



# 2016 Vendor Packet

**Saturdays 8:00am – 12:00pm**

**May 7 – October 29**

**35 S. Spanish Street**

downtown Cape Girardeau, Missouri (across  
from Bel Air Grill & Grass Roots BMW)

**The Cape Riverfront Market** is a farmer's market featuring local produce & farm goods, value-added products, prepared foods, and artisan crafts. It's run by a committee of dedicated volunteers under the umbrella of Old Town Cape, Inc., a 501(c)3 non-profit that helps revitalize downtown Cape Girardeau.

## **Mission Statement:**

The Cape Riverfront Market is a farmer's market that (1) provides access to local, high-quality goods from farmers, artists, craftspeople and food producers; (2) creates a gathering space downtown that offers educational opportunities and family-friendly activities; and (3) fosters a healthy community by promoting nutritious food choices and sustainable practices.

## **Contact Info:**

### *Office & Mailing Address*

Cape Riverfront Market

Old Town Cape, Inc.

418 Broadway

Cape Girardeau, MO 63701

Office telephone: 573-334-8085

Market Manager: Mike Crowden

Email: [caperiverfrontmarket@gmail.com](mailto:caperiverfrontmarket@gmail.com)

Facebook: [facebook.com/CapeRiverfrontMarket/](https://facebook.com/CapeRiverfrontMarket/)

Twitter: [@CapeRiverMarket](https://twitter.com/CapeRiverMarket)

Pinterest: [pinterest.com/crmmarket](https://pinterest.com/crmmarket)

Market Hours Cell (May-Oct): 573-225-2440

**\* Email is preferred method of communication with Market Manager**

All vendors participating in the Cape Riverfront Market must:

- Agree to follow all rules and regulations as outlined below and abide by the mission of the market.
- Comply with applicable local/state/federal laws and licensing/permitting requirements.
- Submit a complete and accurate application with required payments according to the fee schedule.
- Ensure all products sold are grown/produced within 100 miles of the market address.

## **Fee Structure**

| Stall size       | Vendor Type |                           |          |
|------------------|-------------|---------------------------|----------|
|                  | Daily       | Bi-monthly (2x per month) | Seasonal |
| Single (10'x24') | \$15        | \$85                      | \$125    |
| Double (20'x24') | \$25        | \$150                     | \$200    |

\*There is an additional fee for electricity. See application for details.

## General Information, Rules and Regulations

### A. Vendor Categories:

- i. Farm Products: Fresh fruits, vegetables, herbs, flowers, plants, eggs, meats, uncracked nuts, honey, maple syrup, cheese and other agricultural products.
- ii. Value-added Products: Jams, jellies, pickles, roasted coffee, cracked nuts, baked goods, and other edible goods (not grown by vendor) individually labeled and made for off site consumption.
- iii. Prepared Foods: Foods or beverages made for consumption at the market.
- iv. Artisan Crafts: Art, crafts, jewelry, homemade soaps, lotions, etc.
- v. Other: Services and other vendors related to the mission of the market.

### B. Types of Vendors

- i. **Seasonal** – Vendors that agree to participate in *at least 15 markets* and apply *before April 15<sup>th</sup>* qualify for Seasonal status. Seasonal vendors pay the Seasonal fee, are listed on market materials and social media, and get assigned a permanent stall location (Location may shift slightly due to market configuration).
- ii. **Bi-monthly** - Vendors that agree to participate in 10 to 14 markets are considered Bi-monthly vendors and pay the Bi-monthly fee. Bi-monthly vendors are listed on the market materials and social media, and get assigned a permanent stall location (Location may shift slightly due to market configuration).
- iii. **Daily** – Vendors that participate in 1 to 9 markets (or apply after April 15<sup>th</sup>) are considered Daily vendors and pay the Daily fee. Daily vendor stalls are secured with payment and allocated on a first-come, first serve basis. They may however be moved at the discretion of the Market Manager to suit the market.

