



# Art and Craft Vendor Application

The Mission Farm and Flower Market will be hosting art and craft vendors throughout the season in 2017. Vendors interested in selling their own handmade items can apply for selection with this form. Each vendor will be able to select one week from the market season.

## Application Process

- Vendor submits a completed application including examples of work being sold
- Market staff will review and approve application and notify selected vendors
- Vendor will work with market staff to select a market date

## Vendor Information

Vendor Name \_\_\_\_\_

Primary Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

Primary Market Vehicle Make and Model \_\_\_\_\_

Website Address: \_\_\_\_\_

Please list applicable social media handles for your business: Facebook \_\_\_\_\_

Twitter \_\_\_\_\_

Instagram \_\_\_\_\_

## Description of Items

Please list the products you will be selling, and attach high-quality photos/jpg files with your application:

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## Display and Stall Details

The Mission Farm and Flower Market is arranged along Johnson Drive and vendors set up their tents over the 10' sidewalk. In most cases, each vendor's display should be oriented along one side of the tent. Customers will walk on the sidewalk, through the row of tents.

Stall location assignment will be made at the discretion of the market coordinator.

Hours: The market is open from 8 a.m. – 1 p.m.

Fee: The stall fee is \$20, payable in cash or check made out to City of Mission by 8 a.m., market day.

## Season Schedule

The market is held each Saturday from May through October. Approved arts and craft vendors will be provided a link to an online scheduling tool and can select his/her preferred date. Date sign-up is first come/first served.

## Market Guidelines

Please initial and sign below:

\_\_\_\_ I agree to only sell items I have made myself.

\_\_\_\_ I have visited the market location and understand the stall arrangement.

\_\_\_\_ I understand that the City of Mission will be communicating with me via email and I will provide the City with current contact information.

\_\_\_\_ I will supply my own 10' x 10' pop-up tent (white preferred) and table(s) and weights to secure my tent.

\_\_\_\_ I understand my stall must be completely set up by 8 a.m. and I will remove all of my items and any trash by the end of the market day.

\_\_\_\_ I will have my booth fee available for collection by 8 a.m. either in cash or by check made out to the City of Mission.

\_\_\_\_ If licensing or inspections are required for my products, I can confirm that they are in compliance and up to date.

\_\_\_\_ I have vehicle liability insurance and have considered business liability insurance. I understand the City of Mission is not responsible if my artwork, tent or other supplies are damaged during the course of the market day.

\_\_\_\_ I have completed or will complete by market time the required documents to report sales tax figures to the Kansas Department of Revenue. Sale tax ID #: \_\_\_\_\_

\_\_\_\_ I understand that as part of regular promotion of the market, City staff will be taking photos at the market of vendors and their products and using them on the City website, on social media and in other promotional materials.

Guidelines continued on following page →

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Owner Signature

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Date

All vendors must submit a complete application and receive approval from the market manager. If you have questions about whether your application has been accepted, please see the contact information below.

### **Mission Farm and Flower Market Contact:**

Emily Randel | City of Mission | 6090 Woodson Rd. Mission, KS 66202 | 913.676.8368