

Atchison Farmers' Market, Inc.
2019 VENDOR APPLICATION AND AGREEMENT FORM

Vendor Name (s) (List all names who are officially part of this business)

Business Name (as it appears on Sales Tax Certificate**) _____

Telephone _____ E-Mail _____

Address _____

(Street) (City) (State) (Zip Code)

****NOTE:** Please attach copy of your Kansas Retail Sales Tax Certificate

VENDOR PRODUCT LISTING REQUIRED: Please attach a list of products you plan to produce for the Farmers' Market for Board approval. Returning season vendors: Add an asterisk (*) next to new items you plan to sell for Farmers' Market Board approval.

List the days of the week you expect to sell (Wednesday, Saturday, or both) _____

List the months you expect to sell at the Market _____

Do you plan to sell on the Market's official opening day (May 18, 2019)? _____

STALL RESERVATION: Reserved stalls are ONLY for those who pay the annual fee and become a season vendor; subject to Market vendor seniority. **Day vendors must give seven (7) days' notice for Board approval.** Day vendors will then be assigned a stall by the Market Manager on the specified Market day.

FEES:

Returning season vendors	New season vendors	Day vendors
NOTE: Due to new Market canopy design, vendors will indicate preferred stall assignment	Stall assignment made by manager	Stall assignments made by manager
Payment due by May 1, 2019	Payment by May 18, 2019	Seven (7) days' notice required for Board approval; payment, <i>and all required forms</i> , due before selling that day
Can sell on any Market day	Can sell on any Market day	Can sell for one day paid in advance
\$100 for each covered stall (max. 2); \$50 for each uncovered stall, no limit	\$100 for each covered stall (max. 2); \$50 for each uncovered stall, no limit	\$20 for uncovered space only, except Wednesdays; \$20 for each add'l space

Checks should be made payable to Atchison Farmers' Market, Inc.

For Season Vendors: If you intend to sell on a "pay as you go" basis, check here _____. \$20 bookkeeping fee added if 5 days attendance reached.

FEE ENCLOSED: \$ _____

IMPORTANT: Please read and complete other side (Page 2) of this form.

AGREEMENT

The following *must* be signed and returned before any stall assignment is made.

I, _____, hereby agree to sell at the Atchison Farmers' Market produce or homemade food/value-added items grown or made by me, my family, and/or my neighbors. I have itemized these products on an attachment. I understand that I am to produce at least 90% of the items I sell myself.

List the names, addresses, and phone numbers of all who will produce items for sale from your stall and what they will produce:

I acknowledge and agree to full responsibility for all sales/promotional activities I conduct throughout the full season of the Atchison Farmers' Market. I agree to abide by the Market Rules and Regulations, which I have received. I certify that I will comply with all the relevant regulations required (e.g. sales tax, health department, certification of scales, if used, etc.)

I agree to allow the Atchison Farmers' Market Board the right to visit the growing or production location of my produce and products.

I agree to hold harmless the City of Atchison and the Atchison Farmers' Market, Inc. for any claims (including costs, litigation expenses, attorney fees, and judgments) that might arise from my activities as a vendor at the Atchison Farmers' Market during the 2019 season.

SIGNED: _____ DATE: _____

Please send the signed agreement and payment to:

Atchison Farmers' Market, Inc.
c/o Juan Jorge, Treasurer
593 Johnson Road
Nortonville, KS 66060

Board approval date: _____