

Print Name _____

KS Sales Tax Number _____

Date _____

2011 Basehor Farmers' Market Application

Name: _____ Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Farm address, if different (Required): _____

Home: _____ Cell Phone: _____

E-mail Address: _____

County: _____ Kansas Sales Tax Number: _____

(Your Kansas Tax Number is require to participate in the Basehor Farmers' Market)

Emergency Name and Phone: _____

Your payment is due by May 1, 2011. The season fee is \$120.00. If a vendor wishes to participate on a per appearance fee, the fee for each Saturday appearance is \$10.00.

Stall Type

- 1. Two Spaces (36 feet wide by 24 feet long; approx.) _____
- 2. Single Space (18 feet wide by 24 feet long; approx.) _____

Balance Due: _____

Indicate products that you wish to sell at the Basehor Farmers' Market

Vendor Information

Liability Waiver

I, the undersigned, have read and understand the rules and regulations and operating policies of the Basehor Farmers' Market. I agree when participating in the Farmers market that Basehor Historical Museum Society, its officers, employees, and agents assume no responsibility or liability for personal property damage, loss or physical injury of any kind, that I or my employees and agents may incur during the operation of the Basehor Farmers' Market.

Furthermore, I understand that as a provision of my participation in the Basehor Farmers' Market that my garden/farm and private property shall be open for inspection by a BHMS board member.

Vendor's signature

2011 Basehor Farmers' Market Guidelines

Purpose: The Basehor Historical Museum Society (BHMS) sponsors an invitation only Farmers' Market to provide a means by which individuals may sell regionally grown (within 150 miles of Basehor) fresh produce, and artisan crafts (i.e. country style crafts and baked goods). The intent of the market is to offer primarily for retail sale only produce and artisan crafts that can be grown and/or created in this geographic area and is not refined and/or made into another product. This market is not intended to operate as a whole sale outlet.

1. In order to obtain a vending space, a 2011 Basehor Farmers' Market application must be correctly completed (with your current Kansas Sales Tax Number) **and a copy of the 2011 Basehor Farmers' Market Guidelines must be signed and submitted with payment to the BHMS prior to attaining a space.** All applicants should be aware that filling out and submitting an application does not guarantee an offer to participate in the market. TRUTHFUL REPRESENTATION: Vender agrees to completely and truthfully disclose the sources of all produce and items they are offering for sale at the Market (to customers, the Farmers' market Manager/Board), specifically, the source of the produce/items and where they were grown or created.
2. The vendor must be parked in their space no later than 30 minutes prior to the start of the market. Therefore, the vendor must be parked no later than 7:30 a.m. for the Saturday market. If at any time you are not able to be present on a market day or will not arrive on time, you must call the Market Manager (KiAnn McBratney (913) 371-3242) as soon as possible! NO vendor will be allowed to commence vending until the Market Manager or assigned Market volunteer for the day, has started the vending day.
3. For vendors who have obligated themselves to a season at Farmers' Market a failure to show for three consecutive Saturdays will potentially result in the loss of that vendor's assigned space.

4. The vendors must offer for sale products that can be grown in our geographic region. Regionally grown merchandise is defined as any item that is grown within a 150 radius of Basehor. This does not mean produce that is grown outside the 150 radius and then brought in to the 150 radius! Produce pricing labels will be clearly marked. BHMS may provide each vendor with a disclaimer sign that will be displayed on the front of your tent (in plain view of all customers) before you may sell on that market day; the size of this sign will be determined by the Market Board. Losing or misplacing your disclaimer sign is not an acceptable excuse! If it is determined that you are not telling our customer the origin of your products, BHMS reserves the right to revoke your permit. Any other signs that you wish to post in your area will be clean, legible, concise and in good taste. The Market Manager or the Market Board will determine whether your additional signs are appropriate.
5. Artisan crafts are strictly limited to crafts or baked goods where a majority of the components are raised, collected or processed by the vendor. Examples of such crafts and/or baked goods are baskets, soaps, hand thrown pottery and handmade wood items. Home baked goods such as pies, cakes, breads, etc. This category would also include jellies, jams, and other types of canned goods. These items shall be displayed for sale as “homemade products” and shall be clearly price marked for sale.
6. Vendors are responsible for cleaning their designated space after the market concludes and leaving it clean from any debris. The vendors may utilize the designated trash receptacle located within the parking lot of the market area. All vendors are required to have a trash receptacle close to your tables so that trash, debris, toothpicks and product samples can be disposed of properly. This receptacle will be in good repair and clean at the start of each market!
7. In order to promote a healthy lifestyle, BHMS does not allow smoking or chewing of tobacco products within the stall or in the defined Market areas. No cereal malt beverages or alcoholic liquor

shall be consumed or permitted within the parking lot of the market area. Pets are not allowed.

8. If a question arises about another vendor, the complainant should contact the Market Manager and express their concerns. The Market Manager may report the alleged complaint to BHMS. The Market Board will review the complaint. Vendors holding annual market permits may be called upon to work with the Market Manager in handling complaints received associated with the conduct of market business.
9. It is the vendor's responsibility, not BHMS, to be in compliance with the Kansas Department of Agriculture, the Kansas Department of Health and Environment, the Kansas Division of Weights and Measures and the Kansas Department of Revenue pertaining to the sale of produce and crafts within the market area. You will be provided with a copy of the Kansas Rural Center Sustainable Agriculture management Guidelines as a general guide to assist you.
10. If samples are offered they shall be offered in compliance with all State and Health department guidelines. They shall be covered and maintained as proper temperatures and meet all other applicable standards related to the serving of food items.
11. Vendors selling meat and/or poultry items must register with the Kansas Department of agriculture Division of inspections. All such products must be USDA or State of Kansas inspected, passed and labeled. Products must be kept solidly frozen at zero degrees F or below in freezers or coolers.
12. 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 degrees F or below at all times.
13. Vendors selling eggs must store the eggs at 45 degrees F or below, package the products in the cartons free of foreign materials and all information from previous producer, grade and expirations dates must be obliterated.

14. Vendors are expected to be good ambassadors for the market. Smoking or 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 goods 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.
15. The Market Manager has the authority to enforce the above listed guidelines. Vendors concerned about a specific situation should contact the Market Manager for a remedial action. The Market Manager shall be responsible for mediating any disputes that arise between (1) vendors or (2) vendor and customer. No vendor shall exhibit abusive or insulting language or behavior towards the Market Manager, the customers or other vendors. Do not under any circumstances talk about another vendors produce or goods in a negative or condescending way.
16. BMHS reserves the right to revoke the permit of any vendor, at any time, if said vendor does not comply with these established guidelines. **No refund from the market permit fee shall be given to the vendor.**

Hours of operation are:

Saturday(s)

May 7, 2001 to October 15, 2011

8:00 a.m. to 12:00 p.m. (noon)

My signature indicates that I have read, fully understand and will comply with the 2011 Guidelines of BMHS Farmers' Market.

Signature _____