



Merriam Farmers' Market 2010 Rules and Regulations

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Merriam Parks and Recreation Department
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Welcome to the City of Merriam's Farmers' Market

The Merriam Farmers' Marketplace welcomes your interest in participating in our farmers' market program. This document contains the information you need to be a vendor at the marketplace. If you have additional questions, please contact the Merriam Parks and Recreation Department at (913)322-5550.

About the Marketplace....

The Merriam Farmers' Marketplace is a "farmers" market. Products for sale shall be home grown in the United States or homemade. Commercially manufactured products ie: Amway, Discovery Toys, Made in China, etc. are not accepted at this venue.

The marketplace is owned by The City of Merriam and operated by the City of Merriam Parks and Recreation Department.

Mission:

To provide an interesting and enjoyable experience for citizens of the area with an accessible market to purchase quality fresh produce and homemade arts and crafts.

Site:

The farmers' marketplace is housed at the Merriam Marketplace facility, 5740 Merriam Drive, in the downtown Merriam historic district. The covered marketplace has 36 vendor spaces with 120 parking spaces for visitors, and a separate restroom facility. The streamway trail system is connected to the marketplace via a bridge on the west side of the marketplace.

Season:

The Merriam Farmers' Marketplace will be open for the season consisting of a 24-week period from May 1st through October 9th, 2010. (On Sept. 11th, the Farmers' Market will be relocated to the east parking lot of

the community center due to the Turkey Creek Car & Motorcycle Show. Season vendors will not be charged for this date and the area will be barricaded for vendor and patron safety.

Hours:

Saturdays: 7am—1pm

How the Marketplace Works...

Set up:

- The marketplace shelter is lighted. Each vendor space will have access to 110-volt outlets.
- Vendors must supply their own tables and any equipment necessary for the operation of their business.
- No gas-powered equipment may be used at this marketplace. This includes gasoline, propane, natural gas, etc.
- All booth spaces are consistent with the numbered parking spaces for each stall. The stall is an extension of the parking stall up to the middle walkway, as shown in attachment A. In addition, each vendor receives one parking space adjacent to booth. All produce/product must be kept within the confines of the designated space.
- All vendors are responsible for protecting their neighboring booths from any residuals from their own booths.

Season - May 1st - October 9th, 2010.

FEE:

Full Time vendors: \$13.00 per day (less Car Show) for a Total of \$299.00 per stall.

Daily Vendors: \$20.00 per day per stall May, September and 1st two weeks in October and \$35.00 per day per stall for the months of June, July and August.

Storage: There is no storage available.



Space occupation:

Each space is numbered and will be pre-assigned. Daily vendors must wait to be assigned by the marketplace supervisor on market day.

Music Area:

Vendors are advised that spaces located in the middle of the Marketplace may be affected by noise from musical entertainment.

Arrival:

Vendors must be ready to do business at the time the market is scheduled to start. Late arrivals will be allowed to set up with prior approval from the market manager. Vendors may start their set up as early as 6 a.m. on market day and must be in place by 6:30am. Vendors may start setting up earlier than the normal 6am at their own risk. Restrooms will not be unlocked, additional lighting will not be turned on, and the Bird x system will not be turned off until staff arrives at 6am. Only minimal security lighting is available under the pavilion prior to 6am. A supervisor will not be on duty until 6am.

Departure:

All vendors are encouraged to stay until close, but may leave early as long as they check out with the Market Supervisor. Vendors may stay longer than normal working hours at their own risk, if the marketplace is not rented in the afternoon. Restrooms and staff will not be available and the bird x system will be turned on prior to the staff leaving for the day.

Vendors will refrain from picking up items such as fire extinguishers and marketplace trash receptacles after 2pm, as there may be a rental for the evening and staff have been instructed to leave said items out.

Overnight:

Overnight parking is not permitted.

Restrooms & Drinking Fountains:

There are permanent restroom facilities and a drinking fountain on site for public use.

Sales & Weather

There is no guarantee of sales and cancellations as this is a covered facility and the market goes on rain or shine. **Prices will not be regulated by the City.** See attachment B.

Safety:

The Marketplace Supervisor is the safety officer on the site. His/her word is final.

Disputes:

The Marketplace Supervisor's decisions are final for on-site disputes. Appeals or complaints must be submitted in writing within 14 days of incident to market manager and action will be taken within 14 days of being received.

Non compliance by vendors- Any vendor violating the established rules and regulations, or constituting a nuisance may be asked to leave for the day. Vendors who are asked to leave 3 times for not following rules, will forfeit their vendor space and fees will not be refunded.

Produce/Product Guidelines:

Produce — Only the following produce/products may be sold at the Merriam Farmers' Marketplace: fruits, vegetables, preserves, honey, bread products, baked goods, flowers, plants. The sale of eggs is now allowed at the market. NOTE: Vendors must have a valid State of Kansas Food Service License on hand & displayed when selling any cooked such as mustard and salsa. Baked goods are not included in the following exemptions: cookies, bread, cakes, honey, jams, & jellies. Packaged products must be labeled w/common name, vendor name & address.

Pre packaged food items, such as pasta, popcorn, etc. may be sold at the marketplace.

Food & Drink (concessions)— the City considers the concessions a regular vendor booth and will not regulate prices of approved vendor. Contact the Parks and Recreation Department at 322-5550 to see if food & drink vendors are needed.

