

## 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

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1. **DEPOSIT:** Each vendor is required to submit a \$35 deposit PRIOR to selling at the Downtown Hays Market. This deposit will be refunded after the vendor has attended six (6) regular season markets. Payment is due upon submission of signed Vendor Regulations. If you are deemed by DHDC staff and Board unable to sell due to COVID-19, your deposit will be reimbursed.
2. **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. Due to COVID-19, masks will be required for all vendors. We strongly encourage the frequent sanitization of your booth and workspace. While gloves will not be required, there will be hand washing stations set up for vendors and customers. 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.
3. **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.
4. **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.
5. **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.
6. **WHAT MAY BE SOLD:** Fresh produce, cut flowers, live plants, baked goods, honey, jams, jellies, frozen meats, coffee products, and handcrafted items, including jewelry, soaps, silk flowers, etc.

7. **MARKET LOCATION, DATES, AND TIMES:** The Market is located in the Downtown Pavilion on 10th Street between Main Street and Oak Street. 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. **VENDOR STALLS:** Vendor spots inside the pavilion are 10ft x 10ft. Please do not extend displays out farther than is indicated. This allows more vendors and room for a walkway.
12. **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.
13. **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.
14. **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 Downtown Hays Market Committee for handling.
15. **INSURANCE:** Vendors are responsible for their own insurance, licenses, and any permits necessary for the products they sale at DHM.
16. **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.
17. **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**

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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. **PERSONAL ONLINE MARKETING:** If you have a website, blog, or other online marketing (related to your market products), send the Market Manager the information, so we may include it in our promotions.
3. **PHOTOS:** Email photos of your products, garden, farm, etc to [market@downtownhays.com](mailto:market@downtownhays.com) for possible inclusion on our website, Facebook page, or other market promotions.
4. **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](mailto:market@downtownhays.com).
5. **SOCIAL MEDIA:** Share the Market Facebook page with your friends or social network ([facebook.com/DowntownHaysMarket](https://www.facebook.com/DowntownHaysMarket)).

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 \$35 deposit upon submission of this form. I understand that this will be refunded following my attendance at six (6) regular season markets.

\_\_\_\_ 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.

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

**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:

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**ADDITIONAL PRODUCT DETAILS:**

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x\_\_\_\_\_ x\_\_\_\_\_

Vendor's Signature Date

By signing the Vendor Regulations, you are understanding the risk associated due to the current state of the country.