

Mission Market Vendor Guidelines and Expectations

Welcome to the Mission Market! We're proud to offer a fun, welcoming atmosphere for customers and vendors alike. Please read through the expectations and guidelines below, but don't be overwhelmed by them—and feel free to ask questions at any time! We consider ourselves a market family, and our biggest priority is maintaining the positive atmosphere and quality local goods we're known for. We hope you'll join us in bringing the best of summer to downtown Mission.

I. Top 5 Vendor Questions:

1. When is your season?

June-August, every Thursday, rain or shine, 4:30-8pm. Stall set-up begins at 3:30 and vendors must be ready to sell at 4:30.

2. How much does it cost?

\$25.00/week. Pre-pay for the 12-week season by May 4, 2024 and receive a 10 % discount and reserved stall space (specific stall space requests will be evaluated and confirmed by Market Coordinator).

3. Do I need to commit to a full season?

No! Vendors who commit to a full season receive reserved stall priority. All other vendors' stall placements are assigned weekly OR will take the next available stall space in the lineup. This is determined by the Market Coordinator based on occupancy.

4. What do I need to bring?

A 10 x 10 tent and tent weights, and all that you plan to use to sell (tables, signage, etc.). A copy of your KS sales tax ID is also required to be posted in your stall space.

5. Do you have access to electricity, bathrooms and water?

Yes, some of our stall spaces have electrical access.

We have handwashing stations onsite and are installing a water fountain with bottle filler.

Portable ADA compliant restroom facilities and handwashing stations are available near the Outlook parking lot. (One block to the west of the market.)

II. Mission Market Vendor Categories

In each category, **all items sold must be made or grown by the vendor**—any items brought in from other sources or not locally grown must be pre-approved by the Market Coordinator and labeled appropriately.

Farmers/Growers: Vendors who sell locally grown produce, meat, dairy items and plants.

Ready- to-eat Food Vendors (incl. Food Trucks): Specialty foods, including ready-to-eat food items, baked goods, popcorn, granola, beverages, etc.

Specialty Item Vendors: Specialty locally-sourced and produced items including bath and body products, shelf-stable condiments, jams, jellies, and salsas.

Art Vendors: Artists and makers, including visual arts, handcrafted jewelry, home goods, ceramics, clothing, and pet accessories, are limited to three vendors per market. A rotating schedule of art tents will be determined by the Market Coordinator. All items in an art vendor tent must be made by the artist.

III. Vendor Application and Payment Timeline

January 2024: Application period opens for 2024. Market staff reviews vendor applications; waitlist applications accepted throughout season and will be reviewed as availability allows.

April 2024: Vendors are notified of application status and vendor schedules are confirmed.

May 9, 2024: Vendor orientation meeting and pre-pay deadline to secure reserved stall space for the season. 10% discount available for full season pre-paid vendors.

Partial season vendors who would like to pre-pay by May 9, please contact the Market Coordinator to confirm dates and payment. All other vendors will submit \$25.00 payment on each market day.

Partial season vendor applications will be reviewed on a rolling basis as space allows.

IV. Site Set-Up

The Mission Market offers two types of stall spaces: Sidewalk Stall and Grass Stall.

Sidewalk Stalls

- Stalls line the north end of the Market running along Johnson Drive. Sidewalk stall vendors are allotted one parking space per 10' x 10' stall. Tents are set up over the sidewalk and vendors sell facing the market site, leaving a clear path for pedestrians.
- Vendors park vehicles perpendicular to the space, Market Coordinators will be onsite to assist with parking safely.
- Electrical access is available for a limited number of sidewalk stalls.

Grass Stalls

- Grass stalls are located throughout the market as space allows, typically running along the Rock Creek Trail and Reeds Road.
- Market Coordinators will provide a map of available grass stall spaces.
- Grass stall vendors may use Reeds Road prior to 4:00pm for unloading and set-up. All vehicles must be moved from Reeds Road prior to 4:30pm.

- Electrical access is available for a limited number of grass stalls.

V. Market Day Operating Guidelines

- Vendors will supply a 10' x 10' pop-up tent (white preferred) and table(s) and weights to secure tents.
- Vendors will follow proper parking procedure outlined in the Vendor Orientation Meeting, with the assistance of Market Coordinators.
- Vendor stalls must be completely set up by 4:30 p.m. and vendors must remove all of items and any trash by the end of the market day.
- Vendors who have not pre-paid for the season will have booth fee of \$25.00 available for collection by 4:30 p.m. each day either in cash or by check made out to the City of Mission.
- Products must be clearly labeled (no smaller than 3"x5" with the appropriate description: Type of produce, origin of product (city/state, name/location of farm or warehouse) and price of item.
- Vendors should be familiar with the K-State Research and Extension [Food Safety for Kansas Farmers Market Vendors: Regulations and Best Practices](#) and confirm that all products and practices meet the standards outlined in the document.
- If licensing or inspections are required for products, vendors will confirm that they are in compliance and up to date.
- 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.
- Vendors are required to comply with the Kansas State Sales tax law and are responsible for collecting and remitting any local and/or State of Kansas sales taxes. Vendors must provide their sales tax ID to the Market Coordinator. For more information on sales tax regulations, please visit <https://www.ksrevenue.org/specialsalesevents.html>