

**STL-FM
Vendor
Handbook
2026**

Vendor Terms and Conditions

1. A full-season vendor is defined as a vendor who has committed to the entire regular season for at least one market location.
2. Only full-season vendors will be assigned permanent booth locations at the beginning of the season.
Saturday TGFV Vendors must park in the Tower Grove Baptist Church parking lot (corner of Magnolia and Tower Grove) after unloading their vehicles. Vendors who do not follow this rule, unless given permission by the Market Manager, will be subject to a \$20 fee.
3. Vendors who drive on the grass at any market location will be fined \$250 and face a possible ban for the remainder of the season. No refunds issued.
4. If canceling before the start of the season, full-season vendors paid-in-full will receive a 90% refund. After the start of the season, no refunds will be given.
5. If canceling before the start of the season, full-season vendors paying weekly will receive a refund of 50% of their deposit. After the start of the season, no refunds will be given.
6. If canceling before the start of the season, non-full-season vendors will receive a refund of 50% of their deposit. After the start of the season, no refunds will be given.
7. Returning vendors signing up for a full season, paid in full, will be rerouted to a page to complete payment after submitting this application. If you are a new vendor intending to pay for the full-season in advance, you will be sent an invoice for payment upon approval of your application.
8. All applicants are required to pay a \$35 processing fee. This fee is non-refundable, regardless of acceptance to be a vendor.
9. If you are a new STL-FM vendor, upon submitting the application you will be taken to a page to pay a \$35 processing fee. This fee is non-refundable, regardless of acceptance to be a vendor.
10. The \$35 application processing fee must be paid prior to acceptance in our markets.
11. The application processing fee will increase to \$45 after March 1, 2026.
12. Once all spots are fully committed, accepted vendors will be placed on a waitlist. Market managers use the waitlist to fill vacancies throughout the market season.
13. Upon application approval you will be sent an email of acceptance, followed by an invoice to pay a deposit, equal to four market date fees. (example: TGFV Saturday deposit is \$70 x 4 = \$280). The deposit will be applied to your final four market dates. This deposit is non-refundable.
14. Additionally, deposits will be applied to dates missed during the season that are not due to illness or family emergency (unexcused absences

Vendor Terms and Conditions, cont.

15. An unexcused absence is any absence that is not the result of illness or family emergency.
16. No refunds will be issued for unexcused absences.
17. If a full-season vendor has 3 unexcused absences, the vendor forfeits their permanent booth location. Additional absences may result in removal from the market for the rest of the season. No refunds issued.
18. If an occasional vendor has 3 unexcused absences, the vendor is subject to suspension or removal from the rest of the season. No refunds issued.
19. When a vendor signs up for a date, they are expected to be there. Vendors are responsible for paying their market fee for any unexcused absence. In addition, vendors will be charged a \$25 "No Call, No Show Fee" if they miss a market without communicating with a market manager. Vendors will be suspended from future dates until all fees are paid.
20. Dates that are prepaid and not attended by the vendor will not be refunded unless the absence is excused. The Markets are "all weather" and absences due to weather are not excused absences.
21. Invoices for weekly or occasional vendors are sent out in advance of their market date. Payment is expected upon receipt. Any invoice unpaid by the end of the market day will be subject to a \$15 late fee.
22. It is the vendors' responsibility to know what dates they are expected to attend.
23. Vendors must share this email with whoever will be coming to work for them at the markets, paying close attention to load in and load out instructions.
24. Vendors must read the setup email every week and they must share the setup email with the necessary staff every week.
25. All vehicles must exit the market grounds at least 30 minutes prior to the start of the markets. At that time, the grounds become "pedestrian only" to ensure the safety of all attendees. If you arrive late, it is expected that you communicate with the market managers prior to your arrival. You will need to walk your equipment and product in. Extreme or repeat tardiness consequences are subject to the market managers discretion.
26. I understand that STL-FM's markets will take place regardless of the weather. Smoking or drug use is not permitted at STL-FM markets.
27. Weapons, including "open carry," are not permitted at STL-FM markets.
28. Should a conflict arise with a shopper or vendor, bring it to the Market Managers' attention.
29. Vendors are required to haul away their trash at the end of the market. Vendor spaces should be clean when the vendor departs for the day. Specifically at Tower Grove Park, trash cans are for shoppers only. Vendors that leave trash behind in the park or that do not clean their spaces will be subject to a \$50 fine.

