



## Market Policies and Kansas Regulations

### **Mission:**

To provide an accessible, educational and enjoyable experience for area residents to purchase fresh produce, plants, baked goods, local handmade arts and crafts, and other products.

**Site:** The Summer Street Stroll Farmers' Market will be held on the South side of Jack Kilby Square and adjacent park areas as needed, located in the historic downtown district. This is an open-air market and each vendor will need to provide their own canopy if they deem it necessary. There are enough parking spaces for visitors and a restroom facility.

**2021 Season Dates/Hours:** The Summer Street Stroll Farmers' Market will be open for the season on Thursdays from May 13th through October 21<sup>st</sup> weather permitting. The market will be open from 4:00—7:00pm. Additional dates or extended times may be available contingent upon the success of the market and needs identified by the community.

### **How the Marketplace Works**

**Arrival:** Vendors may arrive as early as 3:00 pm on market days and should be in place by 3:45 pm. Vendors should be ready to conduct business by 4:00 pm, the time the market is scheduled to start. Late arrivals will be allowed to set up but may miss an important after work segment of customers. No Sales before 4 pm, unless Farmers Market Coordinator and vendors agree on earlier time.

Vendors must supply their own tables, any equipment necessary for the operation of their business and any workers that they need.

No gas-powered equipment may be used at this marketplace. This includes gasoline, propane, natural gas, etc.

All booth spaces will be numbered, and a general layout will be provided prior to the first market date. Each vendor will receive at least one stall initially and adequate parking nearby will be available after unloading. All produce/product must be kept within the confines of the designated space.

All vendors are responsible for protecting neighboring booths from any residuals from their booths.

**Storage:** There is no storage available.

**Space occupation:** Each space will be pre-assigned. Vendors will be notified by the market coordinator prior to the market by email or phone.

**Music Area:** Vendors are advised that spaces located in the Market will be near the musical entertainment provided by the city summer concerts, live and recorded music.

**Departure:** All vendors are encouraged to stay until close to 7:00 pm but if sold out, bad weather approaching, or other circumstances warrant changes, they may leave early if they check out with the Market Coordinator. Vendors may stay longer than market hours to enjoy the concert but must be cleared from the park 45 minutes after the end of the summer band concert. Special Events may have additional hours.

**Overnight:** Overnight parking is not permitted.

**Handwashing, Restrooms & Drinking Fountains:** There are permanent handwashing, restroom facilities and a drinking fountain on site for public use.

**Sales & Weather:** There is no guarantee of sales and cancellations may occur due to the weather. Please be advised in severe weather vendors will be asked to vacate the market area and seek shelter for their own protection. Prices will not be regulated by the Market Coordinators.

**Safety:** The Market Coordinators are the safety officers on the site. His/her word is final.

**Disputes:** The Market Coordinators' decisions are final for on-site disputes. Appeals or complaints must be submitted in writing within 14 days of incident to the Market Coordinators and action will be taken within 14 days of being received.

**Non-compliance by vendors:** Any vendor violating the established rules and regulations or constituting a nuisance may be asked to leave. Vendors who are asked to leave for not following rules will not be allowed to return for the remainder of the Summer Street Stroll Farmers' Market schedule for 2021.

**Produce/Product Regulations:** The Summer Street Stroll Farmers' Market requires that all vendors comply with the Kansas Department of Agriculture Food Safety Regulations ([www.ksda.gov](http://www.ksda.gov)). Only the following non-potentially hazardous produce/products are permitted to be sold at the Summer Street Stroll Farmers' Market: Fresh Uncut Fruits, Vegetables, and Herbs (harvesting cuts excepted); baked goods such as cookies, breads, cakes, cinnamon rolls and fruit pies, nuts and honey, jams and jellies, eggs, and pre-packaged items such as dried pasta. Packaged products must be labeled w/common name, vendor name & address. Eggs must be kept cold (KS Dept. of Ag).

