

The Leavenworth Farmers Market is a “producer only” market; everything sold is grown, prepared or crafted by its vendors.

## Leavenworth Farmers Market Operational Guidelines



1. The Leavenworth Farmers Market is located at the corner of 7<sup>th</sup> and Cherokee in Haymarket Square. The market will operate Saturday mornings from the first weekend in May through the last weekend in October. The market will also operate Wednesday afternoons from the second Wednesday in May through the last Wednesday in September.
2. **Hours of Operation:**
  - a. Saturday: 7:00am until 12:00 pm. Vendors may set up between 6:00am and 6:45 am
  - b. Wednesday: 3:00pm until 6:00pm. Vendors may set up between 2:00 pm and 2:45 pm.
3. **Fees and Stall Assignment:**
  - a. Stall Fees:
    - i. Saturday Morning Market:
      1. Season Fee for one - \$125.00 (Space dimensions are 12x12 except when the market shares Haymarket Square with other events).
      2. Weekly Fee for one space - \$15.00 due on arrival at the market.
    - ii. Wednesday Afternoon Market:
      1. Season Fee for one space - Non Saturday Season Vendor \$65.00
      2. Season Fee for one space – Saturday Season Vendor \$50.00
      3. Weekly Fee for one space - \$10.00 due on arrival at the market.
    - iii. Electricity is available for a fee. The electrical fee is \$10.00/day and can be shared among any vendors using electricity on that day. Call Mary Bean at 913-651-5372 for information.
  - b. Monies collected from vendors will be used in Leavenworth Farmers Market annual budget for advertisement and promotion of the Farmers Market, payment of insurance costs and city permit fees.
  - c. Stall space is determined by the parking space lines painted on the pavement. Vendors are asked to extend no more into the parking lot center than is necessary to set up and display their produce/product.
  - d. Payment of the season fee guarantees a permanent space in the market for the full market season. Season vendors must let the market manager know if they are not coming no later than 6:00pm the night before the market day. **Wednesday** afternoon season vendors are to call Morgan Bean at 913-651-5372 or Cell# 913-683-4074 by 6:00pm Tuesday evening before market. **Saturday** morning season vendors should call Morgan Bean at 913-651-5372 or Cell# 913-683-4074 by 6:00pm Friday evening before market. Weekly vendors are to call the respective market manager by 6:00pm the evening before the market day to ensure that space is available. Weekly vendors are not guaranteed the same space every week. Stalls assigned to season vendors will be held until the market opening time unless otherwise arranged with the market manager. The stall will then be released for occupancy by a weekly vendor.
  - e. Vendors arriving after the market is open create a safety hazard for customers. Any vendor arriving after the market opening time will be assigned to a space by the market manager that will help ensure safety in the market area.
  - f. Vendors renting booth space on a weekly basis will be assigned to any space that is available for that week. (The market leadership reserves the right to make exceptions to this rule for the betterment and success of the market as a whole.) Weekly vendors must contact the market to find out if space is available for that week. Vendors who come to the market without calling run the risk of being denied space or finding no space available.
4. Vendors are expected to bring their own tables, chairs, and display items.
5. Consideration will be given to having a monthly feature activity to promote any products sold, inform, or entertain customers. Vendor suggestions for and participation in such activities is encouraged.
6. Vendors are expected to clean up their space and take any trash with them when they leave. City owned trashcans are not for vendor or market use.

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## **7. Items for Sale:**

- a. One purpose of the market is to provide an outlet for the owners/growers of small family farms and small cottage businesses to sell their locally grown produce and handmade products. The Leavenworth Farmers Market does not allow commercial retail or wholesale businesses to sell in the market.
- b. No resale produce/products are allowed to be sold by the vendors in the market. Vendors selling resale items will be asked to remove them from their display or will be eliminated from participation in the market.
- c. In addition to produce; honey, processed items made by the vendor such as jams, jellies, breads and baked goods. Eggs, frozen meats, dairy products are also allowed.
- d. Artisan crafts are strictly limited to crafts where a majority of the components are raised or collected or processed by the vendor. Examples of artisan crafts such are baskets, soap, hand thrown pottery and handmade wood items. All artisan crafts must be approved by the market board.
- e. Products that are not allowed to be sold in the Leavenworth Farmers Market are flea market or craft show type items and live animals.
- f. All items offered for sale are expected to be quality products and sold at the fair market value. Items or produce that are “seconds” and sold at a discount should be clearly marked as such. Signs listing the products for sale and their prices are required.
- g. Vendors set their own prices, but are strongly encouraged to remain competitive with other vendors. The goal in the market is to achieve a price that is equal to or exceeds regular retail prices because of the high quality of the produce/product for sale. Produce/product is not to be given away except in small samples, nor is it to be sold at substantially lower prices than other vendors.

## **8. Department of Revenue and Sales Tax Collection**

- a. Vendors applying for space in the market must have a Kansas State Sales Tax number prior to participating as a market vendor.
- b. The collection and submission of sales tax is the responsibility of each vendor selling produce or products in the market.
- c. A Department of Revenue representative may visit the market at any time during the market season and ask to see the sales tax certificate that each vendor is required to display during hours of operation.
- d. The Leavenworth Farmers Market is NOT responsible for any vendor’s failure to collect and submit sales tax to the Kansas Department of Revenue and any resulting penalties or fines.

