



Breadbasket Farmers Market Inc Guidelines 2022

The Breadbasket Farmers Market Inc is a non-profit 501(c)(6) organization. The guidelines contained in this document work in conjunction with the By-laws, a separate document.

Market Manager:
Assistant Manager:

Mary Tyler
Scarlet Manker

Our Purpose

The purpose of the Breadbasket Farmers' Market Inc is to provide a location and the organization for vendors of fresh produce, homemade and handmade goods to sell to the public in a pleasant and friendly atmosphere. A true family experience. Please note, **BUYING AND RESELLING OF GOODS IS STRICTLY PROHIBITED.** We are a tobacco free market. (page 7)

Our Guidelines

- a. Vendors are expected to act in a professional manner towards other market vendors and customers and at all times conduct themselves in a pleasant and courteous manner.
- b. Vendors are responsible for cleanup and removal of waste from their market stall and shall leave their site clean.
- c. Vendors shall provide their own changes, sacks, tables, chairs and/or other supplies. Products must be advertised and/or sold from the vendors rented booth (stall) area.
- d. Each vendor should set his/her own prices. All prices shall be clearly marked. Vendors are urged to sell at a fair market price.
- e. Vendors are responsible for knowing and abiding by all Kansas Department of Agriculture regulations regarding their products. Any licenses or registrations required and issued to any vendor of their products must be available for viewing and/or copying by the market manager or any board



- member if requested. Vendors found not in compliance with licensing, etc. will not be allowed to resume sales without documentation of compliance.
- f. Solicitation or campaigning is not allowed.
 - g. All federal, state and local laws governing retail sales tax must be followed.
 - h. The State of Kansas has specific guidelines for the sale of items at Farmers' Markets. Please review and follow these guidelines:
<https://agriculture.ks.gov/divisions-programs/food-safety-lodging/food-sales-at-farmers'-markets>
 - i. Hawking or roving salespersons is not permitted. (Loud talking to bolster out products description or prices)
 - j. Vehicles should be clean.
 - k. Exchanges and/or refunds are the sole discretion of the vendor and customer relationship. It is EXPECTED the disagreement is settled in a manner to maintain the integrity of the market and not violate our shared customers.
 - l. The market board reserves the right to engage in entertainment or events for the market as deemed beneficial to the market. Entertainers are allowed to participate after paying only the membership fee.
 - m. When products are sold by weight, the vendor will provide the market with scale certification documentation if requested.
 - n. All products MUST BE LOCALLY GROWN AND OR MADE BY VENDORS. **NO BUYING AND RESELLING.**

The Vendor Fees

- a. Each vendor must pay an annual \$35.00 (thirty-five dollars) membership fee, regardless of (fulltime, part time, or pay per Saturday) status.
- b. Permanent stall space is fee is due in half or full when the registration form is submitted. If the registration form is submitted after June 1, 2022, then full payment is required.
- c. If payment is split, the second half is due in full on or before June 1, 2022.
- d. A “stall” is the width of one standard parking stall, the length of two. Normal size is about 8 feet wide and 24 feet long. After the initial stall is paid at full price, (\$200.00) additional adjoining stalls are available for purchase at \$100.00 each, with a maximum of 5 stalls total.
- e. Efforts will be made for permanent vendors to be assigned the same stall location for the duration of the market.
- f. Pay per Saturday rate is \$25.00 per day, per stall.



- g. The Market Manager will be the contact for all payments and arrangements.
- h. Fees will not be PRO RATED.

NOTE: The market board may allow approved charitable organizations to sell products as their fundraising effort. While usually exempt from licensing requirements, an approved charitable organization will be allowed to sell not more than 4 Saturdays in any given market year (fee waived) provided products are in compliance with any licensing requirements, and space is available.

- a. If selling is more than 4 Saturdays a year, then a membership fee and stall rent is required.
- b. The Board of Directors will determine the status of charitable organizations.

Our Market Schedule

1. Operation of the market begins the first Saturday of April and concludes the third Saturday in November of each year. (Market Season)
2. The market operates Saturdays, between the hours of 7:30 am to 1 pm.
3. Vendors are required to arrive at the market 30 minutes before market opening.
 - a. Late arrivals will notify the Market Manager.
 - b. Late arrival notification deadline is 6:30 am the day of the market. *IF NOTIFICATION IS NOT RECEIVED BY 6:30 AM, STALL SPACE MAY BE FORFEITED FOR THE DAY*
4. Attendance
 - a. NO SHOWS have a negative impact on market attendance.
 - b. If you do not plan on attending a certain day, notification WILL be made to the market phone either via call, text, or email no later than 6:00 am the day of the market.
 - c. Failure to show or notify may result in loss of stall assignment for the day, or season.

