

# Welcome to our....



**Mission Market Season 12**



**Broadmoor Park**

# Location + General Information

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This season's Mission Market will be held at Broadmoor Park due to a planned construction project at the original site on Johnson Drive.

Address: 5701 Broadmoor Street, Mission, KS 66202.

Hours Open to Public: 4:30-8:00 pm.  
Every Thursday in June, July, August

Website: <https://missionks.org/market>

# Market Manager + Contact Info

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**Market Manager:** Leigh Ann Zerr

**Email:** lzerr@missionks.org OR market@missionks.org

**Day-Of Cell Phone:** 816-838-9256

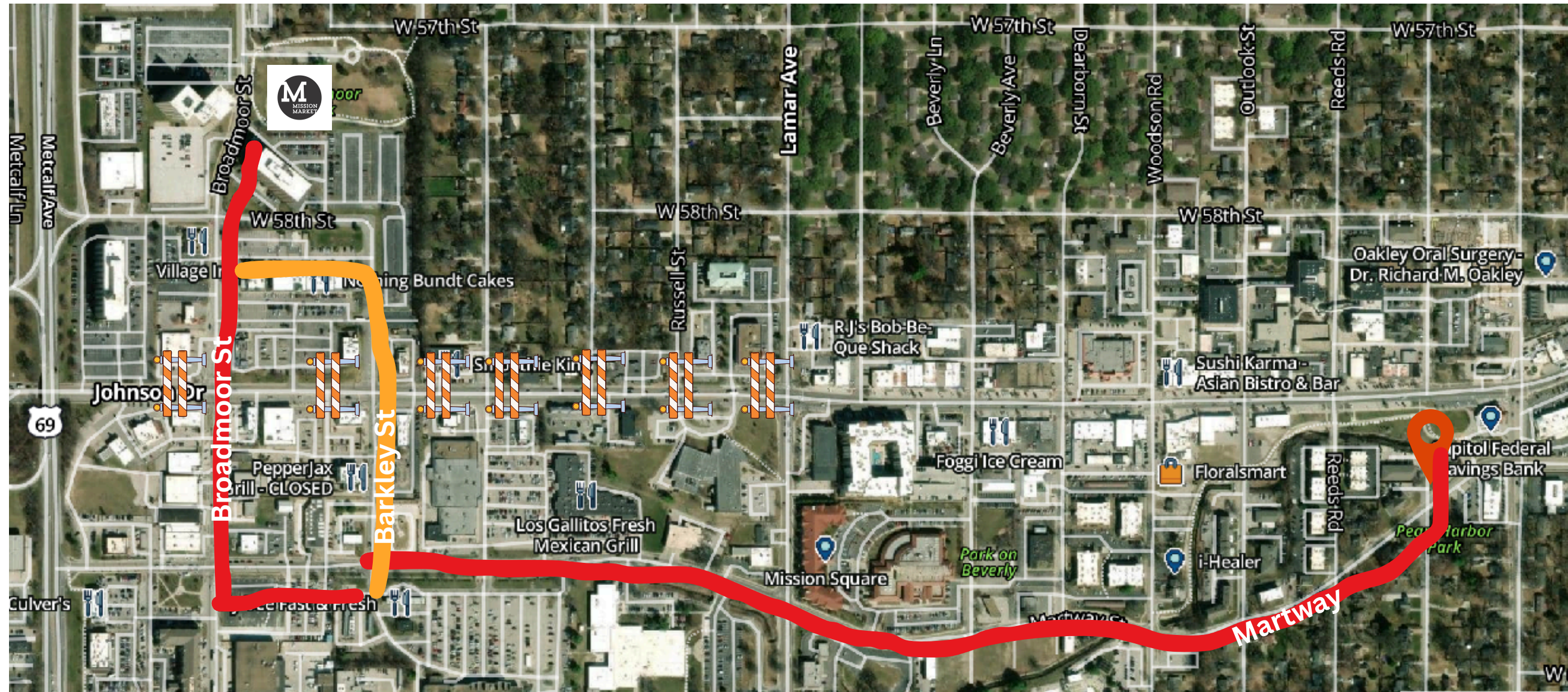
**Office Phone:** 913-676-8374

## **Communication:**

1. Weekly vendor email with that week's setup instructions, special events, weather considerations, etc. PLEASE READ EVERY WEEK!
2. If you have a date change, need to cancel, have a special request, etc., please email Leigh Ann at one or both of the above email addresses. Market day conversations are great, but things can easily be lost in translation during busy market nights.