### C. Application Process

- i. Vendors may apply for the market beginning at the Vendor Meeting.
- ii. Seasonal and Bi-monthly vendor applications are due by April 15<sup>th</sup> (*Exceptions may be made for under-represented categories and farm goods*).
- iii. Daily vendor applications may be submitted at any time.
- iv. Vendors will be notified of their acceptance status no later than 14 days after their completed application is submitted if it's received before April 15<sup>th</sup>.
- v. New applications submitted during the market season (May – Oct) may take up to 7 days to process. Please keep this in mind if trying to submit less than a week before desired market date.
- vi. If vendor application is not approved, the fee will be refunded. Checks will be shredded and cash must be picked up at the offices within 14 days of non-acceptance notification or will be forfeited.
- vii. Vendors may participate in the market ***only after their application is approved*** by Old Town Cape.
- viii. Only vendors with a pre-approved application may reserve a stall the morning of the market and must do so by 7am.

### D. Stalls

- i. Each vendor is allotted one type of stall:
  - a) **Single stall** – 10 ft. wide (along the walking aisle) and 24 ft. deep.
  - b) **Double stall** – 20 ft. wide (along the walking aisle) and 24 ft. deep.
- ii. Please be considerate of your neighbors and **stay within your allotted stall space**. The front corners of the stalls are marked with paint dots and continue perpendicular toward the rear.
- iii. Certain stalls on the market lot may contain extra space behind them and vendors may utilize it for products/parking. Certain stalls that occupy a corner may have additional market walking aisles.
- iv. **All signs, goods, canopies, displays, etc. must be within your allotted stall space** and may not occupy walkways/aisles. An exception is made to this for objects that provide shade for perishable farm goods.
- v. Awnings, goods, or other things may overhang the vertical space of your stall but must be higher than 7ft and not create a safety hazard.
- vi. No sub-leasing or sharing of stalls is allowed.

## **E. Market Set up (7:00am) & Break Down (12pm)**

### **i. Important Times to Remember**

- a) Vendors **may not enter the market lot before 7am** (*unless allowed on by Market Manager*)

\*In the rare case that cars are still being towed at 7am, we ask for your patience so that the towing company and police can operate freely. Some may be able to set up while others may have to wait.

- b) Vendors **must arrive by 7:45am** or forfeit their stall for the day.
- c) Stalls must be completely set up and vendors **ready to sell by 8am.**
- d) **No products shall be sold before the market opens at 8am.**

- ii. If you are not parking in your stall, please temporarily park your vehicle in the walking aisle directly in front of your booth, unload your goods into your stall, and move your vehicle out of the lot before setting up your booth.

### **iii. Protective covers** (i.e. canopies, tents, umbrellas, etc.)

- a) Protective covers are encouraged but not required to participate in the market (*unless required by the Cape Girardeau County Health Dept.*).
- b) All protective covers **must be securely weighted down regardless of wind conditions.**
- c) Weights must be attached in a way such that the wind cannot dislodge the canopy from the weight and render it ineffective.
- d) Any protective cover not following these guidelines will be asked to be taken down.

### **iv. Break Down**

- a) Vendors **shall not begin breaking down before the market closes at 12pm.**
- b) As products dwindle or the market nears the end, vendors may simplify displays as long as their booth remains attractive.
- c) Vendors must stay until the market ends but if all products are sold out, the vendor may place a sign indicating such and return to their booth when the market ends.
- d) Vendors must leave their stall area free of debris prior to leaving. Significant amounts of trash or large items must be taken with them and not placed in the market trash bins or the neighbor's dumpsters.

## **F. General Market Info & Rules**

### **i. Products**

- a) All products sold at the market **must be grown/produced within 100 miles of the market** (from market address to vendor location/production as determined by Google Maps).
- b) Produce grown by the vendor should be labeled as "homegrown." **If the vendor is selling produce that is not homegrown by him/her, it must be labeled and separated accordingly and display the name of the farm or persons where grown.** Refer to Addendum 1 for CRM's Resale Policy.
- c) Foods that are prepared on site are an exception to a. & b. but preference is given to vendors that grow/produce items they prepare.
- d) Artisan crafts need not be solely comprised of items produced within 100 miles (i.e. paints, beads, etc.) but must be created by the vendor and be significantly altered from their raw or purchased state (see Rules for Artisan Crafts below for more specifics and examples).
- e) All fruits and vegetables should be fresh and of high quality.
- f) Products must be sold at fair market prices. **Absolutely no "dumping" (i.e. deep discounting) is allowed.**
- g) No live animals may be sold, advertised for sale, or given away at market.
- h) **Selling of products not listed on the vendor's application is prohibited.** New products must be pre-approved in writing on a separate sheet of paper and attached to the vendor's application before each market begins.

