



The Missouri Grown Market at the Missouri State Fair



One of our biggest marketing opportunities of the year is the Missouri Grown Market at the Missouri State Fair. The Missouri Grown Market is a storefront, housed in the Agriculture Building, offering only Missouri Grown members' products. Thousands of people will visit the Missouri Grown Market during the Fair, making it a great place to highlight your products.

What is the Missouri Grown Market?

- ✓ The Missouri Grown Market is a retail store in the Agriculture Building open all 11 days of the Fair.
- ✓ The Market is an opportunity available to only Missouri Grown members to promote their products.
- ✓ Missouri Grown will consign product from vendors, paying wholesale price, and selling to the public with a markup of 20%.

Missouri Grown Market Checklist

- ✓ Missouri Grown Membership Status – Membership must be current and up to date.
- ✓ Product Inclusion Application – Return attached form **by Friday, April 28th**.
- ✓ MissouriBUYS Profile – Must have an approved MissouriBUYS profile. If you don't already have one, instructions to register are attached.
- ✓ Food Safety Inspection – Inspection records verified by the Missouri Department of Health and Senior Services. The Manufactured Foods Program inspects food processors/facilities that do at least some wholesale business.
- ✓ Sampling Form (Optional) – You are not required to sample your products to include them in the Market.

Product Stocking

- ✓ If your products are approved for inclusion, a Missouri Grown staff member will email you an order for the selected product(s) and quantities.
- ✓ Members may ship or deliver their products.
 - Please ship or deliver products to the Missouri Department of Agriculture **by Friday, June 30th**.
 - Be sure to include a packing slip with your products.
 - Please do not send product unless it has been ordered.
 - Companies are responsible for shipping costs.

Sampling your Missouri Grown Products

- ✓ Sampling always increases sales. It is to your advantage to sample your products, if your schedule allows.
- ✓ Sampling days fill up quickly, so return the Request to Sample Form (attached) as soon as possible, but no later than Friday, April 28th.
- ✓ Sampling time frame is from 8:30am to 5:00pm each day of the Fair.
- ✓ Missouri Grown staff reserves the right to schedule based on which member companies participated on high-traffic days at the 2022 Missouri State Fair.
- ✓ More information on Request to Sample Form.

Please contact Maghan with any questions about the Missouri Grown Market at the Missouri State Fair. You can reach her at Maghan.Lage@mda.mo.gov.

Missouri Grown Market Reference Dates

Monday, April 3rd	2023 Missouri Grown Market Invitation available (via emailing list, April newsletter, Facebook Group, and website)
Friday, April 28th	Deadline: Product Inclusion Form Request to Sample Form E-mail both forms to: Maghan.Lage@mda.mo.gov Deadline to register with MissouriBUYS
By Friday, June 2nd	Product orders emailed out by Missouri Grown office staff Sampler Schedule emailed out by Missouri Grown office staff
By Friday, June 30th	Ordered products must arrive at Missouri Department of Agriculture (Jefferson City Office) by Friday, June 30th Missouri Department of Agriculture Attn: Missouri Grown 1616 Missouri Blvd Jefferson City, MO 65109
Thursday, August 10th - Sunday, August 20th	Missouri State Fair – Sedalia, MO

2023 Missouri Grown Market Product Inclusion Application

- ✓ Complete form and return to Maghan.Lage@mda.mo.gov by Friday, April 28, 2023.
- ✓ Missouri Grown will consign product from vendors, paying wholesale price, and selling to the public with a markup of 20%.
 - It is not our goal to make a profit off items sold, but merely cover costs. It is our goal to work with Missouri producers to get their product into the hands of more consumers.
- ✓ Missouri Grown office staff will contact you to make arrangements and pick up remaining product from the office in Jefferson City within 1-2 weeks of Fair ending.

Company Name _____

Contact Person _____

Phone Number _____

E-mail

MissouriBUYS Account Name _____

***We will try our best to include as many Missouri Grown members' products in the Market during the State Fair as possible, but cannot guarantee an order due to the large number of members.*

[illegible]

2023 Missouri Grown Market

Request to Sample Form

- ✓ If you would like to sample at the Missouri Grown Market, please complete form and return to Maghan.Lage@mda.mo.gov by Friday, April 28, 2023.