# Getting to Broadmoor Park

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From the East/original Market site, travel West on Martway Street. Cross Johnson Drive North at either Barkley or Broadmoor Street. **We highly recommend avoiding Johnson Drive due to an ongoing road reconstruction project.**

# Vendor Arrival + Parking

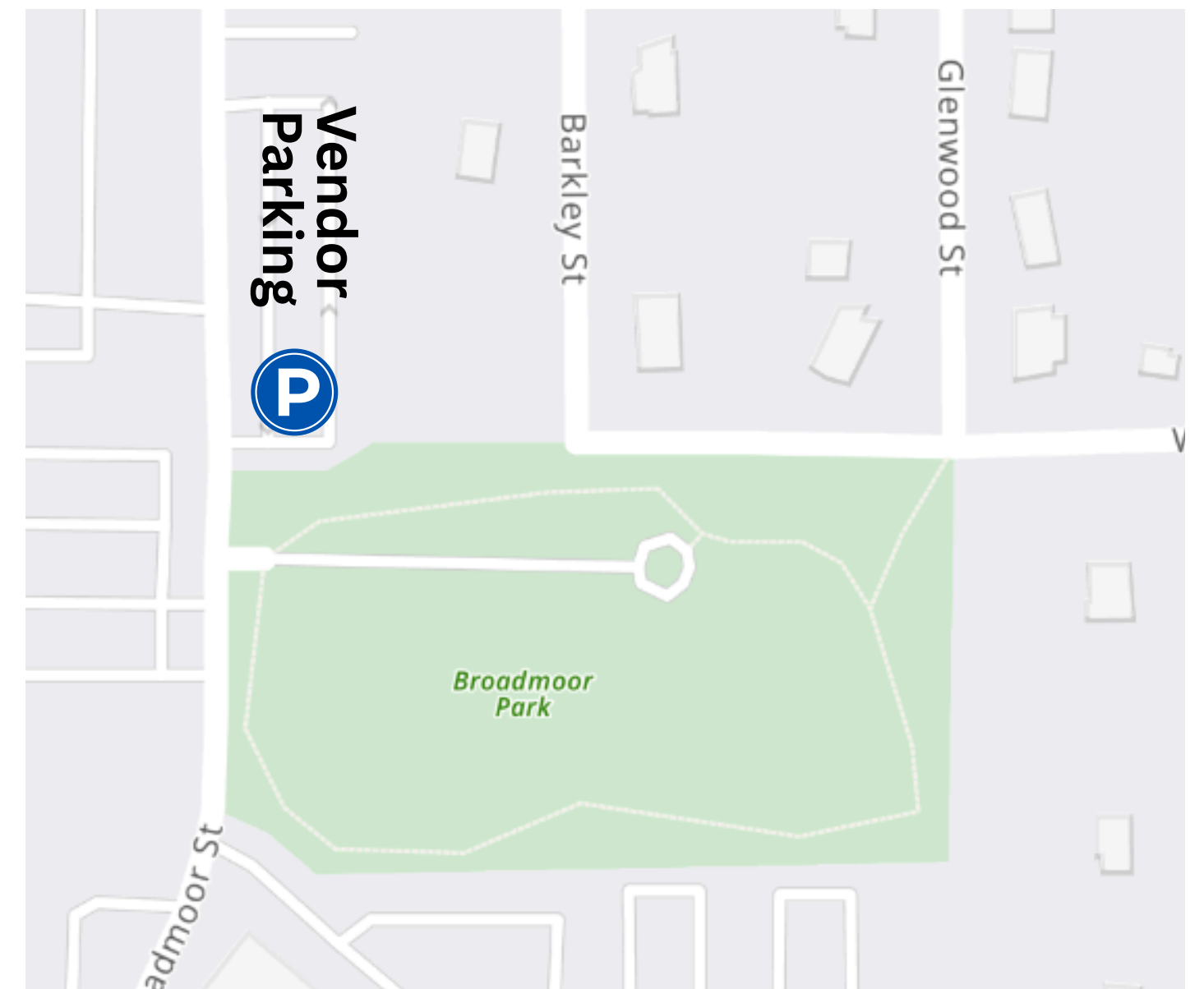
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## **\*\*NEW THIS YEAR\*\***

All vendors will set up in the Broadmoor Park parking lot.