### **ii. Booths**

- a) Vendors must display a sign indicating the:

- 1. **Name or Farm/Business name**

- b) Any other displayed information must be directly related to the vendor's stall/business. Vendors may not fund raise for other organizations no matter how worthy a cause.
- c) Products must be attractively displayed.
- d) Prices must be clearly and legibly posted for all items.
- e) For health and safety reasons, pets are not allowed in vendor stalls (*with the exception if service pets*).
- f) Use of electricity must be pre-approved by the Market Manager.

### iii. Vendor conduct

- a) Vendors must:
  1. Maintain clean, healthful, and safe conditions within their stalls.
  2. Be courteous to customers, other vendors, and market staff/volunteers.
  3. Keep the volume level of their booth from interfering with their neighbors.
  4. Keep their booth staffed for the entire market (*See exception above E.iv.c.*)
- b) Vendors may not:
  1. Call out to customers to try to attract them to their booth.
  2. Walk around the market handing out cards, information, or samples.
  3. Make disparaging comments about other individuals or the market.
  4. Smoke on the market lot or consume alcoholic beverages.
- c) **No firearms or weapons** are allowed at the market.
- d) No radios or music may be played in vendor booths.

### iv. Parking

- a) Vendors may park their vehicle in their stall space.
- b) If they do not, they should not park on Spanish St. to free up space for customers.
- c) There is a cement lot just off the southeast corner of the market lot to use and Merriwether is less than a block away.
- d) Vehicles may not be driven on or off the lot when the market is open (*8am-12pm*).

v. **Restrooms** – Portable toilets are located at the Red House Interpretive Center on Main Street. Permanent restrooms are located at the corner of Broadway and Main. There is also hand sanitizer available at the Market Info Booth (*NW corner*).

### vi. Weather

- a) **The market will happen rain or shine** and will only be canceled for severe weather.
- b) Severe weather that would cause the market to be canceled or close early include:
  1. Tornadoes
  2. Lightning (near the market lot)
  3. Extreme winds
  4. Extreme heat
- c) If the market does get canceled, the Market Manager will inform vendors by email as soon as the call is made and **no later than 6am the morning of the market**. If you do not hear from the Market Manager, assume that the market is happening.
- d) If you have a long drive to the market and wish to get a phone call if conditions change between 6-8am, *make a note of it on your application*.
- e) In the case of extreme heat, the market in the past has given vendors the option to pack up early on certain occasions. The Market Manager will inform vendors if this occurs.
- f) Attendance
  - g) Vendors are expected to attend all market days for which they are scheduled.
  - h) Vendors not able to attend, should notify the Market Manager as far in advance as possible with a minimum of 24 hours' notice (by 8am Friday morning) by either of these methods:
    1. Email ([info@caperiverfrontmarket.com](mailto:info@caperiverfrontmarket.com))
    2. Writing a note explaining attendance back at market

- i) Failure to arrive at a market with less than 24 hours notice, frequent non attendance, or leaving the market early may result in the forfeiture of stall and fees.
- j) Failure to attend a market without any advance notice may result in the forfeiture of stall and fees for the remainder of the season. Such absences may be excused due to emergencies and unforeseen circumstances with written notice (see b. above) within 7 days.

**vii. Cancellations**

- a) Daily vendors that give at least 7 days notice of inability to attend market will be able to transfer that date to another without penalty provided one is available.
- b) Daily vendors failing to show or not giving proper notice will result in a forfeiture of fees.
- c) Seasonal vendors canceling the remainder of their season for any reason may not be reimbursed for missed markets.

viii. Vendors must comply with all local, state, and federal laws. Sales tax is required and must be paid to the Missouri Department of Revenue unless exempt under RSMo. 144.527.1 for selling eligible "farm products" and grossing less than \$25,000 per year.

ix. Vendors agree to assume full responsibility and to hold Cape Riverfront Market and Old Town Cape, Inc. harmless from any claims of injury or damage that may result from the vendor's use of space including but not limited to claims arising from the improper or insufficient securing of canopies, tents, umbrellas, display equipment, supply of food items, crafts or any other item sold by the vendor.

