



The Best of Home Grown, Home Baked and Hand Crafted
by Local Farmers, Gardeners and Artisans
www.emporiafarmersmarket.org

2023 Vendor Procedures

Providing weekly markets in Allen, Emporia and Olpe. If you have ANY questions, please call 343-6555 or email emporiaFM@gmail.com

The mission of the Emporia Farmers Market is to enhance community health via locally grown, fresh agricultural and related products and information. The concept of a community market allows surrounding county residents the opportunity for community involvement, awareness, and participation in the local economic base. As this is a community market, it requires **cooperation** from all sellers, buyers, and volunteers to make it a success.

PART I. GENERAL GUIDELINES AND MARKET PROCEDURE

1. **Who may sell?** Growers, craftsmen, bakers, and honey producers. Vendors grow, make, or bake the products they have for sale themselves. **Products cannot be purchased by a vendor and then resold at the market.**
2. **What may be sold?** Fresh produce, cut flowers, live plants, baked goods, eggs, honey, jams, jellies, frozen meats and handcrafted items. Product-specific guidelines are outlined in *Food Safety for Kansas Farmers Market Vendors: Regulations and Best Practices*.
3. Each seller has the privilege and responsibility to establish prices on his/her own goods. Prices should never be lower than supermarket prices, even in peak season. **Vendors are encouraged not to underprice! Do not sell yourself or your fellow vendors short!**
4. All vendors are subject to inspection by state and local authorities.
5. **Market location, dates and times** - The Market (May through October) is located in the parking lot on Merchant Street between 7th and 8th Avenues. SATURDAY markets begin on the first Saturday in May at 8:30am and continue through the end of October. WEDNESDAY markets begin on the first Wednesday in June at 5:00pm and continue through the end of September, produce and weather permitting. Indoor Winter Markets are located at *Waters Hardware*, and take place November through April, generally on the 1st and 3rd Saturdays of each month from 10:00am to Noon. (Location and times are subject to change.)
6. **Vendor stalls: Parking Lot** - Vendors should park between the movable barricades set up by a market volunteer before market start time. Double (pull-through) parking stalls directly north of the kiosk are for vendors who require two parking stalls. **All vendors are encouraged to fill in the north end of the lot first, then fill spaces progressively southward. Displays must not extend into the traffic/pedestrian aisle at any location in the lot.**
7. **Vendor stalls: Indoor** - For indoor markets held at Waters Hardware, tables and chairs will be provided for vendors. Set up is first come, first served.
8. **Set up and start times** - **Set-up in the parking lot may begin forty-five minutes prior to the market starting.** Vendors are asked to be in place no later than ½ hour before market start time. The market volunteer will ring the bell at the start time. **Absolutely no selling prior to market beginning at 8:30am on Saturdays and 5:00pm on Wednesdays.** In addition, no goods should be “put back” for shoppers before market start time. All customers must have an equal chance at purchasing goods.
9. Vendors are responsible for their own insurance, licenses and any permits necessary for the products they sell at EFM.
10. **Vendor fees** - Each vendor pays **both**:
 - An annual **promotion fee** of \$25. This fee must be paid prior to the start of selling at the vendor’s first market of the year. The market year is defined as January through December.
 - **A commission fee of 12.5% for food sales (produce, baked goods, honey, eggs, meat) and 15% of other sales (crafts, hot ready-to-eat foods) at each market.** Of this commission, the current tax rate goes to state and city sales tax, and the remainder helps to offset market expenses. As of January 5, 2017, 6.5% is collected as market commission and the remainder goes to state sales tax. EFM pays the sales tax for product sold at market. Vendors will receive a statement at the end of the year summarizing total sales reported, amount paid to sales tax, and amount market collected to go toward operating expenses.
11. **Food Trucks certified with the state of KS to provide hot, ready to eat foods are welcome to sell at the Emporia Farmers Market.** Food Truck vendors will be expected to abide by the same setup and start times as regular vendors.
 - **Food truck vendors will pay a flat \$15 stall fee at each market attended.** It is understood that Food Truck vendors will be responsible for paying their own sales tax to the state of Kansas.

