



## **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 15, 2023 through Saturday, October 28, 2023.

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

Wednesday June 7, 2023 through Wednesday, August 9, 2023

Wednesday selling time: 4:00 p.m.– 6:00 p.m.

### **Full Time Vendor:**

Full Time Vendor is anyone who attends the Saturday market 15 or more times. Intended days of participation must be marked on the vendor application. Vendors must make absences known to the Market Manager by 5:00 pm on Wednesday prior to Saturday's market. A \$35 per Saturday fee can be assessed for missing the market.

Full Time Vendors pay a \$200 seasonal fee with their application, plus 3% of sales on each market day the vendor sells at the market. This fee is applicable to any vendor selling on Saturdays. The 3% is due to the Market Manager at the end of each market day.

Fees: \$200 for the season plus 3% of sales each market day. Wednesday fees are \$0.00.

### **Part Time Vendor:**

A Part Time 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 Part Time Vendors. Part Time Vendors are limited to fourteen (14) appearances per season; however, the number of visits can be adjusted by the Market Manager or Advisory Board if space is available.

The Part Time Vendor pays no season fee but pays the daily rate of 6% of sales on each market day the vendor attends. All Part Time Vendors must pay a minimum fee even if their percentage of sales does not meet the minimum. The minimum fee is \$5.00.

Fees: 6% of daily sales or \$5.00 minimum. Wednesday fees are \$0.00.

### **Consumer Supported Agriculture (CSA)**

Fee - \$100 annual fee in advance of distribution beginning at the market.

### **Food Truck Vendor:**

Food truck vendors are the same as part time vendors with the exceptions of Wednesday fees are \$0.00 and the market manager will schedule Saturday appearances to provide variety to the market.



**PITTSBURG AREA FARMERS' MARKET  
APPLICANT INFORMATION**

Name (Please Print) \_\_\_\_\_

Business Name \_\_\_\_\_

KS Tax ID Number \_\_\_\_\_

Home Address \_\_\_\_\_

Business Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Items Selling \_\_\_\_\_

**DATES OF PARTICIPATION REQUESTED**

- \_\_\_\_ Full Time Vendor (15 or more Saturdays)- \$200 plus 3% daily sales fee on Saturdays and Wednesdays
- \_\_\_\_ Part Time Vendor (14 or fewer Saturdays) – 6% of daily sales on Saturdays and Wednesdays
- \_\_\_\_ Food Truck Vendor (Saturdays scheduled through Market Manager) - \$0.00 fee Wednesdays & 6% of daily sales Saturdays

**Saturday Market Dates**

**Full Time Vendors must attend 15 or more Saturdays. Please mark the dates you intend to participate at the market.**

<b>April</b>	<b>15</b>	<b>22</b>	<b>29</b>		
<b>May</b>	<b>6</b>	<b>13</b>	<b>20</b>	<b>27</b>	
<b>June</b>	<b>3</b>	<b>10</b>	<b>17</b>	<b>24</b>	
<b>July</b>	<b>1</b>	<b>8</b>	<b>15</b>	<b>22</b>	<b>29</b>
<b>Aug</b>	<b>5</b>	<b>12</b>	<b>19</b>	<b>26</b>	
<b>Sept</b>	<b>2</b>	<b>9</b>	<b>16</b>	<b>23</b>	<b>30</b>
<b>Oct</b>	<b>7</b>	<b>14</b>	<b>21</b>	<b>28</b>	



**Wednesday Market Dates**

**Please mark the dates you intend to participate at the market.**

<b>June</b>	<b>7</b>	<b>14</b>	<b>21</b>	<b>28</b>	
<b>July</b>	<b>5</b>	<b>12</b>	<b>19</b>	<b>26</b>	
<b>Aug</b>	<b>2</b>	<b>9</b>			

**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 \_\_\_\_\_, 2023 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](mailto: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



**OFFICE USE ONLY:**

Full Time Vendor Payment Tracking: Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Cash/Check \_\_\_\_\_

Part Time Vendor: Date Received: \_\_\_\_\_ (no payment due with application)

Inspection Date \_\_\_\_\_

Market Managers Review

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Approval by 3 Board Members (if applicable)

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## MARKET RULES AND GUIDELINES

1. The Market is a producer-only market with producers living within a 75-mile radius of the Market location (119 E. 11th St., Pittsburg, KS).
2. 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.
3. 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. Exception to this rule – in times of need, a vendor may man the booth of another market vendor to sell their produce for them.
4. CSA or CSA-like business contracted or delivered from the market property or in conjunction with market hours of operation must follow market guidelines. The CSA fee must be paid prior to the first delivery.
5. Any complaints by a vendor alleging reselling by another vendor shall be submitted to the Market Manager in writing. The name of the complainant will be kept confidential. The members of the Board of Directors will then investigate the claim and will notify the complainant of investigation results.
6. The Market Manager, designated Committee member or City staff, will make inspections of all producers to verify that they are growing/creating the products to be sold before the season starts. All producers are subject to as many as 2 inspections throughout the year as well as any time a complaint has been made.
7. Vendors must comply with the market application process. Participation of all producers in the market is contingent on approval of the Board or Committee. 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.
8. The Board or Committee will use the application process to encourage a product mix at the market. Returning vendors will be given first option to return. Then, produce growers shall be given highest priority, followed by value-added food for human consumption and plant producers, and then handmade crafts.
9. Parking is assigned by the Advisory Board or Market Manager. Vendor space is approximately 10 feet wide by 14 feet deep. Vehicle parking is adjacent to rear of vendor space. All products and displays must be contained within the allotted vendor space.
10. 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/bustaxtypesales.html>. This does not apply to a non-profit organization visiting the market.

11. 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.**
12. 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.
13. Vendors are expected to stay within their assigned areas and not interfere with other producer's customers. Vendors are expected to act in a professional manner towards other market vendors and customers. The first violation a producer will be warned. A second violation will result in the termination of the vendor approval, and said vendor will be removed from the market.
14. Vendors must, at all times, conduct themselves in a pleasant and courteous manner. Controversial topics shall not be discussed or displayed by vendors at the market.
15. No sales prior to the opening bell at 8:00 am on Saturdays and 4:00 pm on Wednesdays. Vendors shall be in place and ready for sales on time.
16. Vendors shall provide their own change, sacks and other supplies.
17. Each vendor should set his/her own prices. All prices should be clearly posted. Vendors are urged to sell at a fair market price. Dumping is not allowed. Dumping is defined as "charging significantly less than current market rates for a product with the objective of gaining an advantage over other producers". Any vendor wishing to give his/her product away will be connected with a local feeding program or charity.
18. There shall be no live animal sales or producer pets allowed at the market.
19. Vendors shall be responsible for cleanup and removal of waste from their market spaces. The provided trash cans are for customers only – NOT for cull products. Any cull/waste produce/products must be taken with producers for disposal. Dumping of wastewater is not allowed via city ordinance.
20. Vendors should not smoke on the market premises, according to Kansas law.
21. State, County and Farmers' Market guidelines for COVID-19, or any current health issue will apply at the market. Updated information can be found at [www.pittsburgfarmersmarket.org](http://www.pittsburgfarmersmarket.org) and [www.crawfordcountykansas.org](http://www.crawfordcountykansas.org).