**G. Vendor-Specific Info, Rules & Regulations (see Vendor Type below)**

**i. Farm Product Vendors**

- a) All scales must be approved and meet state regulations by Mo. Department of Agriculture – Weights & Measures – 573-751-4613 (Fee \$15.00)
- b) Selling eggs requires Missouri's Limited Retailer's Egg License from Mo. Department of Agriculture – 573-751-5639 (Fee \$5.00)
- c) Meat or poultry must be processed in an inspected facility (Poultry operations less than 1,000 birds are exempt). More info from Missouri Meat Inspection Program (573-522-1242).
- d) Selling live, perennial plants (not vegetable plants or annuals) requires registration as a Nursery Grower or Dealer. More info from Mo. Department of Agriculture (573-751-5505).
- e) Prepared samples of cut fruit or vegetables: If cutting off site, it should be done at an approved and inspected location. If cutting on site, the vendor must have a Farmer's Market Permit from the Cape Girardeau County Health Dept. (573-335-7846) with proper set-up and permit posted.

**ii. Value-added Products Vendors**

- a) All products need to have proper labels which include:
  1. Name & complete address of business/individual
  2. Common name of the food product
  3. List of ingredients (if there are more than two) given in descending order of predominance by weight
  4. Quantity specifications given in weight, volume, or pieces
  5. A statement saying "This product was prepared in a kitchen that is not subject to inspection by the Department of Health and Senior Services." (*unless it was*)
- b) If the foods are not pre-wrapped or packaged, there must be a placard clearly visible at the sale or service location that states that the product is prepared in a kitchen that is not subject to inspection by the Department of Health and Senior Services.
- c) Jams, jellies & honey producers who sell less than \$30,000/yr. are allowed to produce their products in a home kitchen (RSMo. 261.241) and are exempt from registering as a Food Canning Establishment. They must follow above labeling requirements.

**iii. Prepared Foods Vendors**

- a) To sell prepared foods/beverages you need a Farmer's Market permit (\$60) or a Food and Beverage Permit from the Cape Girardeau County Health Dept. (573-335-7846)

c) You must renew an Health Codes and post a copy of your permit in your booth.

c) All food stands are subject to a walk through by the Cape Girardeau County Public Health Center.

#### iv. **Artisan Crafts Vendors**

a) Artisan Craft Vendors are required to submit photographs of their products with their application to be juried by Old Town Cape.

1. Returning Vendors are exempt from this rule provided their products are the same as the previous year. New items are not exempt and do require photos.
2. Digital photographs are preferred to be submitted by email to [caperiverfrontmarket@gmail.com](mailto:caperiverfrontmarket@gmail.com). They may also be printed and attached to the application but this may slow application decision process.

b) Applications without photographs are not complete and won't be considered until completed.

c) **Artisan Crafts guidelines:**

1. Products/items must be crafted and significantly altered from their raw or original state to be considered.
2. Items that are merely painted (not paintings) or repurposed without significant alterations are not allowed to be sold at the market.
3. Photographs, descriptions of materials and the creation process are very helpful in determining the eligibility of items.

#### **H. Rule Compliance and Grievance Procedure**

- i. Any violation of rules and regulations may result in forfeiture of stall and fees. Rules regarding safety and integrity of vendor products may result in immediate dismissal from the market.
- ii. The Market Manager reserves the right to make decisions regarding vendors' participation in and use of market facilities. The Market Manager and Old Town Cape reserve the right to terminate the vendors' participation in or use of the Cape Riverfront Market for any reason at their sole discretion and without recourse.
- iii. Vendor grievances must be submitted in writing to the Market Manager or Marla Mills (Executive Director of Old Town Cape). Grievance forms will be available at the Market Info Booth and will be responded to within 7 days.

