



100 South Holden Street; Warrensburg, MO 64093 660-747-3168

## Locally Yours Vendor Event Operating Regulations

Welcome! Thank you for your interest in joining the Locally Yours Vendor Event. Vendors shall comply with all the following Operating Regulations, in addition to complying with any and all statutes and ordinance of the State of Missouri, County of Johnson, and City of Warrensburg, MO. Pertinent to the vendor's participation in the Locally Yours Vendor Event, but not limited to, statues and ordinance affecting gambling, health and sanitation, building and electrical, construction, maintenance, codes and fire safety. The Warrensburg Chamber of Commerce Board of Directors shall have the right to interpret the following Operating Regulations as in its discretion they might deem appropriate and to enforce compliance with such Operating Regulations. Any violation of these Operating Regulations or any stature or ordinance shall result in immediate forfeiture of all rights and participation in the Locally Yours Vendor Event. All Operating Regulations are subject to change due to organizational, local, or state regulations.

### Event Hours

Beginning on February, Wednesday 12<sup>th</sup>, 2025 at 10:00 a.m. and ending on February, Wednesday 12<sup>th</sup>, 2025 at 7:00 p.m. Food vendors must be sat up by 9:00 a.m. Wednesday morning. All other vendors must be set up by 9:30 a.m. Wednesday Morning. All vendors must keep their booth set up until 7:00 p.m. Wednesday. If you are sold out prior to the vendor event closing, you may pack up your area after notifying the Warrensburg Chamber of Commerce.

### Approved Products

A list of all items must be submitted for approval to be sold at the Locally Yours Vendor Event prior to opening day. All products that are NOT on your initial application will have to be approved by the Warrensburg Chamber of Commerce prior to bringing them to sell at the Locally Yours Vendor Event. You can submit any new items that you would like to add to your vendor booth via email 1 week prior to the day of the event by submitting in writing and changes with photos.

### Prohibited Items

No merchandise shall be sold, used, or given away that are obscene, dangerous, or unlawful. Expressly prohibited are items including, but not limited to the following: alcoholic beverages, illegal drug paraphernalia or representation, guns, butterfly knives, switchblades, throwing stars, brass knuckles, explosive devices, fireworks, silly string, poppers, disappearing ink, stink bombs, and items that have been manufactured. The Warrensburg Chamber of Commerce will notify a vendor of his/her violation of this provision, and the items will be removed from the event area. The Warrensburg Chamber of Commerce has the right to request the removal of offensive or non-complying objects. Failure of a vendor to do so will create forfeiture of his/her rights and privileges pursuant to this content.

### Sound Restriction

The Warrensburg Chamber of Commerce reserves the right to monitor and regulate the level of sound from all booths. Please be considerate of your fellow exhibitors. After two (2) warnings regarding offensive or loud

sound, the Warrensburg Chamber of Commerce shall have the right to disconnect power from the booth or request the offending vendor to vacate the booth.

## Pets

Due to the Warrensburg Community Center Regulations no pets are allowed on the property. Service animals are permitted inside and outside the event space.

## Vendor Conduct

All vendors will show others respect at all times. Vendors, employees, helpers, or patrons who arrive inebriated, use foul language or act in confrontation manner with other vendors

1. **No sales are allowed before the opening or after the closing time.**
2. **Vendor Absence:** Vendors must notify the Warrensburg Chamber of Commerce, 48 hours in advance if they are unable to attend Locally Yours Vendor Event for any reason. This is to allow for ease of vendor placement. In emergency situations (such as illness, death, or vehicle problems) vendors should contact the Warrensburg Chamber of Commerce if they are unable to attend.
3. **Accepted Vendor Types:**
  - **Direct Sales:** (Limited to One 10'x6 space) An independent business owner who markets and sells products directly to consumers.
  - **Grower Vendors:** (Limited to ONE space, 10'x6') Vendor who cultivates and sells plants, produce, or other agricultural products directly to consumers.
  - **Prepared Products:** (Limited ONE Space, 10'x6') Vendors selling approved products prepared in a non-regulated, non-inspected kitchen must clearly display a sign at their stand indicating such. The sign must be clearly visible and clearly worded. A sample of acceptable wording is: "Food items were prepared in a kitchen that is not subject to regulation or inspection by the "Foods Division of the Missouri Department of Agriculture."
  - **Artisans:** (Limited to ONE 10'x6' space) You are more than welcome to set up inside your area a small studio to do your medium during the Locally Yours Vendor Event if the cleanliness of the area is left as is prior to the EVENT or better. Thank you for your cooperation ahead of time.
  - **Food Trucks/ Temporary Food Establishment:** (Limited indoor/outdoor space) Limited space available with preference given to Locally Yours Vendor Event table establishments. All food trucks/ temporary food establishments must be inspected by the local Health Department if not already inspected in the Johnson County area. The vendor must have all the proper local licensing for Warrensburg City. The vendor is responsible for setting up all inspections and paperwork properly **before** selling at the Locally Yours Vendor Event. Failure to do so will result in immediate termination. It is the responsibility of each food vendor to supply their own 13-gallon customer trash can and remove all used cooking oil, grease, and all waste from the Warrensburg Community Center premises.
    - **Johnson County Health Department guidelines can be found here:**  
  
<https://johnsoncountyhealth.org/foodsafety/>  
  
To set up an inspection call: 660-747-6121
  - **Non-Profit/ Community Group Vendor:** A vendor who is a Registered Non-Profit or a Community Group can join the Locally Yours Vendor Event
  - **Young Entrepreneurs:** A vendor 17 years old or younger and is a Local Grower, Artisan, Prepared Products or Food Truck. All young entrepreneurs must be the primary vendor during Locally Yours with the guardian acting only as support for set up, tear down, and bathroom breaks during Locally Yours.

