

Downtown Hays Market: 2023 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. **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.
2. **REGISTRATION FORM & FEE:** Each vendor is required to submit a standard \$25 fee PRIOR to selling at the Downtown Hays Market. This fee is non-refundable. Payment is due upon submission of signed Vendor Regulations. Multiple businesses may NOT sell from the same registration form and fee, nor share a reserved stall fee.
3. **RESERVED STALL FEE:** Vendor spots inside the pavilion are 9ft x 9ft. Please do not extend displays out farther than is indicated. This allows more vendors and room for a walkway. Be conscientious of the spaces that are reserved each week. Each booth space, including all reserved spaces will be marked and designated in chalk. **Reserved spacing** is also available for a non-refundable \$25 fee. This will be in addition to the \$25 registration fee paid by all vendors. You must inform DHDC of your weekly attendance by **10 PM WEDNESDAY** of each week otherwise your reserved spot will be made available for other vendors on Saturday morning as indicated on the posted map. 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.

*****ALL FORMS AND FEES LISTED ABOVE MUST BE SUBMITTED BEFORE YOU ARE ALLOWED TO SELL AT THE MARKET*****

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 Manager's 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 Manager's 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 opening bell. The Market Manager will ring the bell at start time. Absolutely no selling prior to the market opening 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 Manager. 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 sell at DHM.
15. **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.

OFFICE USE: REGIST. FORM _____ FEES \$ _____ TAX REGIST. _____ SNAP FORM _____ DUFEB FORM _____

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 DHDC@downtownhays.com or 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 DHDC@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 all required fees upon submission of this form. I understand that both the registration and reserved stall fees are 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 submission:

_____ \$25 Vendor registration fee _____ \$25 RESERVED stall fee (optional)

If you had a reserved spot for the 2022 Market:

2022 RESERVED vendors have right of first refusal on their prior spot. Deadline to claim your spot from 2022 Market is FEBRUARY 28, 2023. Any reserved spots unclaimed by this date will be made available to other registered vendors beginning MARCH 1, 2023. Please choose an option below:

_____ I would like to have the same spot for the 2023 market. _____ Please assign my spot from those available.

CONTACT INFORMATION: PLEASE COMPLETE ALL ITEMS

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)

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