



# Vendor Application

## Vendor Information

Company Name \_\_\_\_\_

Owner Name(s) \_\_\_\_\_

Primary Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Email \_\_\_\_\_

Primary Farm/Processing Location Address (If different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Website Address: \_\_\_\_\_

Please list applicable social media handles for your business: Facebook \_\_\_\_\_

Twitter \_\_\_\_\_

Instagram \_\_\_\_\_

## Product Information

Please list the produce and/or products you will be selling:

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The Mission Farm and Flower Market is a producer's market. In fairness to all, our vendors will be asked to describe the source of anything they sell that they themselves **do not** grow or produce.

Will everything you sell be grown or produced by you? Yes  No

Please list the products you hope to sell that you **do not** grow, raise, or produce yourself, and their sources, below.

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## Stall Details

The Mission Farm and Flower Market is arranged along Johnson Drive and vendors set up their tents over the 10' sidewalk. In most cases, each vendor's display should be oriented along one side of the tent. Customers will walk on the sidewalk, through the row of tents.

Stall preference:            No. of stalls preferred \_\_\_\_\_ (2 max.)

If street stall availability becomes limited, are you able to sell from the lawn?  
(Unloading product and parking vehicle elsewhere)    Yes  No

Stall assignments are made at the discretion of the market coordinator. Preference is given to vendors who have committed to the entire market season. An effort will be made to place vendors selling similar products not immediately adjacent to one another.

## Season Schedule

In an effort to offer our customers a consistently full and vibrant market experience, we prefer that vendors attend the market each week. We offer a 20% discount if you pay for the 17-week season by April 30, 2018. If you cannot attend each week, please contact the market coordinator.

Market Pricing	Vendor Fee (1 stall)	Vendor Fee (2 stalls)
Weekly Fee	\$20	\$40
June-September (17 weeks)	\$340	\$680
Pre-Pay full season by April 30	\$272 (Save \$68)	\$544 (Save \$136)
Pre-Pay full season by June 7	\$306 (Save \$34)	\$612 (Save \$68)

Checks should be made out to City of Mission

## Market Guidelines

Please initial and sign below:

\_\_\_\_ I have visited the market location and understand the stall arrangement.

\_\_\_\_ I understand that the City of Mission will be communicating with me each week via email and occasionally by telephone and I will provide the City with current contact information.

\_\_\_\_ I will supply my own 10' x 10' pop-up tent (white preferred) and table(s) and weights to secure my tent.

\_\_\_\_ I understand my stall must be completely set up by 4:30 p.m. and will remove all of my items and any trash by the end of the market day.

\_\_\_\_ I understand that unless I have pre-paid for the entire market season, I will have my booth fee available for collection by 4:30 p.m. each day either in cash or by check made out to the City of Mission.

\_\_\_\_ I agree to clearly label (no smaller than 3"x5") each of my products with the appropriate description: Type of produce, origin of product (city/state, name/location of farm or warehouse) and price of item.

\_\_\_\_ I have read the K-State Research and *Extension Food Safety for Kansas Farmers Market Vendors: Regulations and Best Practices* and can confirm that my products and practices meet the standards outlined in the document.

\_\_\_\_ If licensing or inspections are required for my products, I can confirm that they are in compliance and up to date.

\_\_\_\_ I have completed or will complete by market time the required documents to report sales tax figures to the Kansas Department of Revenue. Sale tax ID #: \_\_\_\_\_  
If you need help establishing a sales tax ID record, we can provide that. Please contact us.

\_\_\_\_ I understand that as part of regular promotion of the market, City staff will be taking photos at the market of vendors and their products and using them on the City website, on social media and in other promotional materials.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

All vendors must submit a complete application and receive approval from the market manager. If you have questions about whether your application has been accepted, please contact the market manager using the methods listed below.

### Mission Farm and Flower Market Contact:

Emily Randel | City of Mission | 6090 Woodson Rd. Mission, KS 66202 | [market@missionks.org](mailto:market@missionks.org)  
913.676.8368