



Art and Craft Vendor Application

The Mission Farm and Flower Market welcomes artists and makers! Vendors interested in selling their own handmade items can apply for selection with this form.

Application Process

- Vendor submits a completed application including examples of work being sold
- Market staff will review and approve application and notify selected vendors
- Vendor will work with market staff to select a market date(s)

Vendor Information

Vendor Name _____

Primary Mailing Address _____

City _____ State _____ Zip Code _____

Cell phone _____ Email _____

Website Address: _____

Please list applicable social media handles for your business: Facebook _____

Twitter _____

Instagram _____

Description of Items

Please briefly describe the products you will be selling, your process, materials used, etc. as you would have them listed in promotional materials. Please also attach high-quality photos/jpg files that could be used in an email newsletter, shared on social media, etc.:

Display and 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 location assignment will be made at the discretion of the market coordinator.

Hours: The market is open from 4:30 p.m. – 8:00 p.m.

Fee: The stall fee is \$20, payable in cash or check made out to City of Mission by 4:30 p.m., market day.

Season Schedule

The market is held each Thursday from June through September.

Market Guidelines

Please initial and sign below:

____ I agree to only sell items I have made myself.

____ I understand the stall arrangement.

____ I will provide the City with current contact information.

____ I will supply my own 10' x 10' pop-up tent (white preferred), weights to secure my tent, and table(s), chairs and any other display items required.

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

____ I will have my booth fee available for collection by 4:30 p.m. either in cash or by check made out to the City of Mission.

____ I understand the City of Mission is not responsible if my artwork, tent, or other supplies are damaged during the market.

____ 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 #: _____

____ I understand that as part of promotion of the market, City staff will be taking photos at the market of vendors and their products and using them 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.

Mission Farm and Flower Market Contact:

Emily Randel | 6090 Woodson Rd. Mission, KS 66202 | market@missionks.org | 913.676.8368