



COMMUNITY TENT APPLICATION

Organization:

Address:

Website URL:

Facebook URL:

Instagram handle:

Main Contact:

Email

Phone:

Name(s) and phone number(s) of representatives who will staff the tent at the market:

Preferred dates (please provide several in case of scheduling conflicts):

Please provide your organization's mission statement, vision statement, values and goals. Use a separate sheet if necessary.

Why do you wish to participate in the Brookside Farmers' Market?

How do you plan to use the space?

Please give a brief summary of what will be available in your booth. If possible, include photo(s) of what your booth will look like.

PLEASE READ AND INITIAL THE FOLLOWING:

- _____ This application is required and subject to approval by the Brookside Farmers' Market Vendor Committee.
- _____ If appropriate, the Vendor Committee may request a copy of your organization's certificate of product liability insurance.
- _____ The Vendor Committee reserves the right to remove material from the Community Tent that is deemed inappropriate.
- _____ There is no cost to use the Community Tent, unless you plan to sell items. However, you are expected to cross-promote The Brookside Farmers' Market through your sources.
- _____ Fees, if any, are set by the Vendors Committee on a case-by-case basis.
- _____ Your organization is responsible for providing your own tables, chairs, and display materials. Booth setup and teardown is also your responsibility.
- _____ **Please review the Market Guidelines on the following pages and sign the last page. Submit it with this application.**

The above information is complete and accurate to the best of my knowledge.

Organization

Date

Signature

Position



Community Tent Market Guidelines

Participation in the Market

Customers who shop our market are committed to healthy living. They care about where their food comes from, and they want to know the farmers and producers who grow or prepare it. They know that many of our vendors are certified organic, and those who aren't certified still follow organic practices. Many of our customers shop the market every week.

All organizations must apply annually to participate in the market Community Tent. Applications are reviewed by the Vendor Committee, a voluntary committee of selected vendors from the previous year's market. This committee makes decisions on market participation. Disputed applications may be referred to the Board of Directors. There is no application fee for the Community Tent.

To familiarize yourself with our market, please read through these guidelines, which pertain both to vendors and to community organizations represented at our market:

General Market Guidelines

1. Products for sale at the Brookside Farmers' Market are produced in accordance with National Organic Program standards set by the United States Department of Agriculture.
2. The Brookside Farmers' Market is a producer-only market. Producers are present at the market and items purchased for resale may not be sold at this market.
3. Vendors produce their product within approximately 100 miles of Kansas City, Missouri, and undergo an on-farm inspection (when applicable).
4. All vendors carry product liability insurance.
5. All food products are handled in a manner acceptable to all governmental administrative and regulatory requirements.
6. Processed goods or body products must contain a minimum of 51% organic ingredients according to the National Organic Program and be labeled specifying the certified organic ingredients.
7. Arts and crafts vendors with a green focus have priority.
8. Alternative health vendors meet certain natural requirements as determined by the Vendor Committee.

Community Tent Guidelines

1. Organizations must display signage at the Community Tent with their organization name and location.
2. No sales of goods are allowed at the community tent. Organizations wanting to sell goods should apply to vend at the market through normal vendor guidelines.

3. Kansas City requires sampling permits in order to offer samples of food products at the market. Each organization is responsible to apply and obtain any permits needed. Call the Kansas City Health Department at 816-513-6315 for information and the permit application process.
4. Organizations and their representatives will be neat, suitably dressed, and communicate with the public in a courteous and appropriate manner. Judgment of compliance will be determined by the Vendor Committee.
5. Organizations are responsible for their own stalls and will present their displays neatly with consideration for other members and the general public. Organizations will supply their own trash containers, if appropriate, and will leave their site clean and in a condition acceptable to the market manager and property owner.
6. Organizations must have advance permission from the Vendor Committee to bring any live animals to the market.
7. Smoking is not permitted on the market or school grounds.
8. If an organization cannot attend the market as scheduled, a representative is required to call the Market Manager (contact information provided to approved organizations) with as much advance notice as possible.
9. Organizations are expected to promote the Brookside Farmers' Market to their existing customer base.
10. Unapproved products (items that may be perceived as being for sale) are not allowed in the sales area of the market. The Vendor Committee has the right to prohibit unacceptable items.
11. The Vendor Committee may deem any organization's business operation to be unacceptable and refuse to allow that organization to participate in that day's market. The matter will then be reviewed, and the organization may be denied the right to return to the market.
12. Any violations or perceived violations will be handled as follows:
 - a. The vendor chairperson and/or the board president is informed of the complaint.
 - b. The vendor chairperson or board president and a second person inform the person the complaint is against. If the issue can be resolved or explained, the process is over.
 - c. If the issue cannot be resolved, the board is alerted and must take action.
 - d. The goal is to minimize and resolve any conflicts within 1 week.

Non-Discrimination

The Brookside Farmers' Market does not discriminate on the basis of age, disability, gender, race, or religion.

Agreement to Abide by Community Tent Market Guidelines

I agree to abide by all the guidelines above.

Signature

Date

Name of Organization

2018 Brookside Farmers' Market Board

Chair: Dan Heryer, dan@urbavorefarm.com

