally made crafts.

If you have questions or need assistance with this application, please call the market manager @ 660-646-4017.

Name: _____

Phone Number: _____

Farm\Business Name: _____

Address: _____

Do you need access to electricity? No _____ Yes _____ If so why? _____

E-Mail: _____

Website(s): _____

Produce Growers,

please check the method(s) you employ:

- Hot House \ Hoop House \ Tunnel
- Green house
- Organic
- Non-GMO
- Conventional
- Backyard Gardner

Prepared Food Vendors,

Do you produce your product in a certified kitchen?

- Yes
- No

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Please check all good you wish to sell:

Food

- Meat _____
- Honey
- Jams
- Spices
- Tomatoes
- Sweet Corn
- Peppers
- Pumpkins
- Microgreens
- Other Spring Produce
- Other Summer Produce
- Other Fall Produce
- Baked Goods
 - Cakes
 - Pies
 - "Cinnamon Rolls"
 - "Fried" Pies
 - Sourdough
 - Sweet Bread
 - Loaf Bread
 - Rolls
 - Brownies

Other

- Yarn
- Candles
- Custom Cups\Tumblers
- Earrings
- Jewelry
- Books\Notebooks
- Cut Flowers
- Soap
- Other Body Products
- Plants
- Pottery
- Canvas Art
- CNC\Laser Engraving
- Traditional Wood Working
- Cutting Boards
- Leather Products
- Metal Products
- Signs
- Other Home Decor

Fabric Goods\Clothing

- Hotpads
- Masks
- Tea Towels
- Bags
- Nitting\chochet
- Tie-Dye
- Tshirts
- Hats
- Other

Please use the space below and/or a separate page to tell us what makes your product unique or give more details about your product(s).

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- Lawson Farmer's Market is a locally made, locally grown and locally produced market.

NO RESALE

- All produce vendors must have a farm inspection prior to selling.
- Items for sale must be made within 50 miles of Lawson.
- Food items for sale must be grown or made within 25 miles of Lawson.
- 100% of produce and meats must be locally grown.
- Artisan and craft items must be made or produced by the vendor.
- Mega Party is the ONE day a year that we allow resale (MLM) vendors to participate.
- Vendor locations are assigned weekly and can change from week to week.
- Vendor location is prioritized by products sold, vendor attendance regularity, vendor assistance, and vendor seniority.
- All food vendors are responsible for following health codes as enforced by the Ray County Health Department.
- NO SALES before 4 PM (3 PM on Aug. 12 Mega Party)
- Vendors will not be allowed to return to the market and no refunds will be given if rules are broken.
- Please read the 2021 LFM Rules and Regulations for more details!
- NO DRAMA ALLOWED

Please contact the Market Manager, Greg Lamp, prior to coming to the market to sell or with any questions. He may be contacted by calling 660-358-4017 or via Facebook private message through LawsonFarmersMarket

I have read and agree to follow the rules and guidelines set up by the market board for the 2021 market season.

I understand that all fees paid are not refundable.

I understand that spaces are assigned and may change from week to week.

I understand that I can lose my space or be moved to a less desirable space due to rule violations or failure to attend without proper notice.

I understand that due to space availability not all applications will be accepted.

Signature: _____

Date: _____

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Vendor Fees Circle the fees that apply to you

Regular Vendors (Regular vendors are provided a space every Thursday including Artisan days and Mega Party)
Regular Vendors are expected to make an approximately \$10 product donation during the market season to be used in giveaways.
If you were a paid regular-season vendor for the 2020 or 2019 season you will receive a \$45 discount!

Regular Vendor Season Fee

Paid Before May 6th	\$100
Paid May 7th through June 17th	\$125
Paid June 18 through Aug. 19	\$150
Paid Aug. 20 or after	\$100 or \$20 per week (no cap)

Need extra space?

Two Spaces each week	2 X the Regular Fee
Extra space for a single week (regular season vendors only, subject to availability)	\$20

First Week Trial Fee (excludes special dates)	\$25
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Rotational Vendor Fee	\$50
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Rotational Vendors are provided a space once a month on pre-scheduled dates.

