

2017 Capitol Midweek Farmers Market Vendor Application

Market Goals

1. Increase access to fresh, locally grown, high quality produce.
2. Increase physical activity by providing a walking destination for the 35,000 employees working in Downtown Topeka.

Mission Statement

The mission of the Capitol Midweek Farmers Market is to promote increased consumption of fruits and vegetables for optimal health, to promote active living among adults in the workplace by providing walkable access to fresh produce and to promote direct marketing of Kansas foods.

The Capitol Midweek Farmers Market was started in 2006 by the Capital City Wellness Coalition. The Capitol Midweek Farmers Market is a not-for-profit organization sponsored by the Kansas Department of Health and Environment (KDHE).

Eligible Products

The market will feature primarily produce growers. The market will also accept vendors who feature the following products: whole wheat bread and baked goods using Kansas wheat, fresh cut flowers, cut and potted herbs, flowers and plants, honey, eggs, meat, milk and cheese.

No out-of-state produce or out-of-state processed goods are permitted. This policy is consistent with the mission of the Capitol Midweek Farmers Market. See policies and requirements section for details.

Vendor Selection

Only vendors selling eligible products may be considered for participation at the market. A maximum of 20 permanent vendors will be accepted due to space constraints. Any remaining space at the market will be open for weekly vendors. All vendors will be selected by the Market Manager. Once all vendor applications have been received and approved, the market manager will assign vendor stall locations. Vendors will be notified of their application status in writing no later than April 15, 2017.

Special Guests are invited to participate in the market by KDHE. Special guests may include, but are not limited to: vendors selling approved products, vendors selling Kansas-made specialty products (e.g. soaps, maple syrup, handmade crafts, etc.), non-profit and government organizations. The market will host a maximum of one special guest per week.

Vendor Stall Cost and Payment Options

Permanent Vendor Options

Single Stall (\$190) – One vehicle and one reserved stall for all 23 market weeks.

Double Stall (\$375) – Two vehicles or one vehicle and one trailer and two reserved stalls for all 23 market weeks.

Full payment must be received on or before May 10th. The fees will be prorated for vendors who join the market late, but want to pay for the duration of the season.

Weekly Vendor Options

Weekly vendors must have their vendor application approved before participating in the market.

Single Stall (\$25) - One vehicle and one reserved stall for one week.

Double Stall (\$40) – Two vehicles or one vehicle and one trailer and two reserved stalls for one week

Stall spaces will be on a ‘space available’ basis for each week. Vendors wishing to participate on a “space available” basis will need to contact the market manager no later than 24 hours prior to the market to confirm stall arrangements. Payments will be collected during market from 7:30 a.m. to 10:00 a.m. Please note: if you opt for the “space available” plan that you will not have a reserved stall every week.

Make checks out to: “Capitol Midweek Farmers Market” and send to the attention of Katie Uhde, 1000 SW Jackson, Suite 230, Topeka, KS 66612.

Market Location

10th Avenue and Jackson Street Topeka, KS 66612. On the south side of the Capitol Grounds.

Hours of Operation

Every Wednesday 7:30 a.m. to 12:00 p.m.

May 10 – October 11

Vendors may set-up from 6:30 a.m. to 7:30 a.m. Sales begin at 7:30 a.m.

Market Manager

Jennifer Church

1000 SW Jackson, Suite 230

Topeka, KS 66612

785-296-6801

Jennifer.church@ks.gov

Capitol Midweek Farmers Market Policies and Requirements

In the space provided, please initial after each of the following policies and requirements indicating that you have read and agree to comply. To be considered, applicants must agree to all policies and requirements.

