

March 25th, 2019

Dear Vendor,

We hope you are as excited for the 2019 Summer Street Stroll Farmers' Market season as we are! Enclosed is the necessary paper work for you to fill out and return to be a part of this fun spring and summer activity.

As a previous participant in Summer Street Stroll, we appreciate your dedication and passion in growing or making produce or goods for people in our community and the surrounding areas. There is no way possible that we could continue to off this great program without you!

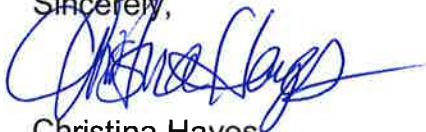
You will find a two-sided application to be returned, along with market policies and Kansas regulations. We want to make sure we are providing our customers with the safest and best local options available.

We look forward to receiving you application soon! Please send all applications to:

City of Great Bend
Attn: Summer Street Stroll
PO Box 1168
Great Bend, KS 67530

Further information will be provided for you as necessary. We ask that you have your application to us by May 10th, 2019. Our contact information is below should you have any questions or comments for us. Thank you in advance for participating and making the 2019 season our best season yet!

Sincerely,



Christina Hayes
chayes@greatbendks.net
(620) 793-4111



Emily Goad
egoad@greatbendks.net
(620) 792-2750

Enc: Vendor Application, Policies and Regulations

Family Night at the Square— May 30, 2019 only Application Please PRINT

NAME:	COMPANY NAME (if applicable) :
ADDRESS:	HOME PHONE
CITY, STATE, ZIP	WORK PHONE:
DATE OF BIRTH	CELL PHONE:
EMAIL ADDRESS	ADDITIONAL CONTACT PERSON & PHONE NUMBER
ONE SPACE (approximately 10' x 5')	TWO SPACES (approximately 20' - 5')

The undersigned agrees to hold harmless and release the City of Great Bend and the Barton County Health Department, its agents and employees, from any liability which may be suffered by the above named Individual registered with the Summer Street Stroll Farmers' Market arising out of or in anyway connected with participation in this market. The undersigned authorizes the City of Great Bend and Barton County Health Department to use at its discretion, any photographs taken of the vendor during the market day and waive any and all claims that the vendor or undersigned or heirs or assigns may have or claim to have resulting from such photographs or reproduction thereof.

I release to Summer Street Stroll Farmers Market my name or the minor's child name, portraits (video or still) and/or words, and consent to their use by Barton County Health Department and the City of Great Bend.

Barton County Health Department and the City of Great Bend agree that the name, portraits (video or still) and/or words shall only be used for any public relations, public information, publicity, Web sites and instruction.

I understand and agree that:

No monetary consideration shall be paid;

Consent and release have been given without coercion or duress;

This agreement is binding upon heirs and/or future legal representatives;

The name and portraits (video or still) may be used in subsequent years.

Effective Date of Agreement: ___/___/_____

If you wish to rescind this agreement you may do so at any time with written notice.

Name: _____

(Print Name as you wish it used)

Written Signature: _____

(Parent or legal guardian sign for minor)

(Self, Father, Mother, Guardian)

Summer Street Stroll Farmers Market Liability and Photo Release Agreement

The undersigned agrees to hold harmless and release the City of Great Bend and the Barton County Health Department, its agents and employees, from any liability which may be suffered by the above named Individual registered with the Summer Street Stroll Farmers' Market arising out of or in anyway connected with participation in this market. The undersigned authorizes the City of Great Bend and Barton County Health Department to use at its discretion, any photographs taken of the vendor during the market day and waive any and all claims that the vendor or undersigned or heirs or assigns may have or claim to have resulting from such photographs or reproduction thereof.

The undersigned acknowledges and understands that all liabilities associated with products sold by the undersigned are solely the responsibility of the undersigned. The undersigned understands that no space will be reserved if he/she decides to withdraw from the market at any time. The undersigned is solely responsible for collecting and remitting to State of Kansas all applicable sales tax. A list of vendors will be supplied to Kansas Dept. of Revenue as required.

