



2022 KCK Farmers Market Vendor Application

Owner Name: _____

Farm/Business Name: _____

Other Farmers and/or Employees: _____

Farm/Business Address:

(City) (State) (Zip)

Mailing Address (if different):

(City) (State) (Zip)

Preferred Phone: _____

Business Phone: _____

Cell Phone: _____

E-mail Address: _____

Preferred language(s) spoken _____

Preferred language(s) written: _____

If there is an emergency, who should we contact?

Name: _____ **Relationship:** _____

Phone: _____

What do you sell?

☐ Farm Products ☐ Food Products ☐ Crafts

☐ Other, please specify: _____

Please choose which type of products you will sell:

☐ Homegrown (green) – Products that are planted, grown and harvested by the farm vendor and/or staff on the farm vendor's (owned or leased) property.

☐ Locally Purchased (blue) – Products purchased by the farm vendor directly from a farmer who has planted, grown and harvested the products within 150-mile radius of the farmers market.

- **How many spaces do you want?** _____
- **Do you need electricity?** ☐ Yes ☐ No
- **Do you have insurance?** ☐ Yes ☐ No
- **Do you have a business license?** ☐ Yes ☐ No

KCK Farmers Market operates one weekly market. During the summer, vendors can also participate in Third Friday Art Walks in Downtown KCK. The market fee is \$150 for one weekly market for the year. Participating in the Art Walk is free. Vendors can also opt to pay by the day (\$10 per market). Please circle the market(s) that you are interested in selling at.

Saturdays June - October

The Merc Co+op
501 Minnesota Ave, KCK
66101
8 a.m. - 12 p.m.

**Third Fridays - Strawberry
Hill, KCK
One Friday/Month 5 - 8 p.m.**

Fees are due immediately upon approval and payable to: KCK Farmers Market, 1403 Southwest Blvd., Kansas City, KS 66103. If paying by day, fees are due upon arrival at the market.

Farm & Food Vendors

Please tell us about your growing and production practices.

Farm Acreage Total: _____

Please mark any items you will sell and where they come from. **All produce and goods must be grown or made within 150 miles of Kansas City, Kansas.** Reselling produce grown further than 150 miles away is not allowed at the KCK Farmers Market.

Vegetables	Homegrown Products that are planted, grown and harvested by the farm vendor and/or staff on the farm vendor's (owned or leased) property.	Locally purchased Products purchased by the farm vendor directly from a farmer who has planted, grown and harvested the products within 150-mile radius of the farmers market.
Asparagus		
Beans		
Beets		
Broccoli		
Brussel Sprouts		
Cabbage		
Carrots		
Corn		

Cucumbers		
Eggplant		
Garlic		
Greens		
Herbs		
Kohlrabi		
Leeks		
Lettuce		
Okra		
Onions		
Peas		
Peppers		
Potatoes		
Pumpkins		
Radishes		
Squash		
Tomatoes		
Turnips		
Zucchini		
Other:		

Fruits	Homegrown Products that are planted, grown and harvested by the farm vendor and/or staff on the farm vendor's (owned or leased) property.	Locally purchased Products purchased by the farm vendor directly from a farmer who has planted, grown and harvested the products within 150-mile radius of the farmers market.
Apples		
Blackberries		

Blueberries		
Cantaloupes		
Cherries		
Grapes		
Peaches		
Pears		
Plums		
Raspberries		
Strawberries		
Watermelon		
Other:		

Other Items	Homegrown Products that are planted, grown and harvested by the farm vendor and/or staff on the farm vendor's (owned or leased) property.	Locally purchased Products purchased by the farm vendor directly from a farmer who has planted, grown and harvested the products within 150-mile radius of the farmers market.
Apple Cider		
Baked Goods		
Eggs		
Dairy		
Flowers		
Honey		
Jams/ Jellies		
Pickles		
Meat		
Nuts		

Plants		
Other:		

Craft Vendors

Please tell us about your art/craft, including the process and materials. This will help the market manager decide if your work should be included at the market.

Please mark any items you will sell and where they come from.

