



Valley Center Chamber of Commerce
 200 E Main • Post Office Box 382
 Valley Center, KS 67147 • Office: (316) 755-7340 Cell: (316) 573-9993
 info@valleycenterchamber.com • www.valleycenterchamber.com

2018 Valley Center Chamber Pop Up Farmers Market Application

Business/Name of Booth:		
Vendor Name:		
Mailing Address:		
City:	State:	Zip:
Telephone:	Cell Phone:	
Email Address:		
Business Website or Social Media:		
Registration Date: <input type="checkbox"/> Early Summer/June <input type="checkbox"/> Summer <input type="checkbox"/> Late Summer/Fall		

Please provide a detailed description of items you will be selling in your booth:

- | | |
|---|---------|
| <input type="checkbox"/> One Time Registration Fee for all 2018 Farmers Markets: | \$25.00 |
| <input type="checkbox"/> 10' x 10' Booth Valley Center Chamber Member (per event, all Markets \$15.00): | \$5.00 |
| <input type="checkbox"/> 10' x 10' Booth Non-Member (per event, all Markets \$30.00): | \$10.00 |
| <input type="checkbox"/> New Chamber Membership (FREE Registration Fee & Booth for all 3 Markets): | \$87.50 |

Total Due: _____

• Registration deadline for the Early Summer/June Farmers Market is June 15th; forms must be signed and paid in full to be considered; cash, check, and credit/debit card payments are accepted; credit/debit card payments will include a 4% credit card processing fee; Registration Forms received after June 15th will be charged an additional \$10.00 late fee, and will not be accepted after Tuesday June 19th

• Farmers Market will be at the Valley Center Chamber Office at 200 East Main Street; booths are available in the Parking lot and lawn; spaces are approximately 10' x 10' and will be adjacent to each other, if extra space is needed you must request and pay for an additional booth; Vendors are responsible for set-up and tear down of Booth Spaces and **MUST** provide their own table and chairs; contact the Chamber if you need information on table or chair rental; Check-In and set up begins at 2:00 pm; tents are welcome

• Vendors are also responsible for collecting and the filing of individual sales tax for the State of Kansas; Vendors that do not have a Kansas Sales Tax Registration number can use the Chamber Pop up Farmers Market special event tax number; Sales Tax packets and information will be available during Check-in

KS Sales Tax Registration #: _____

Valley Center Chamber of Commerce 2018 Farmers Market Guidelines

We are excited to provide an opportunity for local businesses to connect with customers interested in locally-grown, baked, and raised foods, as well as high quality handmade arts and crafts in our community. The Farmers Market is only open to Vendors with locally grown, produced, baked, raised, and personally handmade items. Vendors selling other products are encouraged to register for the 57th Annual Valley Center Fall Festival September 21st & 22nd. Fall Festival Vendor Information and Applications are available online at www.valleycenterchamber.com/forms

Examples of Allowed Products:

- Local produce is the heart of a Farmers Market and is always welcome
- High quality jams and jellies, other canned items as permitted by the State of Kansas
- Home baked goods that do not contain potentially hazardous fillings or toppings
- Local honey
- Herbs, farm-grown plants, and fresh cut flowers
- Ready to eat foods are allowed within the guidelines set forth by the Kansas Department of Agriculture
- Artisan Vendors who design and offer their own creations
- Craft Vendors must be approved, and are required to provide a few photographs with their registration, in order to ensure we are offering a variety of products and vendors.

Not-Allowed:

- Resale of produce, foods, or crafts is prohibited, the vendor is the producer, crafter, baker, grower, or artisan
- Unsafe Food Items or any food items that do not follow the Kansas Farmers Market Vendors: Regulations and Best Practices, as set forth by the Kansas Department of Agriculture are also prohibited

Permission for Photography:

I grant full permission to the Valley Center Chamber of Commerce, and or Farmers Market Event Coordinator to use & publish photographs of me, or in which I may be included from this event for Valley Center Chamber of Commerce website, Social Media Accounts, and Marketing Materials.

Print Name: _____

Signature: _____

I have read, understand, and agree to abide by the Valley Center Chamber of Commerce Pop up Farmers Market Guidelines; Food Safety for Kansas Farmers Markets Vendors: *Regulations and Best Practices*, Jan 2018 - Kansas Department of Agriculture (KDA) for food safety.

Applicant Signature: _____ Date: _____

Approved By:

Chamber Director/Event Coordinator: _____

Valley Center Chamber of Commerce Office Use Only: Booth Number: _____

Cash Check • Check Number: _____ Credit/Debit Card • Invoice #: _____
 QuickBooks Spreadsheet Mail Chimp