

Downtown Hays Market: Vendor Regulations

The mission of the Downtown Hays Market (DHM) is to offer a centralized location for vendors to sell and promote their products, as well as 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 economy. As it is a community market, it requires cooperation from all sellers, buyers, and volunteers to make it a success.

All vendors must read and sign this form signifying that they agree to all regulations. All vendors must sign prior to selling at their first market of the year. All vendors are responsible for securing a tax registration certificate. Market season is defined as May through October.

PART I. GENERAL GUIDELINES AND MARKET PROCEDURE FOR VENDORS

1. **FEE: **NEW**** Each vendor is required to submit a standard \$25 fee PRIOR to selling at the Downtown Hays Market. This deposit is non-refundable. Payment is due upon submission of signed Vendor Regulations. You can chose between this standard vendor fee or the \$50 reserved spacing fee (see below).
2. **VENDOR STALLS:** Vendor spots inside the pavilion are 9ft x 9ft. Please do not extend displays out father then is indicated. This allows more vendors and room for a walkway. Be conscientious of the spaces are reserved each week. Each booth space, including all reserved spaces will be marked and designated in chalk.
****NEW**** Reserved spacing is now available for a non-refundable \$50 fee. You must inform DHDC of your weekly attendance by Thursday of each week otherwise your spot is forfeit. If you plan on attending, but do not alert the DHDC staff, your spot will not be saved. Reserved spots are distributed on a first come, first serve basis. You can chose between this reserved spacing fee or the \$25 vendor fee.
3. **CORONAVIRUS SAFETY:** If you think someone is sick or unwell, please alert the Market Manager or other DHDC staff. DHM will continue to reserve the right to prohibit any vendor from selling, especially those from counties deemed high risk of Coronavirus. We strongly encourage the frequent sanitization of your booth and workspace. DHM will be encouraging customers to use cashless transactions and only vendors to touch product. Please be aware of the 6-foot space between individuals and do your best to maintain proper social distancing.
4. **WHO MAY SELL:** Growers, craftsmen, bakers, honey producers, artists, musicians, antique dealers, vintage and décor resellers, direct sales, retailers, etc are all allowed to sell at the DHM. We believe more vendors means more foot traffic. The DHM committee reserves the right to prohibit any items from being sold and to refuse admission to any seller they deem unfit or hazardous to the market.
5. **SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP):** Eligible vendors are those who sell: fresh fruits and vegetables; breads and cereals; meat, poultry, and fish; dairy products; and seeds and plants intended to grow foods. These eligible vendors can accept SNAP and will receive annual trainings. Please find the SNAP registration form at www.downtownhays.com/downtown-hays-market or visit the Market Managers station.