\*All vendors must sign up on the link provided by the Warrensburg Chamber of Commerce to secure vending date. Only one 8ft rectangle table will be provided to vendors on the day of the event. Vendors must bring their own chairs and any additional table. \*

\*Only nonprofit organizations are permitted to conduct raffle baskets, games of chance, or lotteries. \*

- 4. Vendor Fees:** All vendors will be allocated 10'x6' space unless otherwise noted in the vendor packet:
  - **Member of the Warrensburg Chamber of Commerce:** Free Applications received by January 29<sup>th</sup>, 2025.
  - **Non-members of the Warrensburg Chamber of Commerce:** \$40 Applications received by midnight on Wednesday, January 29<sup>th</sup>, 2025.
  - **University of Central Missouri faculty, staff, and students:** \$10 Applications received by midnight on Wednesday, January 29<sup>th</sup>, 2025.
  - **Military (dependents included):** \$10 Applications received by midnight on Wednesday, January 29<sup>th</sup>, 2025.
- 5. Vendor Applications:** Vendors must sign and return applications by midnight on Wednesday, January 29<sup>th</sup>, 2025. As the Warrensburg Chamber of Commerce continues to grow and respond to a demand for more vendors to participate, event rules, vendor map layout, and procedures may be adapted to better address operational issues. Any changes will be communicated to all vendors via e-mail and left to the discretion of the Warrensburg Chamber of Commerce. All vendors will receive an e-mail indicating their application has been received and reviewed by the Warrensburg Chamber of Commerce. If applications are rejected an e-mail will be sent with information about the refund process.
- 6. Price Setting:** Vendors set their own prices. If you need additional guidance on the local area prices or how to set up a business plan contact the Johnson County Missouri Economic Development Corporation.
- 7. Cleanliness and Aesthetics:** Each vendor booth must have a tablecloth over each table in their booth. Each vendor should maintain a clean and healthful condition within the area and leave the area free of debris. All products should be displayed in an attractive manner. All Food Trucks/Temporary Food Establishment must have a customer trash can (13-gallon size) besides the one required by the health department. This must be taken with the vendor for disposal.
- 8. State and City Taxes:** Sales tax must be collected as required by Missouri State Law. It is the responsibility of a Vendor to pay sales tax to the Missouri Department of Revenue. Visit [www.dor.m.gov](http://www.dor.m.gov) for more information about our local city and county taxes.
- 9. Cancellation of Privileges:** Warrensburg Chamber of Commerce reserves the right to cancel the privileges of any vendor who, in the opinion of the Board of Directors, has violated the rules governing this, or any other Locally Yours Vendor Event.
  - **Refunds:** No refunds are given to any vendor after 48hours of the event. Refunds will be invoiced 30 days after the day of the event. There are no refunds if a vendor does not attend. Refunds will only be given if Vendor notifies the Warrensburg Chamber of Commerce no later than February 10<sup>th</sup>, 2025.
- 10. Cancellation of Event:** In the event of inclement weather, a decision to cancel the event will be made by February 11<sup>th</sup>, 2025, by 4:00 p.m. If the event is canceled, it will be rescheduled for a date in April. All participants will be notified promptly via email and social media channels regarding the status of the event.
- 11. Grievances:** Any grievances regarding the actions, prices, or sales of other vendors should be brought to the attention of the Warrensburg Chamber of Commerce not the vendor in question. They can be submitted via e-mail to [warrensburgmochamber@gmail.com](mailto:warrensburgmochamber@gmail.com). A survey will be sent via e-mail to all Vendors, the Warrensburg Chamber of Commerce is excited to grow and is forever adapting, your feedback is appreciated.
- 12. Inspections:** All vendors are subject to an on-site inspection by the Warrensburg Chamber of Commerce. All products that are NOT on your initial application will have to be approved by the prior to bringing them to sell at the Locally Yours Vendor Event. You can submit your items via e-mail no later than 1 week prior to the

day of Locally Yours Vendor Event along with photographs. Failure to submit new items may result in forfeiture of your vendor space. Any products are subject for removal if they do not comply with the Operating Regulations.

13. **Advertising:** The Warrensburg Chamber of Commerce may arrange for photos and/or video to be taken at this event and used for promotional purposes. This may include printed documents or media, editorial coverage, advertising press and use on the internet. Please be aware that by joining the Locally Yours Vendor Event, you consent to your VOICE, NAME, and/or LIKENESS being used, without compensation, in films and tapes for exploration in any and all media, whether now known or hereafter devised, for eternity, you release it successors, assigns and licenses from any liability whatsoever of any nature. The Warrensburg Chamber of Commerce encourages you to TAG, SHARE, and POST any upcoming events you will/will not be attending to help advertise the events.
14. **Questions or Comments:** For additional information please contact Monica Mitcheltree at the Warrensburg Chamber of Commerce at 660-747-3168, [mmitcheltree@warrensburg.org](mailto:mmitcheltree@warrensburg.org) , or stop by 100 South Holden Street, Warrensburg, MO 64093.