To create a safe, pedestrian-friendly market experience, **vehicles must be removed from the vendor area by 3:30 p.m.** Once the market opens, vendors will not have access to their vehicles until the market closes.

The good news: vendor parking is located nearby, and there is an accessible, paved sidewalk connecting the parking area to the market.



# Load-In Tips

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We understand this is a change from previous years and may require some adjustments. Here are a few suggestions that may make setup easier:

- Bring a wagon, rolling cart, dolly, or hand truck to transport supplies.
- Pack items in stackable bins or containers that are easier to move.
- Consider bringing a helper for setup and teardown.
- Organize your vehicle so the items you'll need first are easiest to unload.
- Adjust your display or inventory levels.
- Encourage customers to place preorders for market pickup.
- If you sell larger items, consider offering local delivery after the market.
- **Unload from your vehicle in the lot prior to 3:30, staging your items in the grass or the stall space if unoccupied.**

# Stall Set-Up Reminders

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Tents should be 10' x 10'. Please be mindful to stay within the boundaries of your space.

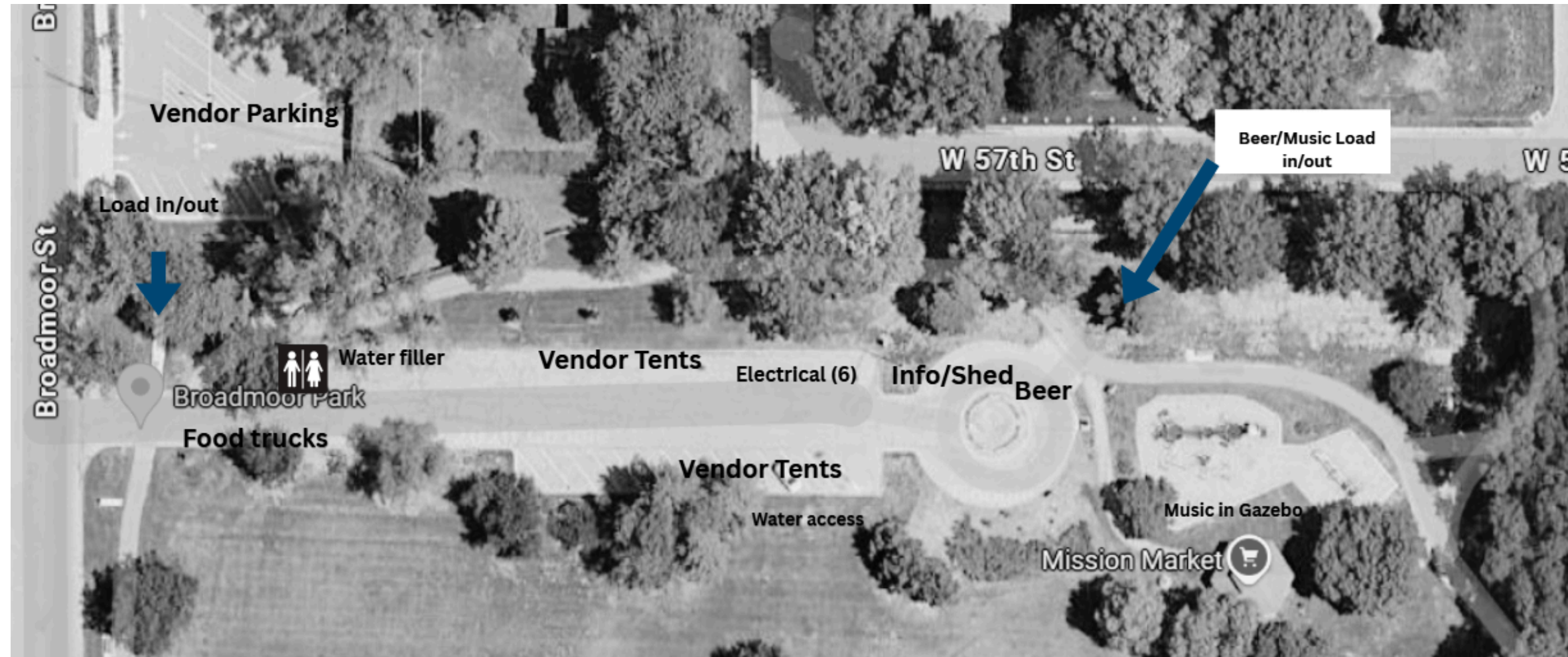
Kansas winds are no joke, and flying tents are the #1 cause of injury at farmer's markets! **For everyone's safety, industry standards require 20 lbs of tent weights attached securely to each tent leg.**

