



Off the Avenue Farmers Market

2012 GENERAL INFORMATION

Location:

On the North Side of Westar Energy on 8th Street

Hours of Operation:

The market will be held every Friday (May 18th to October 19th, 2012) from 9:00 a.m. to 12:00 p.m. Vendors may set-up from: 8:15 a.m. to 9:00 a.m. Sales begin at 9:00 a.m.

Management Contact Information:

Anthony Randles,
1000 SW Jackson, Suite 230
Topeka, KS 66612
785-296-8060
arandles@kdheks.gov

Single Stall– One vehicle and a reserved stall for all 23 market days. Double Stall– Two vehicles or one vehicle and a trailer and a reserved stall for all 23 market days. Application will be due by April 28th. Once application have been received and reviewed, you will be assigned a stall.

All vendors must have a Kansas sales tax number.

Eligible Products:

The market is primarily designed for produce growers. Additionally, the 2012 market will accept up to two vendors who feature the following products: whole wheat bread using Kansas wheat; fresh cut flowers; potted herbs, flowers and plants; honey; eggs; and milk and cheese. Due to the mission and the size of the market, no meat or craft vendors will be included. Market “special guests” are evaluated on an individual basis by the market manager to increase traffic and sales at the market.

2012 Capitol 8th Street Farmers’ Market Application

Please complete and return on or before April 28th

Business Name: _____

Producer Name: _____

Address: _____

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

Farm address, if different: _____

Telephone: () _____ E-mail Address: _____

Kansas Dept. of Agriculture regulations for food sales at farmers' markets can be found at: http://www.ksda.gov/includes/document_center/food_safety/Food_Safety/12FoodSalesFarmersMarkets.pdf.

3. All produce and products, 100 percent of items for sale, must be grown and/or produced in Kansas. _____
4. 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. _____
5. All breads must be produced by a licensed operation in an inspected facility. A photo copy of the operator license and most recent inspection must be on file with KDHE prior to the sale of any baked or processed products. (Honeys, jellies and jams are exempted and do not require a license.) _____
6. If breads are included in products for sale by licensed vendors, all main ingredients must be grown and processed in Kansas. All breads must be made using with whole wheat flour from Kansas. _____
7. All vendors are responsible for paying income and sales taxes on revenues from the Market. _____
8. All vendors will provide their own tent or awning and table. _____
9. All vendors assume responsibility for any and all litigation and judgments brought against their business and its products. _____
10. The Market Advisory Board reserves the right to use discretion when approving or denying applicants. _____
11. No vendor shall exhibit abusive or insulting language or behavior. _____
12. All complaints must be made formally in writing and sent to the market manager by e-mail: arandles@kdheks.gov or by mail: 1000 SW Jackson, Suite 230, Topeka, KS 66612. Complaints are reviewed by the Market Advisory Board.
13. Vendors are expected to participate for the entire duration of the market to ensure a full market until the advertised closing time of 1:00 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. In the event of extenuating circumstances or sell-out, vendors are required to inform the market manager either in-person or by telephone (785-296-8060) within 24 hours of their early departure. Failure to inform the manager of the reason for early departure within 24 hours will result in a written notice. _____
14. The Capitol 8th Street Farmers' Market is a tobacco-free market. The use of cigarettes, cigars or smokeless tobacco products is strictly prohibited at all market stalls; this includes vendor vehicles. Vendors are expected to leave market grounds to use any tobacco products. _____
15. 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 the Market Advisory Board. The board will determine appropriate action, which may include, but is not limited to: a monetary fine of no less than \$10 per violation, 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. _____

Application continues on the next page:

Capitol 8th Street Farmers' Market Participation Commitment:

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

I understand that other vendors participating in the Capitol 8th Street Farmers' Market may, and some will, 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 8th Street Farmers' Market or its sponsors.

I understand that in order to assure a market consistent with the values and mission of the Capital City Wellness Coalition, in some cases CCW 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 May 4th 2012 to:

*Capital City Wellness Coalition
1000 SW Jackson St., Suite 230,
Topeka, KS 66612-1274
Ph: (785) 296-8060 Fax: (785) 296-8059
Attention: Anthony Randles*