- For the purposes of market records, Food Truck Vendors will be asked to turn in a daily total sales summary at the markets they attend.

PART II. EMPORIA FARMERS MARKET CURRENCY & SPECIAL PROGRAMS

1. **Senior Farmers Market Nutrition Program** – Participation in SFMNP is recommended for all produce and honey vendors. In order to participate, you *must* complete a training program developed by the Kansas Department of Health and Environment. See <https://www.kdhe.ks.gov/1048/Farmers-Growers> or the EFM Manager for training information. Vendors are responsible for their own registration and certification. **Notify the market manager if you complete this training.**

2023 Webinar Trainings: MUST Be Completed by first-time farmers/vendors participating

Returning participating vendors, who completed a webinar training in 2021, may review the 2022 Certified Farmer Training Presentation slides in lieu of attending a webinar.

2. **EBT/\$1 red wooden tokens** (Food Stamp Currency, subject to USDA Food Assistance Program Rules) – EFM participates in the EBT (Food Assistance) Program. The market’s goal is to offer high quality foods to low-income families who use a Vision Card (food assistance). Through grant funding, EFM frequently offers programs to enhance this benefit and encourage new low-income families to shop the market.

For consistency in the program and clarity for the market customer, **ALL vendors must participate.** No sales tax is charged on food assistance purchases. Vendors do not pay a commission to EFM for tokens collected.



How it works: Customers wishing to use their VISION (Food Assistance) card should be directed to the market manager or a volunteer at the market kiosk/table.

At the kiosk/market table:

- Card holders swipe their cards and enter their PIN numbers.
- Card holders receive tokens and a receipt.

At vendor stalls:

- Shoppers select eligible products for purchase.
- Red \$1 tokens must be spent in whole dollar amounts. No change is given.
- Eligible products include fruits and vegetables, baked goods and cereals, eggs, meats, poultry, and seeds and plants which produce food for the household to eat.
- Red \$1 tokens may NOT be used to buy hot/ready to eat foods or any non-food items such as pet foods, soaps, household supplies, vitamins or medicines.

3. **Debit/Credit/\$5 green wooden tokens** - EFM allows for shoppers to use their debit cards at the market in exchange for \$5 market currency. Vendors should feel free to encourage customers to use this service rather than accept checks from unknown shoppers or to break large bills.



- Customers wishing to use a debit card should be directed to the market manager or a volunteer at the market kiosk/table.
- Green \$5 tokens may be used the same as cash with no restrictions. You may give change for green tokens.
- Sales tax *is* charged on these purchases. Vendors do pay the standard commission rate on these dollars.

4. Vendors are welcome to accept credit or debit cards at their booth with square technology (or other mobile phone/tablet apps). This income should be recorded as “Cash” on the daily vendor report form and vendor will pay standard 15% (or applicable level) commission on such income. Vendor is also responsible for all fees incurred for this income. **However, the market maintains a credit card terminal that accepts all manner of credit and debit cards.** Customers may use this service in exchange for \$5 market tokens (see item #3). EFM covers all fees and costs for accepting credit cards via the market’s terminal.

5. **Market Bucks** (green or pink paper, market “dollars”) or **Market Coupons** (white paper coupons -- please check for expiration dates!) -- Throughout the season, EFM participates in a number of promotional activities that include money given to EFM for the purpose of attracting new customers to the market by giving them money to shop at the market. EFM will keep vendors apprised of ongoing promotions through monthly news updates and market manager/vendor communications. If you ever have questions about these promotions, please see the market manager or a volunteer.

6. **Double Up Food Bucks \$1 Purple Tokens** – EFM now accepts purple tokens through the Double Up Food Bucks Program. These \$1 tokens are distributed as matching funds to SNAP (food assistance) recipients. For every \$1 they spend on their EBT card at the market kiosk, they receive a \$1 matching purple token. **The purple tokens may only be used on fresh fruits, vegetables, or plants and seeds that produce food. All vendors are required to accept these tokens for the purchase of these items.**



7. **Other Coupons/Gift Certificates** - EFM is a member of the Emporia Area Chamber of Commerce and Emporia Main Street. **Send customers to the kiosk for exchange of Chamber or Main Street Gift Certificates for market currency.** All other currency inquiries should be directed to the market manager or kiosk volunteer.

