

# Atchison Farmers' Market, Inc.

## 2022 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 \_\_\_\_\_

Website or Facebook Page, if applicable \_\_\_\_\_

Address \_\_\_\_\_

(Street)

(City)

(State)

(Zip Code)

**\*\*NOTE: NEW VENDORS ONLY: 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 (3<sup>rd</sup> Saturday in May)? \_\_\_\_\_

Which Winter Market months would you be interested in selling (November-April)? \_\_\_\_\_

**STALL RESERVATION:** Reserved stalls are ONLY for those who pay the annual fee and become a season vendor, subject to 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. Food Truck Uncovered Stall fee is \$150 per season; \$35 per day, up to maximum \$175 (5 payments of \$35 each).

**FEES:**

Returning season vendors	New season vendors	Day vendors
Same assigned stalls as prior year	Stall assignment made by manager	Stall assignments made by manager
Payment due by May 1	Payment due by May 15	Seven (7) days' notice required for Board approval; payment, <i>and all required forms</i> , due before selling
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); \$75 for each uncovered stall, (max. 2)	\$100 for each covered stall, (max. 2); \$75 for each uncovered stall, (max. 2)	\$35 for Wednesdays only, (Saturdays subject to availability); \$35 for each additional space

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

**For Returning Season Vendors:** If you intend to sell on a "pay as you go" basis, check here \_\_\_\_\_.

FEE ENCLOSED: \$ \_\_\_\_\_

**IMPORTANT:** Please read, complete and sign at the bottom of this form, and initial each page of the AFM Rules.

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 that 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, initialed and emailed/mailed copy of same to AFM Treasurer. I certify that I will comply with all the relevant regulations required (e.g. sales tax, health department, certification of scales, if used and the Kansas Farmers Market Vendors Regulations & Best Practices, published by the Kansas State University & Extension).

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 2021 season.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Please email the above completed and signed agreement, as well as a copy of your initialed copy of the AFM Rules, to: [juanitol@netzero.net](mailto:juanitol@netzero.net)

Or mail it to:  
Atchison Farmers' Market, Inc.  
c/o Juan Jorge, Treasurer  
593 Johnson Road  
Nortonville, KS 66060

Board approval date: \_\_\_\_\_