Artisan Day Vendors (If Artisan Market is canceled due to weather, we will postpone to the following Thursday)

June 3 Fee	\$30
July 15 Fee (Christmas in July)	\$30
Oct 7 Fee	\$20

Artisan Season Fee -- Paid June 3 or before The season fee provides a spot on all three Artisan days.	\$60
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Mega Party Vendors (Resale and MLM vendors allowed)

Mega Party Vendor Fee -- Paid prior to July 29	\$55
Mega Party Vendor Fee -- Paid July 29 through Aug 12	\$75

Off-Season Sale(s), Lawson Picnic, and Fall Fest (Maybe an additional fee and/or deposit)

All fees are non-refundable
Make checks payable to "The City of Lawson"

Lawson Farmer's Market 2021 Calendar

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- March 25 Pre-market sign up meeting
- May 6 First Day of Market!
(Pre-Mother's Day Market)
- May 27 May Ticket Drawing

- June 3 Artisan Day\Kids Market
- June 24 June Ticket Drawing

- July 1 Pre Independence Day Market
- July 8-10 Lawson Picnic
- July 15 Artisan Day -- Christmas in July
- July 29 July Ticket Drawing

- August 12 "Mega Party" 3PM - 7PM
(Customer Appreciation Day)
- August 26 August Ticket Drawing

- September 30 September Ticket Drawing

- October 7 Artisan Day
- October 28 October Ticket Drawing
(Last Market)
- October ? Lawson Fall Fest

- December 4 Chamber Christmas Lighting
- 2022 Spring Fever Bazaar (TBA)

Lawson Farmer's Market

2021 Rules and Guidelines

The following rules are for regular vendors at the Lawson Farmers Market. For Food Trucks, Sponsors, and/or political groups, please contact the market management.

1. Fruits, vegetables, plants, crafts, baked, and approved canned goods are permitted to be sold at the market, as long as all of the goods sold are produced within a fifty (50) mile (twenty-five (25) miles for food items) radius of Lawson, MO and are compliant with Ray County Health Department as well as State of Missouri regulations. ALL FOOD PRODUCTS SOLD MUST BE GROWN OR MADE BY THE VENDOR.
2. ALL (100%) OF PRODUCE PRODUCTS SOLD MUST BE GROWN BY THE VENDOR. All produce and food products must be grown or made within a twenty-five (25) mile radius of Lawson, MO.
3. Produce vendors with more than one growing location are limited to the immediate Lawson area.
4. **WITH MARKET MANAGEMENT APPROVAL**, Vendors are allowed to resell non-produce items that compliment the product they are selling. The resell items must amount 10% or less of the items in the vendor's display. A MINIMUM of 90% OF THE NON FOOD ITEMS MUST BE MADE BY THE VENDOR and made within a fifty (50) mile radius of Lawson, MO. If another vendor has grown or made the item NO RESALE of that same item will be allowed.
5. The market will operate from the first Thursday in May through the last Thursday in October. The hours of operation on Thursday are from 4:00 p.m. to 7:00 p.m. or sell out. Vendors are permitted to leave the market if they sell out of product before the end of the market and if they are able to safely exit the market area. Market Management may alter the times and dates based on attendance and weather.
6. Arrival and set up is no earlier than 3:00 p.m. on Thursdays. Set up in your assigned stall. Selling time BEGINS AT 4 PM AFTER THE MARKET MANAGER INDICATES MARKET IS OPEN. Vendors will be terminated for selling **BEFORE** 4 pm, with no refund of vendor fees.
7. Vendors of all goods are individually responsible for the products to meet all of the Ray County Health Department's guidelines. If selling any canned goods, other than jams and jellies, you must display your certified kitchen certificate while selling at the Lawson Farmer's Market. Vendors of farm fresh eggs must have a Missouri Egg License and be able to maintain the proper temperature of the product. **The Ray County Health Inspector has the final say and vendors may be removed from the market for arguing with the inspector.**
8. All baked goods must be wrapped and properly labeled, including ingredients, allergens, contact info, quantity, and read, "Made in a NonCertified Kitchen" (See Example below).

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2021 Rules and Guidelines

9. The market is a family-friendly event. Vendors are responsible for ensuring their products are displayed appropriately.
10. Vendors under 18 years of age must have a chaperon who is at least 18 years old with them at the market.
11. Each vendor is individually responsible for following all local, state, and federal regulations required for selling their product. Each vendor will represent the Lawson Farmer's Market and the City of Lawson in a professional and positive manner towards other vendors and patrons visiting the market.
12. Vendors are individually responsible for any incident occurring related to their booth and products. The Lawson Farmer's Market and the City of Lawson are not responsible for the loss of, damage to, or damage caused by vendor property. Liability insurance is HIGHLY RECOMMENDED but not required.
13. A Farm Inspection **must be completed prior** to becoming a vendor at the Lawson Farmers Market. A follow-up inspection will be performed on produce vendors approximately six to eight weeks following the initial inspection. Failure to schedule a follow-up inspection will result in vendor termination. Farm inspections and kitchen inspections may be conducted again at any time by the market manager. Inspections are only conducted to verify that 100% of the product is being grown or made by the vendor and that everything we are offering to the community at the Lawson Farmer's Market is fresh, safe, and locally grown. If the vendor grows at more than 1 location, an additional \$10 fee must be paid for each inspection at each additional location.
14. In the case of a new vendor showing up unannounced, the Market Manager or a member of Management will decide if the new vendor will be allowed to stay for the market that day. A farm inspection **MUST** be conducted before they return. If the new vendor is offering a product which current vendor is already offering, they **will not** be permitted to sell until a farm inspection has been completed.
15. Vendors must keep their display, items, and vehicles within the space allotted to them. Any vehicles that do not fit in their allocated space must be moved out of the market area. Vendors are responsible for all people sitting with or helping them.
16. The Market Management will assign vendor locations weekly and no vendor is guaranteed the same spot each week. Spot assignment is at the Market Managers' discretion and the following items will be taken into account: vendor preference, product, past attendance, health needs as well as the vendor's willingness to help with running the market.
17. Vendors are responsible for notifying the Market Manager when they will miss a market at least three days prior to the market. Vendors who repeatedly fail to give proper notice may be removed from the market (without a refund of fees).
18. The market provides advertising for vendors via social media. However, vendors are responsible for providing the Market Management with photos and ad print they would

