



# Community Tent Application

*The Mission Farm and Flower Market offers a Community Tent each week of the market to community organizations interested in promoting themselves to the public.*

*Groups may apply to use the Community Tent for one week per market season, or as much as one time per month as space is available and as approved by the Market Manager. Organizations must complete an application and receive approval and date confirmation from the Market Manager or Market Coordinator in advance.*

## Organization Information

Organization Name \_\_\_\_\_

Point of Contact Name \_\_\_\_\_

Org. Mailing Address \_\_\_\_\_

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

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Email \_\_\_\_\_

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

Does your organization use: Facebook \_\_\_\_\_ Twitter \_\_\_\_\_ Instagram \_\_\_\_\_

Organization Type/Non-profit Status: \_\_\_\_\_

## Schedule

*The market is open each Saturday through Saturday, October 28, 2017. Please list several dates your organization would be interested in using the community tent in order of preference.*

- 1.
- 2.
- 3.

## Market Guidelines

Please initial and sign below:

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

\_\_\_\_ I understand that there is no cost to use the community tent, but that I must reserve a date at the market in advance with the Market Manager.

\_\_\_\_ I understand that my organization must bring our own table, chairs, and table displays.

\_\_\_\_ I agree to help support the Mission Farm and Flower Market by sharing about our organization's participation through social media networks, website and other channels as appropriate.

\_\_\_\_ I understand that my organization should be in place and set-up by 8 a.m. and remain in place until the market closes at 1 p.m.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

Additional information requested: Please submit a photo in jpg format of your group in action to be included in the market email newsletter as well as 2-3 sentences about your group's mission, related activities, and what market visitors should expect to see when they come to your booth. Include information about drawings, contests, information, etc. if applicable.

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

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