#### **G. Rule and Definition Clarifications**

1. Selling is defined as exchanging money for products.
2. Products are any goods or items you wish to sell.
3. Products/goods may be sold directly at the market during market hours (8am-12pm) but may also be ordered ahead of time by verbal agreement, written agreement, or online purchase and exchanged during market hours.
4. All products/goods must be grown/produced within 100 miles of the market.
5. All products/goods you wish to sell must be listed on your application.
6. No goods/products may be sold or distributed through your market booth that do not comply with these rules or those listed in the Vendor Packet.
7. If a customer comes to your booth and wishes to purchase an item before the market opens, you may bag that item and have it ready when the market opens at 8am. No goods or money should be exchanged before 8am.
8. The market supports community between fellow vendors and customers so if someone wishes to purchase a personal item from you (such as craft supplies, farm equipment, or a cup of sugar) this is acceptable provided it is not a regular occurrence and takes place after market hours to remove any illusion of selling products at the market that do not fit the rules.

*Please keep these pages for future reference.*

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## Instructions to Vendors on Resale Policy

The Cape Riverfront Market (CRM) is aware of and respects different business approaches with our vendors. We understand that there are limitations as to where agricultural products can be grown, and also that climate has a large effect on quality and quantity of produce. The CRM is, and will continue to be, a grower's only market; these policies will not allow vendors to exclusively resell or consign produce— instead, these policies allow sale of limited quantities and categories of crops. We are aware that exchange of produce does occur, so these regulations are in place to ensure transparency, good business ethics, Best Management Practices and honesty with other vendors, customers and market administration. With that, the CRM has new regulations regarding resale (or “swapping”) items from/with other farmers:

1. A vendor wanting to utilize resale produce/products must present to Old Town Cape (OTC) and CRM Market Manager a secondary non-vendor application from the farm/farmer/producer. Old Town Cape and the CRM Market Manager will review the non-vendor application. A list of products must be provided, as well as the names and contact information for the farmers that products are procured from. Additionally, the growing practices of the farm/farmer/producer must be detailed.
2. Farm inspections may be done at any time during the CRM season; vendors and non-vendors will be notified prior to inspections to schedule a time and date that works for all parties. If vendors are suspected of misrepresenting their products, a farm inspection will occur.
3. Products may not be purchased from a wholesale facility or warehouse. A wholesale facility/warehouse is defined as any mass scale supplier of produce to restaurants, grocers, large retail operations, etc. For example, suppliers such as Cauble & Field, US Foods, Diebold's Orchards are prohibited types of wholesale/warehouses.
4. **Priority status will be given to seasonal vendors' homegrown produce.** If a farm vendor brings product for resale to a market in which the same product is offered and homegrown by another member vendor, the resale product will not be allowed to be displayed or sold until such time as the local, homegrown product has been sold out.
5. A farm vendor bringing resale produce to a market must present a list of all resale products being offered to the Market Manager no less than 24 hours before the start of the market. The onus is on them to ensure that these items will not conflict with any other CRM vendors' offerings that day, and they will not be allowed to be displayed or sold at the market if they do. However, because it is in the best interests of the market to have a wide variety of produce available, the Market Manager is tasked to do whatever they can to facilitate this communication between farmers.
6. All Resale products must be grown within 100 miles of the Cape Riverfront Market.
7. **Strict categories and types of products for resale produce will be enforced.** For the 2016 market year, only fruit will be allowed for resale. The following types of fruit are allowable resale products for the 2016 market year:
  - a. Blueberries
  - b. Blackberries
  - c. Raspberries
  - d. Strawberries
  - e. Peaches
  - f. Apples
8. If it is deemed that the market has enough homegrown vendors and quantities of the previously listed types of fruit for the duration of the market season, resale can be suspended for the market season. This decision will be made in consultation with Old Town Cape, CRM Market Manager and all seasonal produce/farm vendors.
9. The Market Manager will communicate with all seasonal produce/farm vendors any produce and fruits that may be lacking for the season, as listed on vendor applications. This will be done so that seasonal vendors can plan to fill empty voids or bolster lacking products for the current and upcoming market seasons.
10. Fruit that is not homegrown by the vendor should be labeled and separated accordingly. Signage at a minimum should be 3" x 5" and easily read. Signage may be handwritten. Signage should include the name of the farm/producer from which the produce was grown. The vendor is responsible for knowing the farm/producer and location of any and all resale fruit.
11. If there is a concern or complaint about resale fruit, the vendor must be able to confirm the origination of the