I release to Summer Street Stroll Farmers Market my, or the minor's child name, portraits (video or still) and/or words, and consent to their use by Barton County Health Department and the City of Great Bend.

Barton County Health Department and the City of Great Bend agree that the name, portraits (video or still) and/or words shall only be used for any public relations, public information, publicity, Web sites and instruction.

I understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
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- The name and portraits (video or still) may be used in subsequent years.

Effective Date of Agreement: ___ / ___ / _____

If you wish to rescind this agreement you may do so at any time with written notice.

Name: _____
(Print Name as you wish it used)

Written Signature: _____
(Parent or legal guardian sign for minor) *(Self, Father, Mother, Guardian)*

Date Received: _____
FOR OFFICE USE ONLY



Market Policies and Kansas Regulations

Mission:

To provide an accessible, educational and enjoyable experience for area residents to purchase fresh produce, plants, baked goods, local handmade arts and crafts, and other products.

Site: The Summer Street Stroll Farmers' Market will be held on the South side of Jack Kilby Square and adjacent park areas as needed, located in the historic downtown district. This is an open air market and each vendor will need to provide their own canopy if they deem it necessary. There are sufficient parking spaces for visitors and a restroom facility.

2019 Season Dates/Hours: The Summer Street Stroll Farmers' Market will be open for the season on Thursdays from May 16 through September 12. The market will be open from 4:00—7:00pm. Additional dates or extended times may be available contingent upon the success of the market and needs identified by the community.

How the Marketplace Works

Arrival: Vendors may arrive as early as 3:00 pm on market days and should be in place by 3:45 pm. Vendors should be ready to conduct business by 4:00 pm, the time the market is scheduled to start. Late arrivals will be allowed to set up but may miss an important after work segment of customers. No Sales before 4 pm.

Vendors must supply their own tables, any equipment necessary for the operation of their business and any workers that they need.

No gas-powered equipment may be used at this marketplace. This includes gasoline, propane, natural gas, etc.

All booth spaces will be numbered and a general layout will be provided prior to the first market date. Each vendor will receive at least one stall initially and adequate parking nearby will be available after unloading. All produce/product must be kept within the confines of the designated space.

All vendors are responsible for protecting neighboring booths from any residuals from their booths.

Storage: There is no storage available.

Space occupation: Each space will be pre-assigned. Vendors will be notified by the market coordinator prior to the market by email or phone.

Music Area: Vendors are advised that spaces located in the Market will be near the musical entertainment provided by the city summer concerts, live and recorded music.

Departure: All vendors are encouraged to stay until close to 7:00 pm but if sold out, bad weather approaching, or other circumstances warrant changes, they may leave early as long as they check out with the Market Coordinator. Vendors may stay longer than market hours to enjoy the concert but must be cleared from the park 45 minutes after the end of the summer band concert. Special Events may have additional hours.

Overnight: Overnight parking is not permitted.

Handwashing, Restrooms & Drinking Fountains: There are permanent handwashing, restroom facilities and a drinking fountain on site for public use.

Sales & Weather: There is no guarantee of sales and cancellations may occur due to the weather. Please be advised in severe weather vendors will be asked to vacate the market area and seek shelter for their own protection. Prices will not be regulated by the Market Coordinators.

Safety: The Market Coordinators are the safety officers on the site. His/her word is final.

Disputes: The Market Coordinators' decisions are final for on-site disputes. Appeals or complaints must be submitted in writing within 14 days of incident to the Market Coordinators and action will be taken within 14 days of being received.

Non-compliance by vendors: Any vendor violating the established rules and regulations, or constituting a nuisance may be asked to leave. Vendors who are asked to leave for not following rules will not be allowed to return for the remainder of the Summer Street Stroll Farmers' Market schedule for 2019.

Produce/Product Regulations: The Summer Street Stroll Farmers' Market requires that all vendors comply with the Kansas Department of Agriculture Food Safety Regulations (www.ksda.gov). Only the following non-potentially hazardous produce/products are permitted to be sold at the Summer Street Stroll Farmers' Market: Fresh Uncut Fruits, Vegetables, and Herbs (harvesting cuts excepted); baked goods such as cookies, breads, cakes, cinnamon rolls and fruit pies, nuts and honey, jams and jellies, eggs, and pre-packaged items such as dried pasta. Packaged products must be labeled w/common name, vendor name & address. Eggs must be kept cold (KS Dept. of Ag).