## **9. Vendor Responsibilities:**

- a. Vendors are encouraged to attend the general membership meetings and participate in market decision making. All household members may attend meetings and take part in discussions. Voting on issues is limited to one vote per membership.
- b. Vendors are expected to be good ambassadors for the market. Smoking or the use of profane language is not allowed. The Farmers Market is an activity offered to the community. Families come to the market with children to enjoy the outdoors, visit with friends and purchase their produce, etc, for the week. Socially acceptable behavior is expected in order to keep customers coming back throughout the season. Selling techniques should be in good taste. “Barking” or calling customers to the stall is forbidden. Distracting or deterring customers from approaching another vendor’s stall is also discouraged.
- c. Vendors’ personal and booth appearance are very important to the overall success of the market. Vendors are expected to keep their booth areas neat and clean. All produce and products offered for sale should be displayed in a neat, clean and attractive manner. This contributes to the overall attractiveness of the market and encourages sales. Vehicles used to transport items for sale should be reasonably clean. Dirt, mud, clutter and offensive aromas detract from the overall success of the market and will not be tolerated.
- d. Vendors are expected to be good stewards for the market by leaving their assigned areas as clean as or cleaner than when they arrived. It is expected that all debris or trash that results from the selling of the vendor’s produce or products will be picked up prior to their departure for the day.
- e. All vendors are responsible for being knowledgeable about and in compliance with the Kansas Department of Agriculture and the Kansas Department of Health and Education rules and regulations that govern the preparation, maintenance, temperature, and labeling of their products.
- f. Vendors selling meat, dairy products and eggs must follow KDA and USDA licensing and preparation requirements:

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- i. Vendors selling meat and/or poultry must register with the Kansas Department of Agriculture, Division of Inspections. All products must be USDA or State of Kansas inspected, passed and labeled. Products must be kept solidly frozen at 0° F or below at all times in freezers or coolers.
  - ii. Vendors selling milk, cheese, and other dairy products must have a KDA Dairy Processing Plant license. Products must be kept at a temperature of 45° F or below at all times.
  - iii. Vendors selling eggs must store the eggs at 45° F or below, package the product in cartons free of foreign materials and all information from previous producer, grade and expiration dates must be obliterated.
- g. The market is a reflection of the quality of its vendors. All vendors are subject to inspections by state inspectors visiting the market. These visits may or may not be announced ahead of time. Vendors who fail to be in compliance with the rules and regulations governing their products reflect negatively on the whole market. Failure to meet state expectations may result in limiting what that vendor may sell in the market.
- h. Vendors are expected to comply with the Market Guidelines. It is our hope and expectation that the market will enjoy a high level of cooperation among vendors. This mutual respect and cooperation among vendors makes the market a friendly, relaxed place for customers to visit regularly. Divisiveness and conflict are quickly perceived by customers and do not encourage or support recurring business.

**10. Market Management Responsibilities:**

- a. Leavenworth Farmers Market will be governed by a Board of Directors elected from the vendor membership. Any vendor interested in being on the Board should refer to Article III and IV of the Leavenworth Farmers Market bylaws. Board meetings are called by the market president, as needed, to discuss market concerns.
- b. Hold general membership meetings in February and November and on an as needed basis. Meetings will follow Roberts Rules of Order with a simple majority determining decisions.
- c. Advertise, promote and work to grow the market using vendor fees to the maximum extent possible to attract and sustain a customer base
- d. Protect the reputation of the market and provide a venue for vendors to sell and for customers to purchase their produce and products.
- e. Visit farms, workshops, or homes where products are grown or produced by the vendors for sale at the market. These visits may or may not be specifically scheduled with vendors. As a courtesy a general time frame for the potential visit will be communicated to the vendor, i.e., next week, in a week or two. It is expected that visits will be welcome and offer an opportunity for the vendor to show off his/her farm or operation.
- f. The market reserves the right to withdraw vendor selling privileges for serious or repetitive violations of the market guidelines and for refusal to allow market representatives to visit their farm, workshop, or other place where they are growing/making their produce/products.
- g. In the event that a conflict arises within the market, a panel of 3 vendors will be selected by the Farmers’ Market Board president. This panel of vendors will investigate the issue and report findings with recommendations for resolution back to the Board president. The president will present this report to the Board of Directors. The board may elect to interview both parties, adopt the recommendations of the investigating panel and initiate steps to affect a resolution to the problem. Every effort will be made to reach a compromise that will be reasonably agreeable to each vendor involved in the conflict. The decisions made by the Board are final.
- h. The market may exercise the right to withdraw vendor selling privileges for serious or repetitive violations of the market guidelines and for refusal to allow market representatives to visit their farm.
- i. A Market Manager will be in charge of the operation of each Saturday and Wednesday markets. Stall assignments, assistance with unloading, encouraging compliance with market by-laws and guidelines, and helping to solve problems vendors may have is the manager’s responsibility. Season stall assignments will be permanent for the season **whenever possible**. On occasions when the market area must be shared with another organization, the Market Manager has the authority to make changes and assignments as needed for the smooth operation of the market.