**Sale of animals, fresh meat, fresh poultry and fresh fish is prohibited.**

**Food & Drink (concessions):** The Great Bend Summer Street Stroll Farmers Market or a designated group will be the providers for concessions.

**Arts & Crafts:** Crafts must be hand crafted by the vendor from individual materials. Craft items may be subject to approval by market coordinators before being approved for sale at the market. This includes vendors who only sell crafts, as well as farmers who sell crafts in addition to farm products. The focus of the approval process is to ensure market success as well as appropriateness of products sold at the market.

**Dress Code:** Vendors shall wear "Clean and without holes" clothing while selling at the market.

**Sampling:** Vendors who wish to serve samples must follow best practices for safe sampling. KDA guidelines will be given to vendors.

**Imports:** No produce may be imported from outside the United States and all produce is subject to all State/Federal regulations.

**Clean up at end of market:** Vendors are responsible for putting any boxes or other trash they are not taking with them in containers provided. All trash should be put in the container, not next to trash cans. Booths must be cleaned up before vendors leave the market.

**General Liability Insurance:** Vendors selling any product susceptible to salmonella poisoning, such as salsas (only allowed from inspected, licensed retailers—must display license), retail food/food related and concession categories must provide and continuously maintain proof of general liability insurance against damage or liability caused by the permit holder, its officers, members, agents, employees, guests, invitees and participants throughout the term of the farmers' market season in an amount of not less than \$500,000 combined single limit per occurrence for bodily injury and property damage, with an aggregate limit on not less than \$1,000,000. The City of Great Bend must be listed as additionally insured.

**State of Kansas Sales Tax Information:** Upon registration, all vendors information will be given to the Dept. of Revenue. Local & state of Kansas sales tax applies to all regular sales. Vendors are responsible for paying taxes per state requirements.

**Produce purchased for resale:** Produce purchased for resale must have a sign posted stating where the produce came from.

**Produce Scales:** All scales used for product sale must be certified by the state of Kansas or calibrated in the presence of the market coordinator.

**“No Show” Vendors who will be absent on market day are requested to notify the market coordinators by phone by Thursday morning at 11:00 am at 620-639-0069.**

**No Tobacco Use:** Use of all tobacco products and e-cigarettes are prohibited in the entire market area.

**No Alcohol Use:** No beer, wine, or alcohol consumed or present in the market area.

**Acceptance of Vendors:** The Summer Street Stroll Farmers’ Market welcomes all vendor applications and will not discriminate based on race, religion, color, sex, disability, age, national origin or ancestry.

The Market reserves the right to reject applications from vendors unwilling to comply with Farmers' Market policies and Kansas Department of Agriculture regulations.

Any vendor wishing to sell or work at the market must be approved by Market Coordinators prior to participating in the market.

**City’s Responsibilities:**

The City of Great Bend will provide vendors with:

- Adequate refuse containers, not to be used for produce trimmings or other by-products of items being sold.
- Restroom availability.

**Vendor Responsibilities:**

- **If selling cooked foods, you must always have your State of Kansas Food Service License on location and in view. Exemptions: cookies, bread, cakes, honey, jams, & jellies.**
- **Packaged products must be labeled w/common name, vendor name & address.**
- **Vendors are responsible for collecting and remitting State of Kansas sales tax.**
- **Vendors are required to supply and post signage with vendor name, city and address. The signs shall be at least 8.5” x 11” in size.**
- **All items being sold are required to have a sign, listing products and prices. If the product was obtained from another grower, the source of the product shall be listed—no exceptions. IE: Cantaloupe from Rocky Ford, Colorado. Price--\$ XX.XX.**
- **For further information regarding the Summer Street Stroll Farmers' Market, contact the City of Great Bend at 620-793-4111 or Barton County Health Department at 620-793-1902.**

**REGULATIONS:** <https://bookstore.ksre.ksu.edu/pubs/MF3138.pdf>