Sale of animals, fresh meat, fresh poultry and fresh fish is prohibited.

Food & Drink (concessions) : The Great Bend Summer Street Stroll Farmers Market or a designated groups will be the providers for concessions.

Arts & Crafts: Crafts must be hand crafted by the vendor from individual materials. Craft items may be subject to approval by market coordinators before being approved for sale at the market. This includes vendors who only sell crafts, as well as farmers who sell crafts in addition to farm products. The focus of the approval process is to ensure market success as well as appropriateness of products sold at the market.

Dress Code: Vendors shall wear "Clean and without holes" clothing while selling at the market.

Sampling: Vendors who wish to serve samples must follow best practices for safe sampling. KDA guidelines will be given to vendors.

Imports: No produce may be imported from outside the United States and all produce is subject to all State/Federal regulations.

Clean up at end of market: Vendors are responsible for putting any boxes or other trash they are not taking with them in containers provided. All trash should be put in the container, not next to trash cans. Booths must be cleaned up before vendors leave the market.

General Liability Insurance: Vendors selling any product susceptible to salmonella poisoning, such as salsas (only allowed from inspected, licensed retailers—must display license), retail food/food related and concession categories must provide and continuously maintain proof of general liability insurance against damage or liability caused by the permit holder, its officers, members, agents, employees, guests, invitees and participants throughout the term of the farmers' market season in an amount of not less than \$500,000 combined single limit per occurrence for bodily injury and property damage, with an aggregate limit on not less than \$1,000,000. The City of Great Bend must be listed as additionally insured.

State of Kansas Sales Tax Information: Upon registration, all vendors information will be given to the Dept. of Revenue. Local & state of Kansas sales tax applies to all regular sales. Vendors are responsible for paying taxes per state requirements.

Produce purchased for resale: Produce purchased for resale must have a sign posted stating where the produce came from.

Produce Scales: All scales used for product sale must be certified by the state of Kansas or calibrated in the presence of the market coordinator.

“No Show” Vendors who will be absent on market day are requested to notify the market coordinators by phone by Thursday morning at 11:00 am at 620-792-2750.

No Tobacco Use Use of all tobacco products and e-cigarettes are prohibited in the entire market area.
No Alcohol Use No beer, wine, or alcohol consumed or present in the market area.

Acceptance of Vendors: The Summer Street Stroll Farmers’ Market welcomes all vendor applications and will not discriminate on the basis of race, religion, color, sex, disability, age, national origin or ancestry. The Market reserves the right to reject applications from vendors unwilling to comply with Farmers' Market policies and Kansas Department of Agriculture regulations. Any vendor wishing to sell or work at the market must be approved by Market Coordinators prior to participating in the market.

City’s Responsibilities:

The City of Great Bend will provide vendors with:

- Adequate refuse containers, not to be used for produce trimmings or other by-products of items being sold.
- Restroom availability.

Vendor Responsibilities:

- If selling cooked foods, you must have your State of Kansas Food Service License on location and in view at all times. Exemptions: cookies, bread, cakes, honey, jams, & jellies.
- Packaged products must be labeled w/common name, vendor name & address.
- Vendors are responsible for collecting and remitting State of Kansas sales tax.
- Vendors are required to supply and post signage with **vendor name, city and address**. The signs shall be at least 8.5” x 11” in size.
- All items being sold are required to have a sign, listing products and prices. If the product was obtained from another grower, the source of the product shall be listed—no exceptions. IE: Cantaloupe from Rocky Ford, Colorado. Price--\$ XX.XX.
- For further information regarding the Summer Street Stroll Farmers' Market, contact the City of Great Bend at 620-793-4111 or Barton County Health Department at 620-793-1902.

Vendor Application Deadline: May 10, 2019

REGULATIONS: [Food Safety for Kansas Farmers Market Vendors: Regulations and Best Practices Jan. 2017](#)