Craft	Homegrown Products that are planted, grown and harvested by the farm vendor and/or staff on the farm vendor's (owned or leased) property.	Locally purchased Products purchased by the farm vendor directly from a farmer who has planted, grown and harvested the products within 150-mile radius of the farmers market.
Pottery		
Jewelry		
Soap/ Body Products		
Candles		
Fiber Arts		
Clothing		
Photography		
Woodworking		
Fine Art		

Other:		
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Certification of Application

I certify that the information in this application is, to the best of my knowledge, true and accurate and that I am a legal owner and/or representative of the above-named farm/business.

By signing below, I certify that I have read, understand, and agree to all the rules (attached to this application) of the KCK Farmers Market. I understand that if I break the rules, my participation in the KCK Farmers Market could be terminated.

I acknowledge and agree to full responsibility for all sales/promotional activities I conduct through the full season of the KCK Farmers Market. I certify that I comply with all relevant licensing requirements and regulations (Health Departments, sales tax, etc).

I agree to hold harmless the KCK Farmers Market for any claims (including costs, litigation expenses, counsel fees, and liabilities incurred) that might arise from my activities as a vendor at the Farmers Market during the 2022 season.

Signature of Vendor

Date

Please return the application and fees to:
 KCK Farmers Market
 1403 Southwest Blvd., Kansas City, KS 66103
 Email: kckfarmersmarket@gmail.com

Vendor Rules

2022 KCK Farmers Market

1. **Vendor Selection:** All vendors will be selected by the Market Board. Efforts will be made to accommodate all who apply, however, a vendor may not be selected due to insufficient space, excess supply of the products to be sold, rules are not followed, if criteria are not met, and/or for any reason the market board feels necessary.
2. **Season Length:** The KCK Farmers Market is open from June through mid-October, depending on weather and production. Below are the tentative dates for each market.
Downtown KCK Farmers Market: Saturdays, June – Oct.
3. **Market Hours and Locations:** .
 - The Downtown KCK Farmers Market on Saturdays is located at The Merc Co+op at 501 Minnesota Ave., KCK 66101 and is open on Saturdays from 8 a.m. - 12 p.m. or sellout. Set-up begins as early as 7:00am.
4. **Attendance:** Vendors are expected to attend every market that they sign up for. Vendors should contact the Market Manager at least 24 hours in advance of the market if they cannot attend.
5. **Growing Practices:** Farm vendors will practice sustainable growing practices. Farm vendors must detail their growing practices in the application and host farm visits by the Market Manager at the beginning of the season and when requested during the season.
6. **Products To Be Sold:** Fresh, high-quality fruits, vegetables, herbs, dairy products, meat, honey, jams and jellies, pickles, flavored vinegar, cider, flowers, bedding plants, potted plants and bona fide craft items and homemade products may be sold at the market. Other products not listed above must receive approval from the Market Manager or Market Board.
7. **Reselling:** The KCK Farmers Market only allows items grown by the vendor and locally grown items. Resale of produce grown further than 150 miles away IS NOT allowed. Selling food that is grown and sold within the State of Kansas does not require a Unified Government business license. However, selling food that is lightly manufactured or grown outside of the State of Kansas **does** require a Unified Government business license. Please Contact the Unified Government Business License Department at (913) 573-8780 for any questions.
 - **Labeling:** The KCK Farmers Market will use colored labels and flags to help customers see where vendors' products were grown and produced. The Market Manager will provide each vendor with the appropriate flags at the beginning of each market and then collect them at the end of the market. Vendors are required to display the flags at their booth for the duration of the market.

