



# Food Vendor Application

## Vendor Information

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

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

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

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

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

Email \_\_\_\_\_

Primary Market Vehicle Make and Model \_\_\_\_\_

Will you be selling from a food truck, or from under a tent?

Truck on pavement \_\_\_\_\_ Tent on paved trail or lawn \_\_\_\_\_

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

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

Twitter \_\_\_\_\_

Instagram \_\_\_\_\_

## Product Information

Please list the products you will be selling:

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**Promotional Information:** Please provide a brief bio and details about what makes you unique to include as we feature vendors on our website or in promotional materials:

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Can you provide via email a jpeg image of you, your products, or relevant logo to include in promotional materials: \_\_\_Yes \_\_\_No

## 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 via email and occasionally by telephone and I will provide the City with current contact information.

\_\_\_ I understand that I must reserve a space at the market in advance with the Market Manager and will park in the designated space.

\_\_\_ I will have my booth fee (\$20) available for collection before I open either in cash or by check made out to the City of Mission.

\_\_\_ I understand that if I will be selling from a tent, I must provide my own tent.

\_\_\_ I agree to help support the Mission Market by sharing about our participation through social media networks, website and other channels as appropriate.

\_\_\_ I am in compliance with state required food licensing.

\_\_\_ I understand all federal, state and local laws governing retail sales tax must be followed. I have completed or will complete by market time the required documents to report sales tax figures to the Kansas Department of Revenue. Sales Tax ID #: \_\_\_\_\_

\_\_\_ 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.

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Owner Signature

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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 see the contact information below.

**Mission Market Contact:**

Emily Randel | City of Mission | 6090 Woodson Rd. Mission, KS 66202 | 913.676.8368