www.CityOfLawson.org

<https://www.facebook.com/LawsonFarmersMarket/>

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like posted. Market management has the final say on what can and cannot be posted on the LFM social media accounts.

19. The Market Manager has authority at the markets. If the Manager is not in attendance, the Deputy Manager is in charge. The Lawson Farmer's Market board reserves the right to refuse or remove any vendor.
20. Photos and videos of you, your product, and/or your booth at the Lawson Farmer's Market may be used on Lawson Farmer's Market website, in the local papers, or in advertisements for the Lawson Farmer's Market.
21. The Market Management has the authority to deny a vendor's application for any reason. The Management will try to allow and disallow vendors in order to provide the best variety of goods with the space that is available.
22. The vendor fees for the 2021 season are defined on the 2021 Vendor application. **ALL FEES PAID ARE NON REFUNDABLE.**
23. Violation of rules will lead to termination of a vendor's ability to sell at Market. If a vendor is terminated from Market, the Market fees WILL NOT be refunded.
24. The Market Manager has the authority to alter the rules at any time if there is a need. The Market Manager must notify the vendors of any changes either in writing (distributed at the market) or via the communications method a majority of the vendors have access to.
25. Resale items are allowed only at the Mega Party event.

Baked Goods Label Example:

Smith Farm
123 Street
Lawson, MO 64062
816.000.000
Ingredients:
Flour, Sugar, Milk, Eggs, Baking Powder, Cocoa
(1 LB)
Allergens:
Contains Milk
Made in a non-certified kitchen

Applications will be accepted or denied based on previous attendance, personal conduct, adherence to the rules of the Lawson Farmer's Market, and vendor product.

Market Management reserves the right to accept or deny an applicant for any and all reasons.

Greg Lamp, Market Manager
660-358-4017

www.CityOfLawson.org
<https://www.facebook.com/LawsonFarmersMarket/>

Lawson Farmer's Market

2021 Vendor Attendance Memo

Over the last two years the number of weekly vendors has doubled each year. If this exponential growth continues for the 2021 season, we will be out of spaces for vendors very quickly.

We are working to address this good “problem” in a number of ways:

- 1) We are going to work with the city to possibly have more space in or around the park for vendors
- 2) We are managing the vendor application process more proactively to limit the number of vendors selling similar items and thus limiting how many new vendors we will have.
- 3) We are implementing vendor attendance policies.

The third item on the list is the focus of this note!

We have a finite amount of space available and we will be turning vendors away based on products they sell. Therefore we also need to require a commitment from all vendors to attend the market as much as possible. We understand that some vendors are seasonal and can't be at market without a product to sell and that you might want to take a week off for vacation, and that unexpected things happen. We are asking that all vendors do the following:

1. If you will not have products until later in the season, let us know and keep in contact so we can schedule when you will start attending.
2. If you are planning to miss a week, let us know as early as possible.
3. If something unexpected comes up, contact us before noon on the market day to let us know so we can mark spaces accordingly and possibly allow a provisional vendor to attend.

Unfortunately, the only way to enforce attendance accountability is to have consequences.

When vendors do not attend and have not informed us it leaves open spaces at the market that potentially could have hosted another vendor. If a vendor fails to attend or give us proper notice any of the following may occur:

- The vendors spot in future weeks may be on an end where it is less noticable if they fail to attend.
- If we have turned away a vendor due to the fact that they sell similar items, they may be allowed to start attending the market.
- If the attendance or lack of notice becomes a recurring issue, the vendor may lose their place at the market (with no refund of their fee) and/or have their application rejected in future years.

The 2021 season looks very promising for our market. We have big plans for this year and with everyone help, we believe that this will be an amazing season for all.

Thanks
Greg