



Downtown Topeka Farmers Market

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2022 Handbook

THIS DOCUMENT SUPPORTS AND UPHOLDS
THE DOWNTOWN TOPEKA FARMERS MARKET
BY-LAWS

2022 BOARD MEMBERS

Richard Britt
Daniel Phifer
Jonathan Ringel
Briana Arkenburg
Linda Ellis

MARKET MANAGER: BARBEE SZUWALSKI

The Downtown Topeka Farmers' Market provides a location where vendors of fresh produce, homemade and handmade goods can sell directly to consumers. Through the market, consumers are provided a source of locally produced, high quality products. These products include: fresh produce, farm products and other artisanal farm and non farm products, thereby encouraging increased production of locally sourced quality products for local consumption.

GENERAL RULES (CODE) OF CONDUCT

1. All market participants will at all times conduct themselves in a pleasant and courteous manner.
2. Alcohol consumption of any kind is prohibited
3. Loud, profane, obscene or obnoxious language, including disparaging remarks is not permitted.
4. Music or other noises used to draw attention to any particular vendor is prohibited.
5. All market participants shall comply with laws and regulations regarding equal opportunity and non-discrimination.
6. NO HAWKING. (Hawking is defined as loud talking, screaming, or shouting out product descriptions or prices.)
7. NO CAMPAIGNING or solicitation of any kind is allowed, including political, religious or other interests.
8. No roving salespersons are allowed
9. Products must be advertised and/or sold from the vendors rented booth (stall) area.
10. Good salesmanship and business integrity is required.
11. Vendors should exercise good judgement in vehicle cleanliness.

12. Any licenses or registrations required and issued to any vendor for their products must be available for viewing and/or copying by the market manager or any board member if requested.

- a. Vendors found not in compliance with licensing, etc. will not be allowed to resume sales without documentation of compliance.

13. Exchanges and/or refunds are the sole discretion of the vendor and customer relationship. It is EXPECTED the disagreement is settled in a manner to maintain the integrity of the market and not violate our shared customers.

14. The market board reserves the right to engage in entertainment or events for the market as deemed beneficial to the market. Entertainers are allowed to participate after paying only the membership fee.

15. Products sold by weight will provide the market with scale certification documentation if requested.

FEES

1. Each vendor must pay an annual \$50.00 (fifty dollar) membership fee, regardless of (fulltime, part time, or pay per Saturday) status.
2. Permanent stall space is due by one week after annual meeting. Payment must be made either in half or in full.
 - a. If payment is split in half, the second half is due in full on or before June 15 of the current year.
 - b. A stall is defined as the width of one standard parking stall, the length of two. Approximate size is 8 foot wide by 24 feet long.
 - c. Once an initial stall is paid at full price, (\$240.00) additional adjoining stalls are available for purchase at \$120.00 each, with a maximum of 5 adjoining stalls total.
 - d. Permanent vendors will be assigned the same stall location for the duration of the market.
3. Pay per Saturday rate is \$30.00 per day, per stall.
4. All payments and arrangements are to be with the Market Manager.
5. Fees are NOT PRO RATED.

6. The market board may allow approved charitable organizations to sell products as their fundraising effort. While usually exempt from licensing requirements, an approved charitable organization will be allowed to sell not more than 4 Saturdays in any given market year (fee waived) provided products are in compliance with any licensing requirements, and space is available.

a. If selling is more than 4 Saturdays a year, then a membership fee and stall rent is required.

b. The Board of Directors will determine the status of charitable organizations.

SCHEDULE

1. Operation of the market begins the First Saturday of April and concludes the first or second Saturday in November of each year. (Market Season)

2. The market operates only Saturdays, the hours of 7:30 am to 12 pm of the market season.

3. Sales may be acquired during the hours of operation listed above.

4. Vendor arrival at the Market site at least 30 minutes before opening time is required.

a. Late arrival situations REQUIRE notification of management

b. Deadline for notification is 6:45 am before the market opens. ***IF NOTIFICATION IS NOT RECEIVED BY 6:45 AM, STALL SPACE MAY BE FORFEITED FOR THE DAY***

5. ATTENDENCE

a. NO SHOWS seriously affect market attendance.

b. If you do not plan on attending a certain day, notification WILL be made to the market phone either via call, text, or email no later than 6:00 am the day of the market you will not be attending.

c. NO SHOW, NO NOTIFICATION may result in loss of stall assignment for the day, or season.

SANITATION AND HEALTH REQUIREMENTS

1. ONLY service animals are allowed at the market.
2. Vendor will maintain their sales area in a neat, clean and sanitary condition during operational hours.
3. Vendor will leave their stall space empty, clean and free of refuse.
4. Trash is NOT to be deposited into state owned refuse containers. Vendor is expected to remove their trash themselves.
5. Restroom facilities and hand washing stations are provided, not by law, for vendor use. Should a special need facility be required, notify the Market Manager 1 (one) week in advance for arrangements to be made.
6. Bicycles and/or motorized equipment is NOT permitted in the Market proper. Disabled assistance devices are allowed.
7. Vendors are expected to comply with the food safety laws and regulations for their product. This includes, but is not limited to: Baked goods, Produce, Meat, Food Vendor safety codes.
*** The Market does not patrol these issues, however, will cooperate with any local, state or federal agency by providing vendor information upon appropriate request. ***
8. Potentially hazardous foods are prohibited from the market without proper registration and/or licensing, not limited to: fresh slaughtered meats, poultry, fish, live animal.
9. Sales of wild game are prohibited, in any form.
11. Plant and plant products offered for sale (bedding plants, firewood, cut flowers, etc.) are to comply with all local, state and federal regulations thus providing a clean, contaminant free product at the market.

GENERAL HINTS FOR VENDORS

1. Wholesale and retail sales are permitted.
2. Establish your own price. DUMPING PRACTICES WILL NOT BE ALLOWED.
3. Identify yourself. Post signage with your name and address in your stall. It must be legible and visible to the average customer from the center of the walkway.
4. No price fixing or gouging.
5. All vendors must agree that once their individual price is established, the entire inventory is available at that price, unless quantity limitations are clearly posted.
6. Vendors will furnish their own sacks, bags, boxes, etc. for their customers.
7. Vendors are to make correct change from funds they furnish themselves.
8. ALL PRODUCTS (produce included) should be
 - a. Mature, but not over ripe
 - b. Free of decay
 - c. Have good internal/external appearance
 - d. Clean and free of contamination.
9. Product sampling is allowed, if correct procedures are followed. Correct procedures are established by the vendors' regulatory agency.
10. All edible products and produce must not be in contact with the ground.