Load In & Out Instructions

Saturday Tower Grove Farmers' Market (Load In 6am - 7:30am)

TGFM staff will be onsite at 6:00 AM. Upon arrival, please know your zone name and booth number, which can be found on the Google Map linked above. Please check in with a staff member and we will direct you to your designated spot.

Vendors located outside the Farmer Circle, Pantry Row, or Farmer West zones should enter the park from the north entrance at Tower Grove Ave. and Magnolia. Proceed south on Tower Grove Avenue, then turn right at the stop sign onto W North Dr. Drive past the tennis courts and turn left onto the park road near the old concession stand. Follow this road to the market grounds near the Roman Pavilion. All other zones should enter the circle drive from the north entrance.

Once you reach your spot, completely unload your vehicle without beginning setup. Please keep the unloading process to around 5 minutes. Then, move your vehicle to the Tower Grove Church parking lot (at Tower Grove Ave. and Magnolia) and return to set up your tent, tables, etc. This system is essential for maintaining smooth traffic flow.

Set up is from 6am - 7:30am. Please be on time. If there is an emergency and you are running late, please let a market staff member know. The market grounds become pedestrian-only at 7:30am and all vehicles must be out. If you arrive later than 7:30am and communicate with the market managers, you can park and carry your supplies in. If you arrive after 7:45am without communicating, you will not be allowed to vend.

Only one vehicle at a time per vendor is permitted for setup. Please adhere to a 5 mph speed limit within the market grounds.

All vendors are expected to remain until the market's end at 12:30 PM, even if you sell out, even if it's raining.

Following the market's conclusion, fully tear down your booth (including tents and tables), retrieve your vehicle, and load up quickly.

Tuesday Tower Grove Farmers' Market (Load In 2:30pm - 3:30pm)

Arrival: Please enter the park from Magnolia Ave and take your first right. Follow the park road until you see an access road by the old concession stand on the left. Take that road towards the Roman Pavillion and check in with a market manager. If you know your vending location you don't need to check in with the manager. Refer to the map below for a visual guide of how to enter the park.

Unload: Once you've reached your vending location, fully unload your vehicle but do not begin setting up. After unloading your items, park your vehicle and return to your vending location. Please keep the unloading process to around 5 minutes. This is essential to keep the traffic flowing.

Set-Up: Set-up runs from 2:30–3:30pm. All vehicles must be off the market grounds by 3:30pm. After that, the market area becomes pedestrian-only.

If there is an emergency and you are running late, please hit "reply all" to this email so you can connect with all the managers on the day of. If you arrive after 3:45pm without communicating, you will not be allowed to vend.

Only one vehicle per vendor is allowed during load-in. Please adhere to a 5 mph speed limit within the market grounds.

Load In & Out Instructions, cont.

Tuesday Tower Grove Farmers' Market, continued

Load-Out: All vendors are expected to remain until the market ends at 7:00pm. After the market ends, fully tear down your booth, retrieve your vehicle, and load up quickly. Vendors must use the north exit until further notice. The south facing exit is temporarily closed to vendors.

Trash: Please pick up and pack out all trash and debris from your area. Let's leave the park better than we found it.

The Boulevard Farmers' Market (Load In 7am-8:30am)

Arrival: Enter The Boulevard via Galleria Parkway, near Crate and Barrel. Market staff will be onsite at 7:00 AM. Please check in with market staff upon arrival, and they will direct you to your vending location.

Unload: Once you've reached your vending location, fully unload your vehicle but do not begin setting up. After unloading your items, please park your vehicle in the back of the parking lot or garage. Do not take prime parking spots from shoppers.

Set-Up: Set-up runs from 7:00–8:30 AM. All vehicles must be off the market grounds by 8:30 AM.

If you're running late due to an emergency, please reply all to this email to alert market staff.

Only one vehicle per vendor is allowed during load-in.

Load-Out: All vendors are expected to remain until the end of the market at 1:00 PM. After the market ends, fully tear down your booth, (this includes your tent and tables being taken down) retrieve your vehicle, and load up quickly. Bring your vehicle in the same way you arrived. We want all traffic flowing in the same direction.