Sampling Information

- ✓ All transactions MUST go through MO Grown register. NO transactions allowed at your sampling table.
- ✓ No products allowed on sampling table except for open containers used for sampling.
- ✓ Sampling times are 9am to 5pm.
- ✓ The following instructions pertain to each day of sampling:
 - Must arrive at 8:30am when the building opens.
 - Must attend sampling review meeting at 8:45am.
 - Must be in place and ready when the building opens at 9am.
 - Samplers are required to stay entire sampling time.
- ✓ Any additional inventory added to the Market is your responsibility to keep track of.
- ✓ Must send any additional invoices within 1 day of sampling.
- ✓ Must take Food Handling Course. (<https://health.mo.gov/safety/foodsafety/index.php>)
- ✓ Missouri Grown staff reserves the right to schedule based on which member companies participated on high-traffic days at the 2022 Missouri State Fair.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				10	11	12
13	14	15	16	17	18	19
20						

List Priority of Dates:

1. _____
2. _____
3. _____
4. _____



The State of Missouri currently uses [MissouriBUYS](#), a **secure** statewide eProcurement system that is powered by WebProcure through the state's partner, Perfect Commerce. MissouriBUYS is a streamlined vendorsystem that eliminates old forms and will notify you, based on your business type, of automated bid opportunities.

We want to ensure that you register your business in MissouriBUYS so we can continue doing business with your company. As a vendor for the Missouri Department of Agriculture, we are asking you to register now in MissouriBUYS (if you have not already done so). As a vendor who sells products and/or services to the state, you will be required to register your business through MissouriBUYS. Vendors are encouraged to register as soon as possible so they don't miss receiving automated bid opportunity notifications from the State of Missouri.

New Vendors

Visit [MissouriBUYS](#) and click Vendor Registration. From here, you can pick either Condensed Vendor Registration Instructions or Vendor Registration Instructions.

Existing Vendors

There are instructions for editing and managing your existing vendor profile if needed. Visit [MissouriBUYS](#), click Vendor Registration, and then click Instructions for Editing & Managing Your Vendor Profile.

A vendor checklist is attached of what you'll need to register in MissouriBUYS. Vendors are encouraged to visit this website regularly for updates.

Thank you for being a valuable vendor to our state and our agency!



Vendor Registration Checklist

(Updated August 26, 2022)

To register as a vendor in MissouriBUYS, the State of Missouri's secure statewide eProcurement system, go to <https://MissouriBUYS.mo.gov>. Click on the **Vendor Registration** button to enter the WebProcure system. MissouriBUYS is powered by WebProcure, through the State of Missouri's partner, Perfect Commerce.

Registering as a vendor in the secure system is a multi-step process. It would be helpful to have the following information on hand before initiating your registration in MissouriBUYS:

- Legal Name of Organization/Company
- Organization/Company Information including the organization's main point of contact information
- Company's Taxpayer ID Number (TIN)
- Business Type (Corporation, LLC, Sole Proprietorship, etc.)
- Email Address
- ACH-EFT Payment Information
- Internal Revenue Service (IRS) W-9 Form (Request for Taxpayer Identification Number (TIN) and Certification)
 - A signed IRS W-9 Form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
 - An IRS Form W-9 is required in order to submit ACH-EFT information
- ACH-EFT Payment Information
- Missouri Counties/Regions Served
- Diversity/Disadvantaged Business Classifications
- Emergency Contact Information (if registering as an Emergency Purchase Vendor)
- Applicable Commodity/Service Code(s)
 - A search box will be provided when registering to help you determine which UNSPSC commodity/service code(s) apply to your organization's business
 - Automated email notifications sent to vendors on bid opportunities are based on the UNSPSC commodity/service code(s) chosen by the vendor

Once the required information is entered and submitted, you will receive an email from Perfect Commerce/WebProcure confirming submission of your registration as a vendor in MissouriBUYS. The State will process your 'Pending' registration. Once the review process is complete and your company's registration is approved, you will receive an email from Perfect Commerce/WebProcure that confirms the 'Approved' status in MissouriBUYS.

For help registering as a vendor or navigating the system, contact:
Perfect Commerce (a PROACTIS Company), WebProcure Technical Support
WebProcure.Support@perfect.com or (866) 889-8533
Monday through Friday 7:00am to 7:00pm (Central Time)