- vendor application. If the complaint cannot be resolved through this manner, the market manager and Old Town Cape will review the complaint to determine an appropriate and fair resolution.
12. Only 30% of a vendor space can be utilized for resale produce. Vendors may not disproportionately sell resale products vs homegrown products. For example, a vendor may not designate 30% of vendor space to resale cantaloupes only to sell more total individual resale cantaloupes than other homegrown products combined.
  13. The market manager reserves the right to inspect each vendor's resale produce and to allow/disallow said produce. If any complaints arise concerning resale produce, the vendor will be asked to remove the resale produce from their stand and refrain from selling said produce. If the complaint cannot be resolved through this manner, the market manager and Old Town Cape will review the complaint to determine an appropriate and fair resolution.

***Please keep these pages for future reference.***



# Cape Riverfront Market 2016 Vendor Application

## I. Information

Farm/Business/Booth Name \_\_\_\_\_

Owner's/Vendor's Name(s) \_\_\_\_\_

Farm/Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Vendor's Mailing Address \_\_\_\_\_  
(if different from Farm/Business Address)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Type: Home Cell (Circle one)

Email\* \_\_\_\_\_ *This is the primary mode of contact*

Website: \_\_\_\_\_

If customers wish to contact you, what information should we give them: \_\_\_\_\_

Other farmer's markets or places to get your goods:

\_\_\_\_\_  
\_\_\_\_\_

Names of representatives that may work at your booth:

\_\_\_\_\_  
\_\_\_\_\_

## II. Vendor Space and Fee Structure

Make sure to read all information above in Vendor Packet. Then check boxes and add total.

| Vendor Type       | Fees                           |                                |                                  | <i><b>Total</b></i> |
|-------------------|--------------------------------|--------------------------------|----------------------------------|---------------------|
|                   | Single (10'x24')               | Double (20'x24')               | Electricity*<br>(per 110 outlet) |                     |
| <i>Daily</i>      | <input type="checkbox"/> \$15  | <input type="checkbox"/> \$25  | + \$5 x      plugs               | x      markets = \$ |
| <i>Bi-monthly</i> | <input type="checkbox"/> \$85  | <input type="checkbox"/> \$150 | + \$35 x      plugs              | \$                  |
| <i>Seasonal</i>   | <input type="checkbox"/> \$125 | <input type="checkbox"/> \$200 | + \$35 x      plugs              | \$                  |

\*If you need electricity, please mark the number of outlets needed. For vendors who require a 220V outlet, check with Market Manager for availability and fees before writing check.

Make checks payable to: **Old Town Cape, Inc., 418 Broadway, Cape Girardeau, MO 63701**

## III. Dates - 26 total market days

*Daily vendors & Bi-monthly*– Please circle the dates you would like to participate.

*Seasonal vendors* – Please **X** out any dates you know you will be gone.

|                  |   |    |    |    |    |
|------------------|---|----|----|----|----|
| <b>May</b>       | 7 | 14 | 21 | 28 |    |
| <b>June</b>      | 4 | 11 | 18 | 25 |    |
| <b>July</b>      | 2 | 9  | 16 | 23 | 30 |
| <b>August</b>    | 6 | 13 | 20 | 27 |    |
| <b>September</b> | 3 | 10 | 17 | 24 |    |
| <b>October</b>   | 1 | 8  | 15 | 22 | 29 |

# Vendor Type and Products

Directions:

1. Check all Vendor Types that apply and any goods that apply within that category's row.
2. **If you check more than one Vendor Type**, estimate the percentage of your goods/products you are intending to sell that would fall into each category.