Resources re: Tent Weights

- [https://operations.fiu.edu/\\_assets/docs/tent-anchoring-instructions.pdf](https://operations.fiu.edu/_assets/docs/tent-anchoring-instructions.pdf)
- <https://www.youtube.com/watch?v=m5L3WYa8up8>
- <https://highdesertfarmersmarket.com/vendors/vendor-toolkit/proper-canopy-weights-explained/>

# Broadmoor Site Amenities

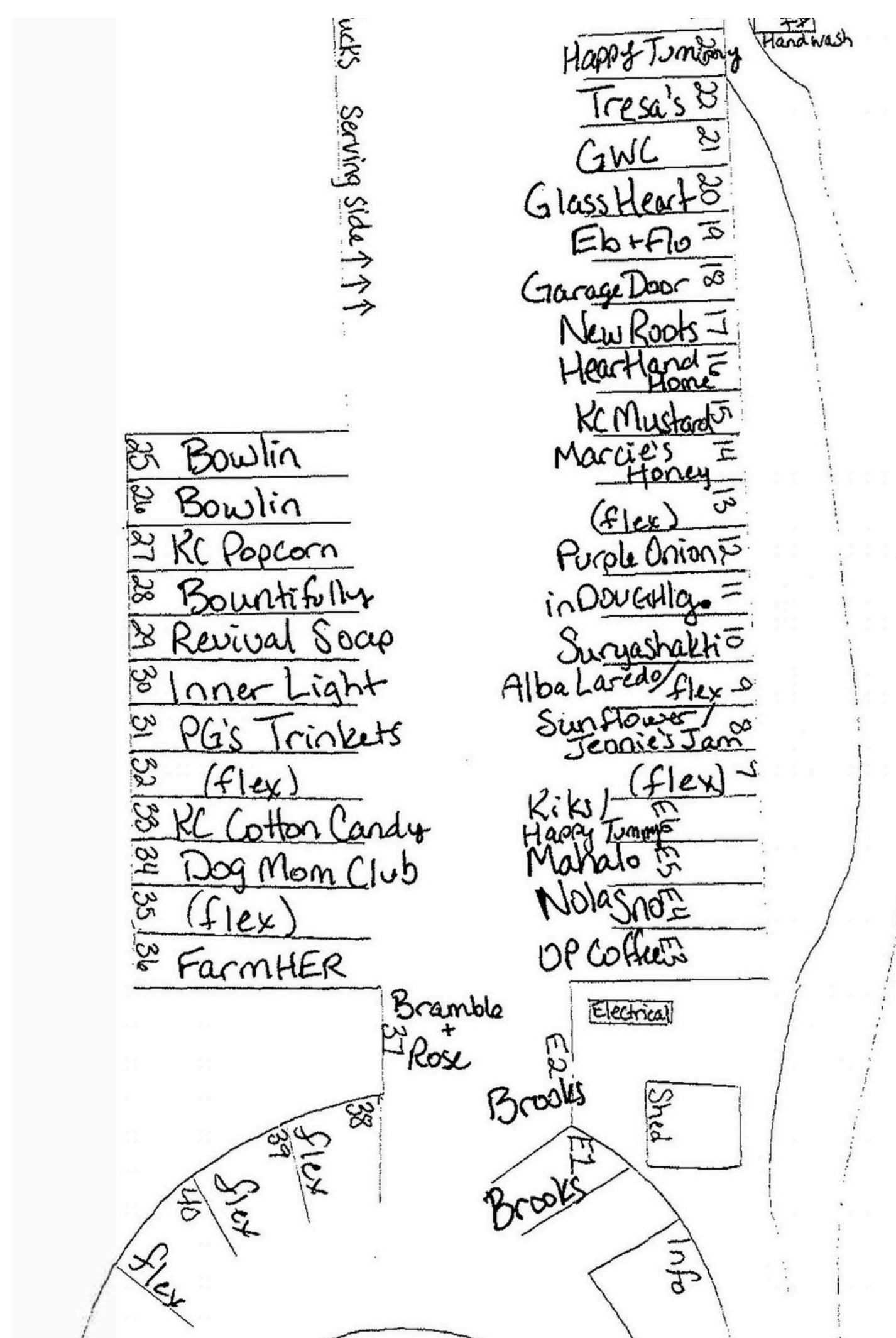
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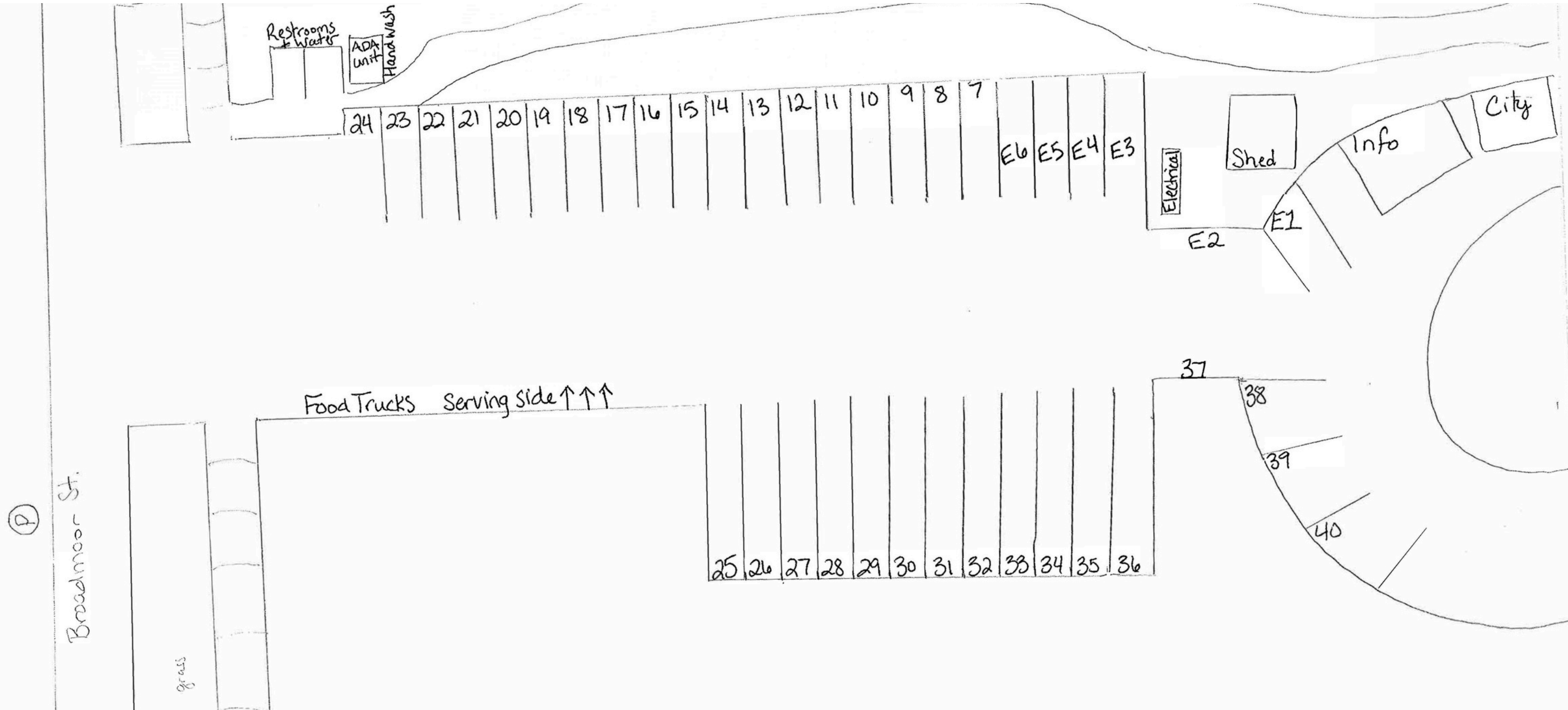
- Restrooms, including a portable ADA unit
- Water bottle filler
- Water spigots with hoses
- Natural shaded areas
- Permanent picnic tables and benches
- Playground