Arts & Crafts — Only 7 Full time Arts & Craft stalls will be sold for the season. Crafts must be hand crafted by the vendor from individual ingredients. Products not allowed: Those made from kit assembly, direct resale of commercially available products (including hand decorated commercially prepared clothing).

Reformulating or repackaging of commercially prepared products or bases must demonstrate significant added value.

Craft lines may be subject to being juried by market manager before being approved for sale at the market. This includes vendors who only sell crafts, as well as farmers who sell crafts in addition to farm products. The focus of the juror is to ensure market success as well as quality, diversity and appropriateness of products sold at the market.

NEW for 2010- Baked Goods and Jewelry stalls are limited to 4 stalls at any time throughout the season.

Sale of animals, fresh meat, fresh poultry and fresh fish is prohibited. Frozen meat or meat products, seafood, and poultry are permitted when they are from an inspected source, properly labeled and maintained frozen. *Inspection Certificate shall be displayed at all times during market hours of operation.

Dress Code- Vendors shall wear "Clean and without holes" clothing while selling at the market.

Sampling- Those who wish to serve samples. must be certified by taking an online Employee Servsafe course at their expense. \$15 fee. www.ServSafe.com

Imports — No produce may be imported from outside the United States and all produce is subject to all State/Federal regulations.

Spaces can be resold but only to vendors on the approved vendor list and approved by the market manager. Approved vendor listing requires a completed application and

tax id number. Those vendors then must reapply on a 1st come 1st served basis the next year.

Vendors can purchase a maximum of 2 stalls per vendor/company.

Vendors will be required to follow all State of Kansas farmers markets regulations, which include but are not limited to those published in Seasonal Open-air Market Rules and Regulations.

Clean up at end of day- Vendors are responsible for putting any boxes or other trash they are not taking with them in the dumpster provided. All trash should be put in the dumpster not next to trashcans. Booths must be cleaned up before vendors leave the market.

General Liability Insurance. Vendors selling any product susceptible to salmonella poisoning, like salsas, retail food/food related and concession categories must provide and continuously maintain proof of general liability insurance against damage or liability caused by the permit holder, its officers, members, agents, employees, guests, invitees and participants throughout the term of the farmers' market in an amount of not less than \$500,000 combined single limit per occurrence for bodily injury and property damage, with an aggregate limit on not less than \$1,000,000. **City of Merriam, must be listed as additionally insured, per the sample on your registration form.**

State of Kansas Sales Tax information- Upon registration, all vendors will be given State of Kansas Sales Tax information to comply with the state department of revenue guidelines.

Vendor signage- Vendors MUST supply and post signage with vendor name, address, and city of residency. Signs must be at least 8.5 x 11 in size.

Produce purchased for resale- Produce purchased for resale, must have a sign posted stating where that produce came from.

Produce Scales- All scales used for resale must be certified by the state of Kansas. Normally a sticker is given out by the company who does the scale certification.

No Shows- If a vendor is a no show or no call and has not provided the market manager with notice that they will not be at the market for three weeks in a row, their space will be considered abandoned and can be resold or used for daily sellers. Market Manager will contact said vendors after two weeks of absence up to see if they intend to be there the following week.

No Smoking under pavilion area - Smoking or chew products are prohibited under the pavilion roof.

Acceptance of Vendors:

The City of Merriam welcomes all vendor applications and will not discriminate on the basis of race, religion, color, sex, disability, age, national origin or ancestry.

The City reserves the right to reject applications from vendors with a past history of noncompliance or impertinence with Merriam Farmers' Market rules and regulations. A list of workers may be required for approval during the season.

Any current or past vendor wishing to sell or work at the market must be approved by Marketplace staff prior to participating in the market.

City's Responsibility:

The City of Merriam will provide vendors with:

- A partially covered parking space and adjacent product stall.
- Adequate refuse containers, not to be used for produce trimmings or other by-products of items being sold.
- Site supervisor on duty each market day from 6am-2pm.
- Directional signage and advertising.

Vendor Responsibility:

If selling cooked foods, you must have your State of Kansas Food Service License on location and in view at all times. Exemptions: cookies, bread, cakes, honey, jams, & jellies. Packaged products must be labeled w/common name, vendor name & address.

Vendors are responsible for collecting and remitting State of Kansas sales tax.

Daily space sales made on market day must be paid by check or cash only and complete an application.

Vendors are required to supply and post signage with vendor name, city and address. The signs shall be at least 8.5 x 11 in size. All items being sold are required to have a sign, listing products and prices. If the product was obtained from another grower, the source of the product shall be listed. IE: Peaches from St. Joseph, MO. \$XX.XX.

Please Note:

Sept. 11th, 2010: The 2010 Turkey Creek Car & Motorcycle Show is scheduled and the Farmers' Market will be relocated on

this date to the east parking lot of the Irene B. French Community Center between the main entrance and the north courtyard. Full Time vendors will not be charged for this date.

For further information regarding the Merriam Farmers' Market, contact the Parks and Recreation Department at 913-322-5550.

Application Deadline is Sunday, January 31st, 2010, for all 2009 full time vendors to put down a \$100 deposit to secure their stall for 2010. The full balance is due by March 15th, 2010. Full time 2009 vendors to receive first priority. Thereafter spaces may be reserved on a first com, first served basis.