1. At least 75% of all products offered by a vendor must be grown or processed by the vendor. The remaining 25% may be obtained from another Kansas source. _____
 - a. In the event of a statewide, weather-related crop shortage, out-of-state produce may be considered with manager approval. Out-of-state produce must come from a state bordering Kansas (Colorado, Missouri, Nebraska, Oklahoma). Any out of state produce must be labeled as such.
Note: this is an exception to the rule. Vendors must do everything in their power to provide products grown and produced by themselves.
2. All baked and/or processed products (e.g., home-canned produce, salsa, jams, etc.) must be produced by the vendor. _____
3. If baked and/or processed goods are included in products for sale by licensed vendors, at least one of the main ingredients must be grown and processed in Kansas. When feasible, use Kansas grown and milled wheat. At least 50% of baked goods made with wheat must be made with whole wheat flour. _____
4. All baked goods must have an ingredient label. _____
5. All vendors are responsible for paying income and sales taxes on revenues from the Market. _____
6. All vendors will provide their own tent or awning and table. _____
7. All vendors assume responsibility for any and all litigation and judgments brought against their business and its products. _____
8. No vendor shall exhibit abusive or insulting language or behavior. _____
9. Vendors are expected to participate for the entire duration of the market to ensure a full market until the advertised closing time of 12:00 p.m. There are three instances in which vendors may leave the market prior to the close of business: 1) Inclement weather; 2) Extenuating circumstances (i.e., personal emergencies); 3) Sell-out. We understand that on some exceptional occasions, sell-out cannot be avoided, but vendors should plan accordingly each week to avoid routine sell-out. _____
10. The Capitol Midweek Farmers Market is a tobacco-free market. The use of cigarettes, cigars, smokeless tobacco products and/or e-cigarettes is strictly prohibited at all market stalls; this includes vendor vehicles. Vendors are expected to leave market area to use any tobacco products and wash hands prior to handling products for sale. _____
11. Failure to comply with any of the market policies and regulations will result in a written notice from the market manager. In the event that a vendor is issued two written notices for a single policy infraction, a third offense will result in an official review by KDHE. KDHE will determine appropriate action, which may include, but is not limited to: suspension for part or all of the remaining market season or permanent dismissal. Any vendor suspended or dismissed from the market for policy violations will be reimbursed a prorated portion of any pre-paid stall fees. _____
12. All complaints must be made formally in writing and sent to the market manger by email: jennifer.church@ks.gov or by mail: 1000 SW Jackson, Suite 230 Topeka, KS 66612.

Vendor Information

Business Name: _____

Producer Name: _____

Address: _____

City: _____ State: **Kansas** Zip: _____

Farm address: _____

Telephone: () _____ - _____ E-mail Address: _____

County: _____ Kansas Sales Tax Number (required): _____

Select all that apply:

- I represent a licensed operation that makes products in an inspected facility and would like to sell baked/processed products.
- I have enclosed a photo copy of my license and most recent inspection by the Kansas Dept. of Agriculture.
(Required for vendors selling products that require a license)

Please list products you wish to sell at the Capitol Midweek Farmers Market. Be as specific as possible.

Example (Homegrown vegetables including tomatoes, cucumbers, green beans and zucchini)

Kansas Senior Farmers Market Nutrition Program

The Senior Farmers Market Nutrition Program is a USDA funded initiative to provide resources, including fresh fruits and vegetables, to low-income seniors, increase domestic consumption of agricultural commodities and develop farmers markets. If you are not already a certified Kansas Senior Farmers Market vendor and would like to become one for the 2017 market season, please visit www.kdheks.gov/sfmnp for training opportunities.

Capitol Midweek Farmers Market Participation Commitment

I understand that completion of my application does NOT guarantee acceptance by KDHE.

I understand that other vendors participating in the Capitol Midweek Farmers Market may have identical or like products to those available from my business.

I understand that there are no guarantees of buyers, income or revenue from the Capitol Midweek Farmers Market or its sponsors.

I understand that in order to assure a market consistent with the values and mission of the Market, in some cases the Market policies and regulations are more stringent than the Kansas Department of Agriculture policies for farmers markets in Kansas.

I acknowledge and agree, pending approval, that my participation in the Market will be subject to adherence to the policies and regulations noted in this application. The right to participate in the Market may be revoked at any time by the Market Manager. Reasons for revocation include but are not limited to: selling unapproved products, selling products not made or grown in Kansas, conducting business in an illegal manner or in a way that is unbecoming to the state, or for any reason the Market sponsors deem relevant. Market managers have the right to visit farms and licensed facilities to assure adherence to policies.

Print Name: _____

Signature: _____ Date: _____

Return completed application on or before April 15th 2017 to:

Kansas Department of Health & Environment

Attention: Jennifer Church

1000 SW Jackson St., Suite 230,

Topeka, KS 66612-1274

Email: jennifer.church@ks.gov

Phone: (785) 296-6801