6. **Double Up Food Bucks (DUFB):** Eligible vendors are those who sell: fresh fruits and vegetables. These eligible vendors can accept DUFB and will receive annual trainings. Please find the DUFB registration form at www.downtownhays.com/downtown-hays-market or visit the Market Managers station.
7. **MARKET LOCATION, DATES, AND TIMES:** The Market is located in the Downtown Pavilion between Main Street and Oak Street at 110 E 10th. Market begins the last Saturday of May and continues every Saturday until the second to last Saturday of October, weather permitting. The market hours are 7:30-11:00am.
8. **SET UP AND START TIMES:** Vendors may set-up at whatever time best works for them, but the Market Manager will not show up until forty-five minutes prior to the market starting. DHM will not be liable for any incidents or accidents that occur prior to that time. All vendors are asked to be in place at least fifteen minutes before. The Market Manager will ring the bell at start time. Absolutely no selling prior to market beginning at 7:30am.
9. **UNLOADING & LOADING:** Vendors may unload at the east or west ends of the pavilion. If you choose to pull your vehicle up to the pavilion entrances, we ask that you move your vehicle when you are finished to allow others the same convenience.
10. **PARKING:** Vendors are encouraged to park in the 9th or 10th street parking lots located West of Main Street. Please be courteous to guests and other vendors as you choose your spot.
11. **SANITATION:** Vendors are responsible for the removal of waste and leftover produce from the market area. All vendors are subject to inspection by the Ellis County Health Department. Vendors are responsible for their own trash pick-up.
12. **SMOKING:** Smoking of any kind will not be tolerated, including vaping. This is for the comfort of our guests as well as out of respect for the products of our vendors that may absorb odors easily.
13. **GRIEVANCE PROCEDURE:** Any grievance regarding the pricing habits, displays, or conduct of another vendor should be addressed kindly and courteously. If needed, it can be addressed by the Market Manger. If the Market Manager fails to settle the grievance, it shall be directed to the Downtown Hays Market Committee for handling.
14. **INSURANCE:** Vendors are responsible for their own insurance, licenses, and any permits necessary for the products they sale at DHM.
15. **TAX REGISTRATION CERTIFICATE:** All vendors are responsible for securing a tax registration certificate through the state of Kansas. The Market Manager requires a copy of said certificate PRIOR to selling at your first market.
16. **STATE REGULATIONS:** All vendors agree to follow the Kansas State rules and regulations as stated in the Farmers Market Guide. The guide can be found at <http://www.ksre.ksu.edu/bookstore/pubs/MF3138.pdf> or ask the Market Manager for a hard copy.

PART II. MARKET AND VENDOR PROMOTION

By increasing traffic and introducing new shoppers to the market, the demand for local products increases. This means more sales for you! There are several ways you can assist in promotion of the market.

1. **WORD OF MOUTH:** Inform people you know that you are a vendor at DHM and share the dates, times, and location as much as possible.
2. **SOCIAL MEDIA:** Share the Market Facebook page with your friends or social network ([facebook.com/DowntownHaysMarket](https://www.facebook.com/DowntownHaysMarket)).
3. **PERSONAL ONLINE MARKETING:** If you have a website, blog, or other online marketing (related to your market products), you are encouraged to talk about the Market.
4. **PHOTOS:** Send photos of your products, garden, farm, etc to market@downtownhays.com or our message our Facebook Page for possible inclusion on our website, Facebook page, or other market promotions.
5. **DHM LOGO:** Utilize the DHM logo in your materials and promotions. If you need a file of the logo, contact us at market@downtownhays.com.

We will continue to announce market news in the Hays Daily News, HaysPost and Facebook. Your suggestions and feedback are always welcome. Please do not hesitate to call or stop by the market booth.

Initials:

_____ I, _____, on behalf of my business, _____, agree to abide by all of the rules described in this document.

_____ I agree to pay a the chosen option upon submission of this form. I understand that either option is non-refundable.

_____ If I have any questions regarding any of these market rules, I will bring them to the Market Manager as soon as they arise so they can be addressed in a timely fashion.

_____ I have read the rules, regulations and resources provided to me. I understand I am responsible for all labeling, fees, taxes and insurances needed for my business. I understand the DHM is not responsible for my regulations, and I am subject to inspections.

Payment: ****NEW****

Would you like to submit a \$25 standard vendor fee? _____ Yes, please! _____ No, I'd prefer a reserved spot.

Would you like to have a reserved spot for \$50? _____ Yes, please! _____ No, I prefer the standard fee.

x _____ x _____

Name to Appear in Advertising

Main Person to Contact

x _____

Mailing Address (☐ For private use only)

x _____ x _____

Phone Number (☐ For private use only)

Email Address (☐ For private use only)

x _____

Website (To be included on www.downtownhays.com/downtown-hays-market) ****NEW****

PRODUCTS OFFERED:

- Vegetables Fruit Jams/Jellies Meat Honey Baked Goods Eggs Herbs
- Plants Cut Flowers Pet Products Body Care Products Artisan Crafts Jewelry
- Licensed or certified products or other:

ADDITIONAL PRODUCT DETAILS:

x _____ x _____

Vendor's Signature

Date