



2020 Vendor Procedures

See our website at cncofarmersmarket.com

If you have ANY questions,
please email coordinator@cncofarmersmarket.com

THE MISSION of the Cheyenne County Farmers Market is to enhance community health via locally grown, fresh agricultural and related products and information. The concept of a Farmer's Market allows county residents the opportunity for community involvement, awareness, and participation in the local economic base. As this is a community market, it requires **cooperation** from all sellers, buyers, and volunteers to make it a success.

PART I. GENERAL GUIDELINES AND MARKET PROCEDURE

1. **Who may sell?** Growers, crafters, artisans, bakers, and honey producers. Vendors grow, make, or bake the products they have for sale themselves. **Products cannot be purchased by a vendor and then resold at the market.**
2. **What may be sold?** Fresh produce, cut flowers, live plants, baked goods, eggs, honey, jams, jellies, frozen meats, and handcrafted items. Product-specific guidelines are outlined in *Food Safety for Kansas Farmers Market Vendors: Regulations and Best Practices*.
3. Each seller has the privilege and responsibility to establish prices on his/her own goods. Prices should never be lower than supermarket prices, even in peak season. **Vendors are encouraged not to underprice! Do not sell yourself or your fellow vendors short!**
4. All vendors are subject to inspection by state and local authorities.
5. **Market location, dates and times** - The Outdoor Market Season is located in the City Park. Markets begin on the first Saturday in June at 9:00 am and continue through the end of September, produce and weather permitting.
6. **Vendor stalls:** First come first serve for tables. **ALL VENDORS must be in their stall 15 minutes prior to opening.** Vendors are responsible for supplying extra tables, chairs, canopies, etc.
7. **Set up and start times** - Set-up may begin an hour prior to the market starting. Vendors are asked to be in place no later than 1/4 hour before market start time.
8. Vendors are responsible for their own insurance, licenses and any permits necessary for the products they sell at CCFM.
9. **Vendor fees** - Each vendor pays:
 - A **commission fee of 15% of total sales at each market.** Of this 15%, the current tax rate goes to state and city sales tax, and the remainder helps to offset market expenses. *As of January 31, 2020, CCFM vendors currently pay 9.5% toward state sales tax and the remaining 5.5% is collected as market commission.*
 - CCFM pays the sales tax for product sold at market. Vendors will receive a statement at the end of the year summarizing total sales reported, amount paid to sales tax, and amount market collected to go toward operating expenses.
10. **Vendors are welcome to accept credit or debit cards at their booth with square technology (or other mobile phone/tablet apps). This income should be recorded as "Cash" on the daily vendor report form and vendor will pay standard 15% commission on such income. Vendor is also responsible for all fees incurred for this income.**
11. **Food Trucks certified with the state of KS to provide hot, ready to eat foods are welcome to sell at the Cheyenne Co Farmers Market.** Food Truck vendors will be expected to abide by the same setup and start times as regular vendors.

Food Truck Vendor Fees - vendor pays:

- **A flat \$15 stall fee at each market attended.** It is understood that Food Truck vendors will be responsible for paying their own sales tax to the state of Kansas.
- For the purposes of market records, Food Truck Vendors will be asked to turn in a daily total sales summary at the markets they attend.

At the end of each market, vendors should report to the kiosk with:

- 1) The daily vendor report handed to you by the market volunteer at the beginning of market time.
- 2) Any tokens, coupons, and market money you have collected that day.
- 3) Your daily commission fees, payable in any combination of check or cash.

CCFM Manager/Volunteer will assist vendors in calculating final commission due. All tokens, coupons, and market money accepted by the vendor will be deducted from final commission due. In the event of CCFM owing the vendor a return, a check may be issued instead of cash.

Grievance Procedure - Any Grievance regarding the pricing habits, displays or conduct of another vendor should be immediately directed to the market manager and **NOT** directed to the vendor in question. If the market coordinator fails to settle the grievance, it shall be directed to the CCFM board for discussion and vote.

Vendor Agreement – All registered vendors are required to review and sign the vendor agreement in order to participate in markets.

2020 Vendor Agreement – Cheyenne County Farmers Market

Complete back side of this form, as well.

I, _____, agree to the following:

Initial box

- ☐ I have read and retain a copy of the 2020 Vendor Procedures.
- ☐ I have read and retain a copy of Food Safety for Kansas Farmers Market Vendors: Regulations and Best Practices. (write NA if you are a vendor who sells NO produce or food products).
- ☐ I will take the responsibility make sure all who sell or assist at my stall are trained in all CCFM procedures, as well.
- ☐ I will complete my daily record sheet and pay my commission fees at the end of each market.

The following are not required, but please answer:

I have attended a food safety course or presentation (via CCFM or otherwise) in the last 3 years. Yes or No (circle one)

I have attended a CCFM Informational Meeting in the last year Yes or No (circle one)

X _____
Vendor's mailing address -- Address – City, Zip

X _____ X _____
Vendor's phone Vendor's email address*

**by supplying your email address you agree to receive vendor monthly reports and other CCFM communications via email*

X _____ X _____
Vendor's signature Date

Market Coordinator's signature Date

Vendors must read all guidelines and complete registration forms *before* the first day to sell at market.

If you would like to complete your registration in person or if you have any questions, please call Kelley at 303-358-9112 or email coordinator@cncofarmersmarket.com to make an appointment.

The form and promo fee payment can also be mailed to: Cheyenne County Farmers Market Board
115 W Spencer, St Francis, KS 67756

Please answer the following questions as completely as possible to help CCFM enhance promotion of the market. Please answer only what you are willing to have published. If you DO NOT want your phone number to appear in an online or print directory, please do not list it below. Your information as listed on the front of this document will be for market manager contact only.

Please list your name as you would like it to appear in market directories. This can be the name of your farm or your family name. Think about how you want customers to identify you. This might be something you incorporate into your signage at the market.

Name of Booth/Business: _____

Contact: _____

Phone: _____ Email: _____

Website: _____

Year you began selling at CCFM: _____

Days at Market (generally): circle all that apply: Saturday Indoor Winter Markets

Products Offered: ☐Vegetables ☐Fruit ☐Jams/Jellies ☐Meat ☐Honey ☐Baked Goods ☐Eggs
☐Herbs ☐Live Plants ☐Cut Flowers ☐Pet Products ☐Body Care Products ☐Artisan Crafts
☐Licensed/certified canned products, please list _____
☐Other, please list _____

Email photos of your garden or farm to coordinator@cncofarmersmarket.com for possible inclusion on our website or other market promotions.

Detailed Product Listing:

Descriptive Details about Gardening Practices / Baked Goods Specialty / Other

For Market Manager informational purposes:

- ☐ I would like my farm/garden to be considered for any CCFM farm or garden tours that might be scheduled in the future.
- ☐ I would be open to the Market Manager and/or area press visiting my farm/garden for feature articles, market promotion in general, and photo opportunities.
- ☐ I or a member of my family would like to serve as an occasional market volunteer.
- ☐ I or a member of my family would like to assist with market fundraising events.
- ☐ I would be interested in teaching a workshop or class (topics could include seed saving, seed starting, cooking, growing, high tunnels, indoor container gardening, composting, cold frames, canning, etc.) through the market's community outreach project