

ATCHISON FARMERS MARKET RULES & REGULATIONS 2023

The Atchison Farmers' Market, Inc. (AFM) sponsors a community farmers' market, as a public service, to provide a place where local growers (Atchison and adjacent counties) can sell healthy, local produce and other foods directly to consumers.

AFM is a Kansas not-for-profit corporation that will provide organizational assistance to producers through its members, including providing advertising and general information, assigning stalls, collecting fees, procuring limited liability insurance (see below under "Insurance"), and acting as liaison with city government and other entities on an as-needed basis. The Market Manager will be available during the market hours to provide assistance and support to producers and customers.

LOCATION: On the south side of Main Street between 4th and 6th Streets.

VENDOR INFORMATION:

- All vendors must apply to and be approved by the AFM Board.
- Vendors must directly produce at least 90% of the fresh produce they offer for sale at the market. At most, 10% of the fresh produce may be grown by family members or neighbors. Names of producers and a list of products must be submitted with the application form AND approved in advance by the AFM Board.
- Annual booth fees are paid by one business. Two or more vendors may not join together if they are not one business (i.e. name(s) on sales tax certificate, etc.).
- Vendors may be allowed to sell for another vendor who is sick or on vacation, on an occasional basis, with prior approval of the Market Manager. Substitute vendors who wish to continue as a market vendor upon expiration of their temporary substitution must file an application, receive Board approval, and pay the annual fee.
- Vendors may not purchase from wholesalers for retail sales at the Farmers' Market unless approved by the AFM Board in advance.
- AFM prohibits the sale of craft items at the Market.
- Note Well: Vendors must let Market Manager know if they will NOT be at Saturday market, by end of business on Friday, via text (785-215-5872), or email (debbiemarkgenova@yahoo.com). Manager will assign any empty vendor stalls at her discretion.

HOURS OF OPERATION: First market day: Third Saturday in May. Final market day: Last Saturday in October. Wednesday markets are from 2:30 PM to 5:30 PM with no sales before 2:30 PM. Saturday markets are from 8 AM to Noon, with no sales before 8 AM. Note: Vendors may sell to each other before the opening market bell rings. The AFM Board reserves the right to change market days/schedules.

Winter Market: From November of current season to April of following year. December to March venue: TBD by number of interested vendors and availability of space. November & April venue: Atchison Farmers Market Place Pavilions. Current paid full-season vendors will be allowed to sell at Winter Market, subject to Board approval.

STALL ASSIGNMENT: Stalls are assigned to returning season vendors based on seniority status. Completed registration materials and fee should be emailed/mailed to the AFM Treasurer. **Seniority is based on vendor's first membership application date, as received and recorded by Treasurer**, no later than **application deadline**. Gaps in membership without paying full membership fee, by the **fee deadline** (May 1 for returning members; May 15 for new members), will result in loss of seniority status. Treasurer will keep seniority status record on file.

FEES: Fees are used to pay for advertising, bookkeeping supplies, insurance, mailings, social media, and notices. At this time, the only fee is for stall reservation. Assessment of additional fees for advertising or other expenses

must be approved by the AFM Board and a majority of season vendors at an AFM Annual or Special meeting. Fees, once paid, will not be refunded for any reason, including loss of privilege. Following are the AFM Fees for 2023:

- 1 covered stall for season: \$100.00. Returning Vendors only may pay in installments.
- 1 stall for single day: \$35.00. After 3 days, full season rate is paid.
- Additional stalls for single day (if available): \$35.00
- Food Truck, or trailer, with generator - Uncovered Stall fee is \$150 per season; \$35 per day, up to maximum \$175 (5 payments of \$35 each)

PRODUCTS: Four categories allowed **

Fresh agricultural items such as fruit, vegetables, edible grains, nuts, fresh plants, fresh flowers, eggs and government-inspected FROZEN meat.	Processed foods such as dried fruits and vegetables, honey, baked goods, tortillas, salsa, jams and jellies.	Prepared foods and beverages that can be consumed at the market such as coffee, tea, popcorn, and sandwiches.	Value-added versions of items already produced by vendors such as pepper and herb-infused vinegars (edibles) and goat milk products (non-edibles)
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**** It is the individual vendor’s responsibility to comply with *Food Safety for Kansas Farmers Market Vendors: Regulations and Best Practices* booklet (link to booklet on AFM Website).** The AFM Board reserves the right to disallow any product that may compromise the health, safety, or welfare of AFM vendors or its customers.

