

## Geary Community Farmers Market

### Organization and Rules



#### Overview:

**Location:** 1025 S Washington, Junction City KS (Parking lot of JC Naz Church)

**Season:** May – October

**Schedule:** Thursdays, 4:00 – 7:00 pm

#### Market Mission

The goal of Geary Community Farmers Market is to support our local agriculture and businesses by providing a space for direct to consumer sales. The farmers market also hopes to improve access to healthy fresh foods and education to the at-risk populations in Junction City and surrounding areas.

#### Market Organization:

1. The Geary Community Farmers Market is operated by Live Well Geary County, a registered 501c3 non-profit corporation.
2. The Market Manager is an independent contractor, hired by Live Well Geary County.
3. The Farmers Market Steering Committee represents vendors, Live Well Geary County, and other community partners to provide open communication.
4. The Farmers Market will work with the Live Well Geary County coalition to update policies, increase sustainability, and evaluate programs.
5. At least 50% of products available at the market must be fresh produce, or seedlings.

#### General Vendor Rules and Responsibilities:

1. Vendors must pre-register with the farmers market. Online registration is available at [www.livewellgearycounty.org/farmers-market](http://www.livewellgearycounty.org/farmers-market)
2. Notify the market manager by **6pm Wednesday before** the market if you won't be in attendance
3. All vendors must comply with KS Department of Agriculture Farmers Market Regulations and Food Safety Best Practices [MF3138 Foods Sold Direct to Consumers in Kansas: Regulations and Food Safety Best Practices \(ksu.edu\)](http://www.mf3138.com) and Geary County Health Department public health directives
4. Any items not grown within the state of Kansas must be clearly labeled with their state of origin
5. At least 75% of items on a vendor's table must be grown, made, or have had value added to [homegrown, handmade, or homemade] unless you have prior approval of the Market Manager.
6. Use hand sanitizer, gloves, and/or handwashing stations before and frequently during the market
7. All use of commercial tobacco is prohibited at the farmers market.
8. Vendors must remain at the market until closing time.
9. Communicate any questions, concerns, or constructive ideas to the Market Manager

## Stall Set Up and Fees:

1. The vendor map will be emailed to vendors by Wednesday of each week. If there are any questions the vendor is responsible for contacting the market manager prior to set-up.
2. Set-up begins at 2:30 pm each Thursday. Vendors should be set-up no later than 3:30 pm
3. Booths must be within the space allowed and as directed by the Market Manager.
4. Each vendor should maintain their sales area in a neat, clean, and orderly condition.
5. Each vendor is responsible for their own property and any damage or injury their property may cause at the market.
6. Each vendor must pay the applicable stall fees as follows:
  - a. Regular stall (not to exceed 10' wide): \$10 per week OR \$200 paid in full on or before the first market of the season
  - b. Large stall (any set-up exceeding 10' wide): \$15 per week OR \$300 paid in full on or before the first market of the season
7. Stall fees may be paid by cash or check (payable to *Live Well Geary County*)

## Direct Deposit Reimbursements:

1. Any vendor accepting SNAP, DUFEB, Market Bucks, or Food Rx Coupons must submit a completed direct deposit form to the Market Manager.
2. All collected tokens/bucks/coupons must be turned in at the end of each market
3. Reimbursement will be processed as follows:
  - Collection 1-15th will be processed on the 31st (last-day) of the month
  - Collections 16-31 will be processed on the 15th of the month
4. [Direct Deposit Form](#)

## More Information:

- [Live Well Geary County](#)
- [Geary Community Farmers Market](#)
- [GCFM Facebook Page](#)
- KS Dept of Agriculture Farmers Market Food Safety Regulations and Best Practices [MF3138 Foods Sold Direct to Consumers in Kansas: Regulations and Food Safety Best Practices \(ksu.edu\)](#)
- KS Business Tax Application [CR-16 Business Tax Application \(ksrevenue.org\)](#)
- [Double Up Food Bucks](#)
- [Double Up Food Bucks – Information for Eligible Vendors](#)
- [Double Up Food Bucks – Information for Non-Eligible Vendors](#)
- [Kansas Senior Farmers Market Nutrition Program](#)

## Online Vendor Application:

<https://forms.gle/uvN3Miw7QzjjSBj9>