

# Wabash Farm & Art Market 2025 Policies & Procedures

## Our Mission

To support local farmers and artisans by fostering meaningful relationships between them and the community. To provide the community access to fresh nutritious produce, quality goods & unique crafts.

## Contact Information

### Physical Address Mailing Address

Wabash Bus Station Market Columbia MO - Jolie Russell 16681 N Highway  
124 Centraila MO 65240

Email: russelljolie@gmail.com

### The Wabash Market Board

Jolie Russell: President (573) 745-0956

Chuck Bay: Secretary (573) 529-6821

Michael Lees: Vice President (573) 682-4321

## Definitions

For the purposes of this document the following are terms of importance:

- Wabash Market policies
- Member in good standing: Vendors who have completed the application and paid their dues for the current season.

### General Operations and Governance

The Wabash Market is open every Sunday 9am-1pm between April 30<sup>th</sup>, 2025, and October 29<sup>th</sup>, 2025 at the Wabash Bus Station, 126 North 10th Street, Columbia, MO unless otherwise decided and announced by the Wabash Board.

The market is operated, and all policies and procedures are upheld by the Wabash Board. The market is operated, and all policies and procedures are upheld by the President. All policies and procedures are set by the Wabash Board.

Wabash is a nonprofit organization & operated by board members to help keep participation fees low. While it is not required, we highly encourage you to participate in advertising & spreading the word about your own booth & the market. This is advantageous to the collaborative success of the market. If you would like to volunteer, just let the board know & we'll talk in detail later

## Who May Sell?

## Farmers

Local Farmers within a 150-mile radius who grow: raw agricultural products such as vegetables, fruits, flowers and plants, animal-based products such as meat, eggs, cheese, honey or other animal-based products. A farm tour can/will be conducted to confirm farmer growing product. Farmer selling must be farmer growing on their owned/rented property, no neighbors or family products due to food safety.

## Artisans

Artisans who sell value-added agricultural products, and/or market approved nonagricultural products such as pottery, soaps, rugs, and other wares. All vendors are expected to personally craft the goods they sell and all value-added goods should be in good faith made with as many local products as possible. Vendors must be completely transparent about all ingredients with value-added products and produce products in accordance with all state and local laws. A workshop tour can/will be conducted to confirm crafted product. Artisans must be crafting products they sell no neighbors or family products resold.

## Merchants

Vendors who resell independent agricultural products produced within 150 miles such as vegetables, fruits, plants. Vendors must have receipts available showing where all resold product originated and present them upon the request of The Wabash Board. Vendors who do not provide proper documentation will not be able to resell. The Wabash Board reserves the right to deny any reselling that is not to the standards of the Market or by Market Board vote.

## Food Vendors

Local independent vendors who sell prepared food that is prepared with reasonable effort to utilize local farm products. Must follow Cottage Food Laws, Boone County Health regulations and farmers market regulations of Boone County.

## Guidelines for Selling

📌 All vendors must complete and sign a Vendor Application and Agreement and pay associated fees prior to selling. Make sure to include a detailed description & pictures of the items you wish to sell to & email them to russelljolie@gmail.com. All products that vendors wish to sell must be listed on their application. Unlisted products may not be sold without checking with the board. The board will review your application & advise if you have been accepted to participate in the market as soon as possible.

📌 No vendor shall do any act or use any language to offend the City, Market, management staff, another vendor or shopper, or to intimidate a shopper into purchasing the product being sold. 📌 Failure to abide by ordinance, laws and regulations may be basis for suspension or expulsion. 📌 All Vendors must arrive at the market by 8:00 am.

📌 Vendors with seasonal stalls that will not be attending or vendors who are renting daily must inform the Wabash Board at russelljolie@gmail.com, by 5pm the Saturday

before market of their plans.

- If a vendor with a seasonal stall informs the Wabash Board of their absence the market may assign their space to another vendor for that market day.
  - After vendors' stalls are set up, vendors must park in the designated Vendor Parking Area and may not drive their vehicles on the market ground until after 1:00 pm or all the customers have vacated the designated market area, whichever is later.
  - Vendors should make sure that all canopies, tents, and umbrellas are safely secured at all times. ■ If a scale is being used at the Market it must meet the Missouri Department of Agriculture, Weights and Measures Division Standards.
  - Vendors are responsible for making sure their spaces are clean and that all trash is picked up. Vendors with children may be required to have a second adult to assist ■ Vendors must have signage for pricing and any displays must be safely secured. ■ Vendors are expected to treat their customers fairly and courteously.
  - All vendors must abide by all local, state and federal laws, regulations, and inspection procedures. Vendor is responsible to comply with all Department of Revenue and Department of Health and Human Services requirements.
- Vendor must adhere to federal and state guidelines on all labels such as "not prepared in a certified kitchen..." and other labeling requirements.
- The Wabash Market is not responsible for product liability or paying sales taxes for individual vendors.

### Fees & Stall Assignment

Vendors may rent space for one or more single markets at \$25/space per market day. Prepaid-Seasonal participation is \$150. Stalls measure 10 x 10 feet. Only vendors that have paid seasonal fees prior to opening day will receive a stall assignment and be eligible for an awning location. This stall may be filled by another vendor by the Wabash Board upon an absence of the seasonal vendor. Seniority will be used in space assignment. **Returning vendors, please be sure to pay your dues with a maximum of 2 installments. New vendors will have the opportunity to pay in more instalments. Fees must be paid before the market starts on the day the vendor is attending. If you have any questions or concerns, please contact any member of the board.** Vendors can not loan or give away their booth assignment to another vendor. All vendors and products must be approved by the Wabash Market Board.

### Compliance

All vendors are expected to comply with all rules of the market. All complaints should be in written form and sent to the Wabash Board. Rule violations and grievances will be reviewed on a case-by-case basis by the Wabash market Board.

### For Performers & Entertainers

As part of our mission, one of the Wabash Market goals is to enrich the community through fellowship and education with activities, events, and workshops for all ages. Performers and Musicians wanting to perform at the market as well as educators or community members who would like to hold a demonstration or teach a workshop should send their requests to the

Wasbash Board at russelljolie@gmail.com. All content must be non-offensive to the general public and all educational activities should relate to the values of the market.

Additional Considerations

- There is no smoking within the parameters of the market.
- Dogs on leashes are allowed but all bathroom breaks should be done off the market grounds and responsibly disposed of.
- All events, activities, and entertainment are free to the public, however; because funds are limited, workshops that are materials dependent and well attended may run out of supply. ■ Parents are responsible for their children during all children's activities.
- Petitioners approved by the Wabash Board are permitted in open areas at least 20 feet from vendor stalls.
- The market is not responsible for damages caused by or to the vendor, their canopies, or products. All vendors are responsible for maintaining their own liability insurance for such damages. All canopies must be secured with at least 20 lbs. weights per leg. Wasbash recommends using 40lbs. weights per leg

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Name & Signature Date

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