Trash: Please pick up and pack out all trash and debris from your area. Let's leave the space better than we found it..

Rockwell Beer Garden Farmers' Market in Francis Park (Load In 7am-8:30am)

Arrival: Please enter the market using the concrete path on Donovan Street, located on the west side of Francis Park. Upon arrival, check in with our market staff. We will guide you to your designated vending location. When driving down the concrete path to your spot, please proceed slowly. Only one vehicle per vendor is permitted for set-up.

Unload: Once you reach your assigned spot, please fully unload your vehicle onto the grass before beginning your booth set-up. We aim to keep the unloading process brief, around 5 minutes. Unless directed otherwise by market staff, please keep your vehicle parked on the concrete path while unloading.

Exit: After unloading, please exit the park using the same concrete path you entered. Vehicles leaving the park have priority. Vendors arriving for load-in should pull to the side to allow exiting vehicles to pass. Market staff will be available to help manage this process.

Parking: Park your vehicle on Donovan Street. It is important to back into your parking spot, as ticketing may occur for not doing so. Walk back, now it's time to set up your booth!

Load-out: At the end of the market day please completely tear down your booth, including your tent and tables. Once everything is packed, bring your vehicle to your spot for quick loading. All vendors must remain until the market officially closes..

General Notes & Policies

General Notes and Policy Updates:

Weather Policy: We operate rain or shine, but we will notify you if there are any extreme weather conditions that may impact whether we delay or close the farmers' market. Please remember that market fees still apply if you choose to cancel due to rain and we still host a market that day.

Tent Weights: Please ensure you bring and use at least 40lbs of tent weights at each market. This is crucial for safety.

Market Fees: must be paid prior to the date of the market. Failure to do so will result in a \$15 late fee penalty. If you have not paid your market fee prior to Saturday, market managers will collect cash the day of. If you are unable to pay cash, a late fee will be issued.

Prices Must be Listed: Vendors are only allowed to sell products that have been approved by the market manager and all prices must be listed for shoppers to view.

Market Tokens: Shoppers can purchase \$10 wooden Market Tokens at the market booth. Should a shopper use them at your booth, accept them like you would cash. (Example: if the total is \$7, give the shopper \$3 cash back.) You can redeem the tokens for cash with the market managers.

EBT and DUFB Tokens: This program has been reinstated for the 2025 season. We can still accept and reimburse vendors for the wooden \$5 EBT tokens. No cash change is given to shoppers. The \$1 DUFB tokens are returning this season with a new color: Purple! All teal tokens are expired and cannot be used.

Electricity: If you're approved for electricity, please bring your own extension cords and conserve energy as much as possible.

For vendors at the Boulevard Farmers' Market, The St. Louis County Health Department will inspect all food vendors. Please bring your handwashing stations. Water access is available—ask a manager for the key.

For vendors at the Rockwell Beer Garden Farmers' Market in Francis Park, the following notes apply:

Trash: Please pick up and pack out all trash and debris from your booth area. A dumpster will be available on-site if needed after the market. Otherwise, please plan to pack out all your waste.

Bathrooms are located behind the Rockwell Beer Garden building

Fun Stuff: All vendors get 20% off at the Rockwell Beer Garden. Just mention you're a vendor—and don't forget to tip your bartender!

Social Media: Tag @rwbgbfarmersmarket and we will repost!

And at all markets: Do not leave your cash box unattended! Take care of your neighbors!

Penalties and Fees Summary

No Call No Show: \$25 Penalty + Market Fee. Please note that vendors who do not show up without prior notification will be unable to attend future markets until the penalty and fee are paid.

Driving on TGP Grass: \$250 penalty. Driving on the grass at Tower Grove Park is strictly prohibited. Violators will be subject to suspension or removal from the markets for the remainder of the season.

Failure to follow load in and out instructions: \$15 penalty. Repeated offenses may lead to suspension or removal from the market for the rest of the season. No refunds will be issued.

Late Payment Fee: \$15 penalty. To avoid this fee, please ensure that market fees are paid prior to the market date.

Trash Penalty: \$50 penalty per incident. It is very important to remove all trash and debris from your booth area after the market.