



PITTSBURG AREA FARMERS' MARKET

VENDOR APPLICATION

The Pittsburg Farmers' Market operates as a dynamic, producer only, farmers market that contributes to the success of local food growers and producers by serving as a business incubator to strengthen our local economy and serve as a community gathering place while contributing to the education and health of southeast Kansas residents.

General Information:

Saturday, April 18, 2026 through Saturday, October 31, 2026.

Saturday selling time: 8:00 a.m. – 12:00 p.m.

Weekly Vendor:

Weekly Vendor is anyone who attends the Saturday market 15 or more times.

Fees: \$200 for the season plus 3% of sales each market day.

Pop-up Vendor:

A Pop-up Vendor is anyone who plans to attend the Saturday market 14 or less times through the season. Applications will be accepted as space is available for Pop-up Vendors.

Fees: 6% of daily sales or \$5.00 minimum.

APPLICANT INFORMATION

Name (Please Print) _____

Business Name _____

Home Address _____

Business Address _____

City/State/Zip _____

Cell Phone _____

Email Address _____

Items Selling _____



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THE FOLLOWING CONTRACT MUST BE SIGNED FOR APPLICATION TO BE ACCEPTED

Disclaimer:

I, _____, hereby acknowledge full responsibility for all actions and activities which may occur as a result of my participation in the Pittsburg Area Farmers' Market, and I agree to hold the City of Pittsburg, its employees and volunteers, harmless and indemnified from any and all claims that might arise out of my participation. I understand that the Pittsburg Area Farmers' Market does not provide liability coverage for me or the products I offer. I have received and thoroughly reviewed a copy of the "Rules and Guidelines" governing my participation in the Pittsburg Area Farmers' Market, and I agree to abide by such rules and guidelines. This contract shall be effective from _____, 2026 through the end of the season.

Signature _____ Date _____

I agree to and give permission for my photographs to be used in advertising promotions.

Signature _____ Date _____

If you have questions please contact us by Email at PPRD@pittks.org, or call us at 620-231-8310.

Please return application to:

Pittsburg Parks and
Recreation Department
PO Box 688
Pittsburg, KS 66762



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MARKET RULES AND GUIDELINES

1. Vendors must raise, grow, and/or make their products sold at the market. No resale of products is allowed. Producers may not sell products purchased from wholesale or retail sources or products from other growers. On the first violation a producer will be warned and asked to remove the product(s). A second violation determined will require the removal of the vendor from the market. Exception to this rule – The sale of bottled water is permitted.
2. A regularly employed agent of the vendor may sell the products grown or made by said vendor. The employee should be involved in making/producing/harvesting the product and knowledgeable about the product.
3. Any complaints shall be submitted to the Market Manager in writing. The name of the complainant will be kept confidential. The claim will be investigated and will notify the complainant of investigation results.
4. The Market Manager or City staff, will do a walk-through of all vendors to verify that they are growing/creating the products to be sold before selling.
5. Vendors must comply with the market application process. Vendors cannot sell until the application has been approved. Every effort will be made to make approval within a one-week time frame, but time for inspection and interview must be made available.
6. Vendor space is assigned by the Market Manager. Vendor space is approximately 10 feet wide by 14 feet deep.
7. Vendors are responsible for the collection and payment of any required sales tax. A copy of the Kansas Sales Tax registration certificates must be furnished to the Market Manager within 3 weeks of vendor application approval. Registration information can be found at <https://www.ksrevenue.org/bustaxtypessales.html>. This does not apply to a non-profit organization visiting the market.



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8. Vendors are responsible for knowing and abiding by all Kansas Department of Agriculture regulations regarding their products. KDA and K-State's publication, Food Safety for Kansas Farmers Market Vendors: Regulations and Best Practices may be found online at [MF3138 Foods Sold Direct to Consumers in Kansas: Regulations and Food Safety Best Practices \(ksu.edu\)](#) KDA permits the distribution of samples at Kansas Farmers Markets provided the vendor complies with the food safety regulations outlined in the regulations. Scales must be certified.
9. Vendors must abide by all laws provided by the state in regards to EBT/Vision/SNAP card (food stamps) and Kansas Senior Farmers' Market Nutrition Program Vouchers. These forms of payment are NOT to be traded around after the point of sale but must be redeemed properly. If this rule is not followed, the market could lose the opportunity to have these program sales available for market use.
10. No sales prior to the opening bell at 8:00 am on Saturdays. Vendors shall be in place and ready for sales on time.
11. Vendors shall provide their own change, sacks and other supplies. Each vendor should set his/her own prices. All prices should be clearly posted. Vendors are urged to sell at a fair market price. Vendors shall be responsible for cleanup and removal of waste from their market spaces.
12. There shall be no live animal sales or producer pets allowed at the market.
13. Vendors should not smoke on the market premises, according to Kansas law.