# Stall Assignments for Weekly / Bi-Weekly Vendors

Other vendors will be assigned to a flex stall and notified via weekly vendor set-up email, sent each Monday by 3:00 pm.



# Blank Stall Map



# Special Events

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June 4 – Kick-Off

June 11 – Sunset Yoga; Library  
Storytime

June 18 – Maker's Night

June 25 – Matchday at the  
Market Watch Party

July 2 – Mission's 75<sup>th</sup> Birthday  
Bash

July 9 – Foam Party by KiKs  
bbq

July 16 – Kids' Maker's Night

July 23 – Sunset Yoga

July 30 – BYOP Night (Bring  
Your Own Pool)

August 6 – National Farmer's  
Market Week

August 13 – Back to School  
Night

August 20 – Sunset Yoga

August 27 – Wrap Party

# SNAP/EBT Information

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**\*\*New This Year!!**

## What products are eligible?

- Baked goods and cereals
- Fruits, vegetables, and nuts
- Meat, poultry, and eggs
- Dairy products
- Jams, jellies, salsas, dips, honey, and frozen foods
- Seeds and plants which produce food for the household to eat

## What products are NOT eligible?

- Non-food items
- Pet foods
- Soaps, jewelry, candles, and flowers
- Crafts, decor, and art
- Household supplies
- Vitamins and medicines

# SNAP/EBT Information, continued

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Vendors who accept SNAP tokens may visit market staff in the information tent to exchange tokens for a check. You can do this each week or save up as long as you'd like. All market tokens must be returned by the last market, August 27<sup>th</sup>, in order to guarantee reimbursement.

[Additional Resources from the USDA](#)

[Kansas State Food Assistance Information](#)

# Market Tokens for Cash-Only Vendors

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If you are unable or do not want to accept card payments, direct customers to the info tent to purchase market tokens. These are available in \$5 denominations.

Exchange tokens for a check at the info tent by the end of the season.

## **Market Tokens**

Blue & White  
Mission Market Logo  
Text: DEBIT ONLY  
\$5  
SAME AS CASH

**VS.**

## **SNAP Tokens**

Yellow Embossed  
Text: Mission Market  
\$1  
SNAP Eligible Items Only  
No Change Given

# Recommended Resources for Vendors

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## **From the Land of Kansas**

A great resource for all of your farmers market questions. Printable recipe cards, a farmer's market toolkit, and links to many of the resources available through KDA are found here, including food labeling regulations, sampling, food safety and more. An annual farmer's market workshop is hosted by From the Land of Kansas, and you can check out the recorded webinars addressing many topics online at: <https://www.fromthelandofkansas.com/page/farmers-market-regional-workshops>

## **Kansas Department of Agriculture**

An essential resource for market vendors who sell homemade foods, home grown produce and native plants. KDA has a comprehensive guide to regulations titled Foods Sold Direct to Consumers in Kansas: Regulations and Food Safety Best Practices. Please check it out online here: <https://bookstore.ksre.ksu.edu/pubs/MF3138.pdf>

## **Kansas Department of Revenue**

A helpful FAQ page is a great guide to understanding your responsibility regarding sales tax in Kansas. Please visit the link below to learn more, or reach out to your Market Coordinator with further questions. Find the FAQ and a helpful Tax Tip sheet here: <https://www.ksrevenue.org/specialsalesevents.html> and hard copies are available as well.

# Coming Soon!

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- Mission Market Vendor Marketing Guide with templates, captions, etc.
- Weekly vendor lineup email \*\*please read each week for important info!
- New heat + severe weather policies

**Watch your inboxes!**

**Questions?**

Contact Leigh Ann: [lzerr@missionks.org](mailto:lzerr@missionks.org)