Farmers Market

Our Sanitation and Health Requirements



- a. ONLY service animals are allowed at the market.
- b. Vendors will maintain their sales area in a clean and sanitary condition during operational hours.
- c. Vendors will leave their stall space empty, and clean.
- d. Vendor trash will not be deposited in market garbage containers. Vendors will remove their trash themselves.
- e. Restroom facilities and hand washing stations are provided, not by law, for vendor use. Should a special need facility be required, notify the Market Manager 1 (one) week in advance for arrangements to be made.
- f. Bicycles and/or motorized equipment are not allowed in the Market area. Disabled assistance devices are allowed.
- g. Vendors are expected to comply with the food safety laws and regulations for their product. This includes, but is not limited to: Baked goods, Produce, Meat, Food Vendor safety codes. *** The Market does not patrol these issues, however, will cooperate with any local, state or federal agency by providing vendor information upon appropriate request. ***
- h. Potentially hazardous foods are prohibited from the market without proper registration and/or licensing, not limited to fresh slaughtered meats, poultry, fish, live animal.
- i. Sales of wild game in any form are prohibited.
- j. Plant and plant products offered for sale (bedding plants, firewood, cut flowers, etc.) are to comply with all local, state and federal regulations thus providing a clean, contaminant free product at the market.

The General rules

- a. Wholesale and retail sales are permitted.
- b. Establish your own price. Dumping practices are not allowed.
- c. Identify yourself. Post signage with your name and address in your stall. It must be legible and visible to the average customer from the center of the walkway.
- d. Price fixing or gouging is prohibited.



- e. All vendors must agree that once their individual price is established, the entire inventory is available at that price, unless quantity limitations are clearly posted.
- f. Vendors are to make correct change from funds they furnish themselves.
- g. All products (produce included) should be
 - a. Mature, but not over ripe
 - b. Free of decay
 - c. Have good internal/external appearance
 - d. Clean and free of contamination
 - e. Product sampling is allowed, if correct procedures are followed
 - f. Correct procedures are established by the vendors' regulatory agency.
 - g. All edible products and produce must not be in contact with the ground

Email: breadbasketfarmersmarket@gmail.com

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2022 BOARD OF DIRECTORS

Mary Tyler - Chairperson

David Powelson - Treasurer Peggy Bailey - Secretary

Tad Tyler - Board Member Kim Copeland - Board Member

Farmers Market



Approved by Board of Directors

Mary Tyler 3/14/22
Mary Tyler - Chairperson Date

P Bailey 3/13/22
Peggy Bailey - Secretary Date

David Powelson 3/17/22
David Powelson - Treasurer Date

Tad Tyler 3/14/22
Tad Tyler - Board Member Date

K Copeland 3-17-22
Kim Copeland - Board Member Date

Farmers Market



Breadbasket Famers Market adopts the following tobacco-free policy:

1. The purpose of this policy is to establish a tobacco-free environment for Breadbasket Famers Market events organized, operated, or owned by Breadbasket Farmers Market.

2. Definitions: Whenever the following words are used in policy, they will be understood to mean:

- (a) Event: Any organized activity that is sponsored or operated either totally or in part by Breadbasket Farmers Market. The definition includes activities related to the scheduled event itself as well as event set up and take down.
- (b) Event site the entire physical area in which an event is being staged and over which Breadbasket Farmers Market and over which it has control or responsibility. The event site includes all open, semi open, and enclosed spaces and structures, including for example parking lots, vendor booths, dining areas and performance stages.
- (c) Tobacco: Any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, electronic delivery devices (vaping) or any other preparation of tobacco products.

3. Tobacco-free event policy and procedures

Breadbasket Farmers Market wants to provide everyone who attend or work at the event with a healthy and safe environment. Tobacco use is counterproductive to this goal.

In order to safeguard the health, safety, and general welfare of everyone present at an event Breadbasket Farmers Market adopts the following policy and procedures:

No Tobacco use at events: Breadbasket Farmers Market will not allow tobacco to be used during an event. This policy always applies during the event and to everyone, including. All Breadbasket Farmers Market board members, employees, volunteers and agents.

- (a) Event exhibitors and their employees, volunteers or agents:
- (b) Independent contractors working the event site:
- (c) Event facility staff and employees:
- (d) Event performers, participants or contributors and all event attendees.

4. Policy Communication: Breadbasket Farmers Market will communicate its tobacco-free event policy as widely as possible.

5. Event signage: Breadbasket Farmers Market will make sure that easy to read posters or signs are posted prominently at the event. The signage will state this is a tobacco free event.

6. Policy effective date: This tobacco free event policy effective as of April 1st 2022 and applies to all event on or after this date.

Farmers Market