At the end of each market, vendors should report to the kiosk with:

- 1) The daily vendor report handed to you by the market volunteer at the beginning of market time.
- 2) All tokens, coupons, and market money you have collected that day.
- 3) Your daily commission fees, payable in any combination of tokens, market bucks, coupons and cash.

In the event of EFM owing the vendor a return, a check may be issued instead of cash.

Grievance Procedure - Any Grievance regarding the pricing habits, displays or conduct of another vendor should be immediately directed to the market manager and **NOT** directed to the vendor in question. If the market manager fails to settle the grievance, it shall be directed to the EFM board for discussion and vote.

2023 Vendor Agreement – Emporia Farmers Market

Complete back side of this form, as well.

I, _____, agree to the following:

Initial box

- I have read and retain a copy of the 2023 Vendor Procedures.
- I have read and retain a copy of *Food Safety for Kansas Farmers Market Vendors: Regulations and Best Practices*. (write NA if you are a vendor who sells NO produce or food products).
- I have read and understand the parameters of the EBT (food assistance) program. I agree to accept \$1 wooden tokens and to follow all USDA Food Assistance rules, as outlined in part II, #2 of Vendor Procedures.
- I will take the responsibility to make sure all who sell at my stall are trained in all EFM procedures, as well.
- I will complete my daily record sheet and pay my commission fees at the end of each market.

The following are not required, but please answer:

I have attended a food safety course or presentation (via EFM or otherwise) in the last 3 years. Yes or No (circle one)

I have attended an EFM Annual Meeting in the last 3 years. Yes or No (circle one)

I am registered to accept KS SFMNP checks. Yes or No (circle one)

X _____
Vendor's mailing address -- Address – City, Zip

X _____ X _____ I would like to receive the
Vendor's phone Vendor's email address* market email newsletter

**by supplying your email address you agree to receive vendor monthly reports and other EFM communications via email*

X _____ X _____
Vendor's signature Date

_____ \$25 Promo Fee Rcvd
Market Volunteer's signature Date cash check

Vendors must read all guidelines, complete registration forms, and pay the \$25 vendor fee *before* the first day to sell at market.

If you would like to complete your registration in person at the EFM office, or if you have any questions, please call (620) 343-6555 or email emporiaFM@gmail.com to make an appointment.

The form and promo fee payment can also be mailed to:

Emporia Farmers Market
P.O. Box 1911
Emporia, KS 66801

Please answer the following questions as completely as possible to help EFM enhance promotion of the market. Please answer only what you are willing to have published. If you DO NOT want your phone number to appear in an online or print directory, please do not list it below. Your information as listed on the front of this document will be for market manager contact only.

Please list your name as you would like it to appear in market directories. This can be the name of your farm or your family name. Think about how you want customers to identify you. This might be something you incorporate into your signage at the market.

Name of Booth/Business: _____

Contact: _____

Phone: _____ Email: _____

Website: _____

Year you began selling at EFM: _____

Days at Market (generally): circle all that apply: Wednesday Saturday Indoor Winter Markets

Products Offered: Vegetables Fruit Jams/Jellies Meat Honey Baked Goods Eggs
Herbs Live Plants Cut Flowers Pet Products Body Care Products Artisan Crafts
Licensed/certified canned products, please list _____
Other, please list _____

Email photos of your garden or farm to emporiaFM@gmail.com for possible inclusion on our website or other market promotions.

Detailed Product Listing:

Descriptive Details about Gardening Practices / Baked Goods Specialty / Other

For Market Manager informational purposes:

- I would like my farm/garden to be considered for any EFM farm or garden tours that might be scheduled in the future.
- I would be open to the Market Manager and/or area press visiting my farm/garden for feature articles, market promotion in general, and photo opportunities.
- I or a member of my family would like to serve as an occasional market kiosk volunteer.
Please list name and contact: _____
- I or a member of my family would like to assist with market fundraising events. (i.e. Soup-A-Palooza, Friends of the Market Membership Drive)
Please list name and contact: _____