- **Truthful Representation:** Vendors agree to completely and truthfully explain where their products were grown or produced. The Vendor Application includes a section for vendors to specify if their products are “homegrown,” or “locally purchased.” If any changes are made to the Product List after it is submitted, the vendor must communicate those changes to the Market Manager. For any product that is not Homegrown, the vendor must keep proof of purchase receipts or other documentation of purchases made and will provide them to the Market Manager upon request at any time. If the vendor does not provide the requested information or does not appropriately label their products, the Market Manager can stop the sale of the products and disciplinary action detailed in section 20 will be taken.
 - **Categories:** All products sold by vendors must fit into 2 different categories, defined below.
 - Homegrown (green) - Products that are planted, grown and harvested by the farm vendor and/or staff on the farm vendor’s (owned or leased) property.
 - Locally Purchased (blue) – Products purchased by the farm vendor directly from a farmer who has planted, grown and harvested the products within 150-mile radius of the farmers market.
8. **Pricing:** Vendors are responsible for setting their own prices. Prices should be set in keeping with fair market value of area farmers markets. Prices must be posted at each vendors stand throughout the day.
9. **Cooperative Marketing:** Vendors may be permitted to share space with another vendor or sell others’ products if the arrangement is beneficial to the market. Such cooperative marketing must be pre-approved by the Market Manager. Vendors may not sublet their space to another vendor.
10. **Stall Space:** The Market Manager will assign vendors to individual stall spaces. Vendors must sell in their assigned stall all year.
11. **Set-up and Signage:** Vendors must:
 - Provide their own equipment and supplies and manage set-up of their booth.
 - Keep produce for sale at least 12" off the ground.
 - Bring a 10 foot by 10 foot tent to market. The tent should have weights for safety.
 - Display a sign with their business name and city.
 - Clearly post prices for all items being sold.
 - Price individual items with the correct color labels according to their origin. The Market Manager will hand out color-coded price labels that match each category (homegrown or locally-purchased)
 - Display any special program signs (i.e. Senior Farmers Market Nutrition Program, Double Up Food Bucks).
 - Clean all trash in and around their stall space at the end of the market.
12. **Prepared Foods:** All food items must be prepared in accordance with applicable local, state, and federal regulations. Food vendors must submit a copy of their food licenses

with their application. If accepted, a vendor may be immediately terminated from market participation if they fail to comply with health department regulations.

Products containing potentially hazardous foods that consist in whole or in part of milk or milk products, eggs, meat, poultry or fish are prohibited. Examples would include cream or meringue pies, cheese cakes, summer sausage, hamburgers, etc. Home canned products are prohibited with the exception of jams, jellies and other items permissible under the law.

13. **Insurance:** Vendors are required to carry individual general liability and product liability insurance for the 2022 season.
14. **Taxes, Licenses and Other Regulations:** Vendors are responsible for their own retail sales taxes and any required permits or licenses, in accordance with the requirements of the Kansas Department of Agriculture. Vendors will follow all applicable business, health, tax and other laws and regulations.
15. **Grievances/Complaints:** Any problems or complaints should be shared with the Market Manager or other staff outside of market hours.
16. **Participation in Food Access Programs:** All vendors who agree to accept KCK Farmers Market tokens that are given to customers participating in Double Up Food Bucks (DUFb), the Supplemental Nutrition Assistance Program (SNAP) and the Senior Farmers Market Nutrition Program (SFMNP) must complete necessary trainings and applications. Vendors will redeem tokens at the end of each market day and will be reimbursed at that time. Only the Market Manager can double SFMNP vouchers, SNAP, or other government nutrition aids.
17. **Inclusion:** The KCK Farmers Market is a community market, and our goal is to promote a safe and welcoming space that reflects our diverse community. All people are welcome at this market, no matter their race, religion, nationality, gender identity, or sexual orientation. Behavior or language that discriminates or is disrespectful will not be tolerated and will be grounds for suspension or expulsion from the market.
18. **Smoking:** Smoking is not allowed within the parking lot/designated space where the market is located. Vendors may step outside the parking lot/designated space to smoke.
19. **Customer Bags:** In an effort to be good stewards of the environment, when possible, vendors are encouraged to use paper bags or non-plastic bags, rather than single-use plastic bags.
20. **Enforcement and Violations:** Below are the steps that will be taken when a vendor violates any of the Vendor Rules. An interpreter and translated materials will be provided to the vendor as needed.
 - a. First Violation: A verbal warning will be given.
 - b. Second Violation: A written warning will be given.
 - c. Third Violation: The Market Manager and a representative from the KCK Farmers

Market Board will meet with the vendor to discuss the violation and provide the final warning.

- d. Fourth Violation: After the vendor's fourth violation, the KCK Farmers Market Board will review the violations and determine whether the vendor will be suspended or expelled from the markets, with or without any refund, taking into consideration whether violations have occurred in multiple categories and whether they have been minor or major.