

**SOULARD MARKET**  
730 Carroll Street, St. Louis, MO 63104 314 622-4180  
Sandra T. Zak, Market Manager



Sandra T. Zak  
Market Master

The Market is open year'round, Wednesday thru Friday from 8:00 a.m. to 5:00 p.m. and Saturdays from 6:00 a.m. to 5:00 p.m.

### “DAILY” RENTER REQUIREMENTS

1. **Everyone doing business at Soulard Market must have a City of St. Louis Retail Business License (<http://stlouis.missouri.org/citygov/license/graduatedbl.htm> City Hall/License Office 314 622-4528, please use the attached letter) and be registered with the State of Missouri, Department of Revenue (3256 Laclede Station Road (in Maplewood) 314 877-0177) and collect sales tax. Photo copies of the Business License and Tax Registration will be required on the first day of business.**
2. Renters must apply for stands in the Market Office on the morning they wish to do business, beginning at 6:30 a.m. on Saturdays and 7:00 a.m. during the week. No advance registration will be accepted except for farmers or vendors who sell a food product. See Attached for stand assignment.
3. Space is rented in half-stand sections (approximately 9' x 5'). Daily fees are as follows from **Jan-March: \$10.00 Wednesday thru Friday and \$20.00 on Saturdays. From April-December: \$10.00 Wednesday and Thursday, \$20.00 Friday and \$30.00 on Saturdays.** An additional fee of \$5.00 per calendar week will be assessed to cover general liability through the Soulard Market Merchants Association. Daily fees are payable in cash only when stand is assigned.
4. The Market Manager or staff reserves the right to assign stands in certain areas to group like items and daily renters may not move from their assigned space unless authorized by the Market Manager or staff.
5. All “Daily” renters must conform to the Operating Rules of Soulard Market. Copies are available in the Market Office.
6. Vendors agree to abide by all City, State and Federal laws and regulations and will be removed from the Market if items for sale are judged by health officials, Market Manager or staff to be unfit for human consumption, unlawful, harmful, obscene or in poor taste.
7. All renters must keep their rented space, (in front of, behind, underneath and parking area) clean at all times and remove all trash and debris from the area at the end of the day. Failure to do so could mean an additional charge, loss of Market privileges and citation and fining from the Health Department.
8. The Market Manager or Market staff has the authority to enforce all rules and regulations and can remove, without refund, any daily renter who by actions or words violates her instructions, displays fraudulent, dishonest or deceptive practices, or disregards the Operation Rules.
9. Selling in front of stalls is forbidden.
10. Electrical power is unavailable. Small generators may be allowed with advanced permission.
11. 12 month leases are available for permanent stands for a minimum of \$1,300 per year, paid quarterly. See Market Manager for details or go to [www.stlouis.missouri.org/citygov/soulardmarket](http://www.stlouis.missouri.org/citygov/soulardmarket)

3/08

# **ATTENTION ALL DAILY RENTERS:**

**You may sign-up beginning at 6:30 a.m. on Wed-Fri  
and 5:30 am on Saturday.**

**Assignment of stands begins at 7:00 am on Wed-Fri  
and 6:30 am on Saturday.**

THE ASSIGNMENT OF STANDS FOR DAILY RENTERS WILL BE AS FOLLOWS:  
(Soulard Market Lease Vendors will receive 1<sup>st</sup> choice in each category)

## **1. FARMERS**

**Vendor must be the grower of 75% of products**

## **2. FOOD VENDORS**

**This includes raw and prepared food and beverages.**

**Items must meet City and State food regulations.**

## **3. ARTISTS/CRAFTSPEOPLE**

**Items handmade by vendor, such as jewelry, art work, weaving, photos, soaps**

## **4. PLANTS AND FLOWERS**

**Vendor who actually grows 75% of plants or flowers will be considered a farmer**

## **5. ALL OTHER MERCHANDISE**

**FARMERS AND FOOD VENDORS MAY RESERVE STANDS IN ADVANCE  
BEGINNING AT 7 PM ON THE DAY BEFORE.**

**VENDORS ARE RESPONSIBLE FOR PAYMENT IF NOT CANCELED  
BEFORE 6AM ON MARKET DAY.**

**TO RESERVE IN ADVANCE,  
CALL 314 613-3198 AFTER 7 PM  
LEAVE YOUR NAME,  
STAND # FOR THE DAY AND  
WHAT SIZE STAND YOU WILL NEED.**

**THERE IS A TIME STAMP ON THE ANSWERING MACHINE AND ALL  
LEGITIMATE RESERVATION CALLS RECEIVED BEFORE THE 7 PM  
TIME STAMP ON THIS MACHINE WILL BE VOIDED.**



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**PLEASE BRING THIS COMPLETED FORM ON YOUR FIRST DAY OF BUSINESS AT SOULARD MARKET ALONG WITH THE FOLLOWING COPIES OF YOUR:**

- 1) MISSOURI DEPARTMENT OF REVENUE REGISTRATION
- AND 2) CITY OF ST. LOUIS RETAIL BUSINESS LICENSE

NAME \_\_\_\_\_

BUSINESS NAME ON LICENSES (IF DIFFERENT THAN YOUR NAME)

\_\_\_\_\_

FEDERAL ID OR SOCIAL SECURITY # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_



Sandra T. Zak  
Market Master

License Collector's Office  
Room 102, City Hall  
Tucker and Market Blvd.  
St. Louis, MO 63103

TO WHOM IT MAY CONCERN:

Please be advised that \_\_\_\_\_ has a stall at Soulard Market, 730 Carroll Street, St. Louis, Missouri 63104.

If you have any questions, please call me at (314) 622-4180, extension 5.

Thank you for your assistance.

Sincerely,

Please assign a yearly license. \_\_\_\_\_

Sandra T. Zak  
Market Manager