For example: An Artisan Craft Vendor that would also like to sell jams/jellies might guess that they would have 80% for the Artisan Craft row and 20% for the Value-added Products row.

| Vendor Type<br>(check all that apply)         | Goods<br>(check all that apply)   | Percentage of<br>Goods in each<br>Category*<br>(if you have goods in<br>more than one category) |
|---|---|---|
| <input type="checkbox"/> Farm Products        | <input type="checkbox"/> Fruits & Vegetables <input type="checkbox"/> Eggs<br><input type="checkbox"/> Meats <input type="checkbox"/> Cheese<br><input type="checkbox"/> Flowers <input type="checkbox"/> Honey<br><input type="checkbox"/> Maple Syrup <input type="checkbox"/> Nuts (uncracked)   | %   |
| <input type="checkbox"/> Value-added Products | <input type="checkbox"/> Jams/Jellies <input type="checkbox"/> Pickles/Salsa<br><input type="checkbox"/> Bread <input type="checkbox"/> Cookies/Bars<br><input type="checkbox"/> Other baked goods <input type="checkbox"/> Sweets<br><input type="checkbox"/> Roasted coffee <input type="checkbox"/> Other  | %   |
| <input type="checkbox"/> Prepared Foods       | <input type="checkbox"/> Food <input type="checkbox"/> Beverages  | %   |
| <input type="checkbox"/> Artisan Crafts       | <input type="checkbox"/> Jewelry <input type="checkbox"/> Sculpture<br><input type="checkbox"/> Pottery <input type="checkbox"/> Paintings<br><input type="checkbox"/> Crafts <input type="checkbox"/> Woodcraft<br><input type="checkbox"/> Sewn items <input type="checkbox"/> Knit/Crochet<br><input type="checkbox"/> Home/Body Care <input type="checkbox"/> Other | %   |
| <input type="checkbox"/> Other/Services       | <input type="checkbox"/>  | %   |

Please provide a **complete and detailed list\*** of the products/services you will sell at the market. List any and all specific fruits, vegetables, meats, types of baked goods, crafts, foods and beverages, etc. List separately any and all resell produce you will sell at the market. Attach additional paper if needed. All Artisan Craft vendors must submit photos of items (unless approved in previous year) to complete their application. Applications without a detailed list will be considered incomplete.

*\*In order to sell an item at the market, it must be listed on your application.*

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## **V. Farm/Business Description**

1. Please provide a brief summary about your farm/business:

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2. How many years have you been in business? \_\_\_\_\_

3. Describe the size of your business (i.e. number of employees, how many acres in production?):

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4. Is there anything unique or that stands out about your goods/services? If so, please describe. Artisan Craft vendors please give a description of the materials and process to create them. Attach additional paper if needed.

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**Agreement**

Fee **MUST** accompany application. **Please initial, print and sign below to complete your application.**

\_\_\_\_\_ (initial) **I have read and understand the information provided in the Cape Riverfront Market 2015 Vendor Packet, Vendor Application and agree that:**

- **I will abide by these rules.**
- **I will not to sell any products that I have not grown, produced, or made myself.**
- **I possess any and all licenses or certifications required by the city, county, and state of Missouri to market said products.**
- **I will comply with all federal, state, and local regulations.**
- **The product I am selling is produced within the 100-mile requirement (distance from market address).**
- **I understand that space and location is limited and will be determined by the Market Manager.**
- **I understand that the information on this application may be used for marketing purposes.**

\_\_\_\_\_ (initial) **I agree to indemnify and hold harmless Cape Riverfront Market and Old Town Cape, Inc. from any and all liability or claims of injury or damage arising out of my acts or negligence while vending and participating in the Cape Riverfront Market.**

**Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**For business purposes only. Please do not write in this box.**

|                  |                                   |                                       |                               |                             |
|------------------|-----------------------------------|---------------------------------------|-------------------------------|-----------------------------|
| Application:     | Date Received                     | Application complete:                 | <input type="checkbox"/> Yes  | <input type="checkbox"/> No |
| Vendor Fee:      | Amount \$                         | <input type="checkbox"/> Check #      | <input type="checkbox"/> Cash |                             |
| Additional info: |                                   |                                       |                               |                             |
| Status:          | <input type="checkbox"/> Accepted | <input type="checkbox"/> Not Accepted | Date informed:                |                             |

**Cape Riverfront Market**  
**2016 Non-vendor Application**

Farm/Producer Name \_\_\_\_\_

Owner's Name \_\_\_\_\_

Farm/Producer Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

Provide a complete and detailed list of the products that \_\_\_\_\_  
(Name of Seasonal Vendor)  
will resell at the market. List all specific fruits. Applications without a detailed list will not be considered  
for approval.

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Please provide a brief summary about your farm/business:

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