Payment Methods: All Vendors must accept these forms of payment, unless it is an exception. **this column is exception

SNAP/**DUFB	AFM Gift Cards	Personal Checks Exchanged for \$5 Token	**Kansas Senior Farmers Market Nutrition Program Vouchers
\$1 Tokens SNAP – wooden DUFB – purple plastic	\$10	Varying amounts in \$5 increments	Must be trained & authorized by KDHE
Training & Signed Agreement Required No Tax & No Change	Treat as cash Taxed & change given.	Treat as cash Taxed & change given.	\$5 vouchers w/limitations on products they can buy.

The Market Manager uses card reader for Supplemental Nutrition Assistance Program (SNAP) cards. SNAP card users will participate in the Double Up Food Bucks (DUFB) program, whereby they receive DUFB tokens in the same amount of SNAP tokens, up to \$25 each market day. They will receive wooden \$1 tokens for approved items and **purple** \$1 tokens for fresh fruits and vegetables only. No tax or change given with SNAP/DUFB tokens.

TOKEN REIMBURSEMENT RULES:

The AFM Treasurer will reimburse vendors, at his stall, via AFM check, for AFM Gift Cards, SNAP, DUFB, and \$5 wooden tokens, as follows:

- 1) Every 2nd & last Saturday of the month, during regular Market Season, from 7:30AM to 8:00AM, during market lulls and promptly at Noon, vendors will bring their tokens to the Treasurer for reimbursement.

_____ **By my initials, I attest that I have read all of the AFM Rules on this page & will abide by same.**

2) Treasurer will not take custody of vendor tokens for any vendor not physically present at Market. Vendors may drop-off tokens if and only if vendors have segregated and counted and written down what they expect to receive in each token category, (e.g., each token type in its own separate plastic baggie). Vendors must not leave the Market vicinity until they have received their reimbursement checks. If Treasurer is absent on a reimbursement day, vendors must keep tokens in their custody until further notice. Only one check issued per vendor per redemption event.

3) Vendors are forbidden from giving tokens to other vendors for reimbursement. Treasurer is the only authorized person to reimburse tokens.

WEIGHTS, MEASURES, AND PRICING: Items may be sold by the piece, box, or bag. If sold by weight, items should be weighed on annually certified scales. Each vendor sets her/his own prices but is strongly encouraged to remain competitive with other vendors.

SALES TAX: Each vendor is responsible for obtaining their own tax registration form and paying their own taxes. Each vendor is required to have a Kansas retail sales tax certificate prior to selling at the market. Each vendor is responsible for collecting sales tax on products sold and paying it to the State of Kansas, under Sales Tax Code ATCAE (AE STAR Museum Farmers Market Bond). Sales tax registration forms are available via link on the AFM Website.

INSURANCE: AFM has limited general liability insurance to cover the vendors who have paid stall fees. This does not provide product liability insurance. Vendors are responsible for their own product liability insurance.

GENERAL GUIDELINES:

- Vendors should dress, speak and present themselves in a professional manner. They and any assistants are prohibited from smoking, vaping, and using any illegal substance or alcohol while at the market.
- Cleanliness: Vendor's personal and booth appearance are very important to the success of the market. Vendors are expected to keep their stalls and product neat and clean and/or kept at appropriately safe temperatures.
- No dumping of products: To show support to the community of AFM vendors, and to preserve the relationship of the market value to the high quality of produce offered at the AFM, the practice of "dumping" produce is prohibited. Dumping is defined as selling product for less than fair market value. Only products accurately labeled "seconds" or "Number 2" are permitted to be sold at a lower price than first quality produce. No damaged or spoiled items may be offered for sale.

ENFORCEMENT: Vendors are expected to comply with AFM Market rules and regulations. AFM has the right to visit the growing or production location of any vendor. AFM retains the right to withdraw the privilege of selling at the market for serious violation of the above guidelines. In cases of minor violations, the Market Manager will give a verbal warning and a reoccurrence will result in loss of privilege to be a part of the AFM. If the vendor disagrees with this decision, they have the right to file a written notice (within 10 days) asking for an appeal hearing from the AFM Board. The Board shall hear this appeal within 15 days after receipt of the notice. However, *it is our hope and expectation that there will be a high level of cooperation among vendors*

Please email initialed copy of these AFM Rules to: juanitol@netzero.net or mail it to:

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