



Orr St Farm & Art Market 2023 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

Wabash Bus Station
126 North 10th St
Columbia, MO 65201

Mailing Address

OrrFAM C/O Nicole LaPorte
914 Sandifer Ave
Columbia, MO 65201

Email: orrstfam@gmail.com

The OrrFAM Board

Dusty Dudek: President (319) 930-1900

Chuck Bay: Treasurer (573) 529-6821

Nicole LaPorte: CEO / Secretary / Music & Event Coordinator (573) 239-2115

Definitions

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

- OrrFAM: Orr St Farm & Art Market

- Member in good standing: Vendors who have completed the application and paid their dues for the current season.
- Governing Committee: The Governing Committee is comprised of members in good standing who wish to be a part of the governing structure of the market. Duties include reviewing policies, making group decisions regarding other vendors, etc. This committee is completely voluntary and open to any member in good standing. Changes to rules and policies must be approved by the Governing Committee.

General Operations and Governance

The Farmers and Artisans Market is open every Sunday 9am-1pm between April 30th, 2023, and October 29th, 2023 at the Wabash Bus Station, 126 North 10th Street, Columbia, MO unless otherwise decided and announced by the OrrFAM Board.

The market is operated, and all policies and procedures are upheld by the OrrFAM Board. The market is operated, and all policies and procedures are upheld by the Market Manager. All policies and procedures are set by the Governing Committee of OrrFAM.

ORRFAM is a nonprofit organization & operated by board members on a volunteer basis 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.

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.

Merchants

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

Food Vendors

Local independent vendors who sell prepared food that is prepared with reasonable effort to utilize local farm products.

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 orrstfam@gmail.com. All products that vendors wish to sell must be listed on their application. 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 OrrFAM Board at orrstfam@gmail.com, by 5pm the Saturday before market of their plans.
- If a vendor with a seasonal stall informs the OrrFAM 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 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 and regulations.

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 12 x 12 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 OrrFAM 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. If you have any questions or concerns, please contact any member of the 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 OrrFAM Board. Rule violations and grievances will be reviewed on a case-by-case basis by the Governing Committee of OrrFAM.

For Performers & Entertainers

As part of our mission, one of the Farm & Art 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 OrrFAM Board at orrstfam@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 OrrFAM 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 10 lbs. weights per leg. ORRFAM recommends using 25lbs. weights per leg

Name & Signature

Date

Name & Signature

Date