



The Monday Farmers Market @ your library was launched on July 6, 2009, in collaboration with the Kansas Department of Health and Environment and the Capital City Wellness initiative. The main goals continue to be providing access to fresh, high-quality produce to the area and to increase physical activity by providing a walking destination.

## 2025 GENERAL INFORMATION

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### Location

Topeka and Shawnee County Public Library

1515 SW 10<sup>th</sup> Avenue – east parking lot (10<sup>th</sup> & Washburn) Topeka, KS 66604

This location in the library parking lot will give the market great visibility for customers walking into the library and driving by the library on Washburn Avenue.

### Hours of Operation

The market will be held every Monday, May 12—September 29, 2025, 7:30 am –11:30 am

Except for Memorial Day—May 26, and Labor Day—September 1.

### Management Contact Information

Email for Monday Market Team: [market@tscpl.org](mailto:market@tscpl.org)

**Application and Tax Certificate contact**-Nessa Johnson: [njohnson@tscpl.org](mailto:njohnson@tscpl.org) or 785-580-4529

Topeka and Shawnee County Public Library, 1515 SW 10<sup>th</sup> Avenue, Topeka, KS 66604-1374

### Cost

There is no fee, **however**, ALL vendors must be pre-approved by the market committee before setting up a booth. All vendors must have a KS sales tax number, and a copy **must** be on file with the market manager **before** setting up your booth.

### Eligible Products and Information Tabling Booths

This market is designed for local produce growers. The market will accept vendors who feature the following products: breads and baked goods, fresh cut flowers, potted herbs, seedlings, flowers, plants, and honey. Due to the mission and the size of the market, Craft only vendors will NOT be included. The Monday Market follows the [KDHE Food Sales Guidelines](#); the sale of non-exempt foods is restricted; each vendor must read and follow the KDHE guidelines. **All vendors must have a Kansas Sales Tax number**, and a copy must be on file with the market manager before setting up your booth. If the Monday Market requests a clearer copy or your exemption certificate has expired, an updated certificate is required. **Library Information Table Guidelines.** The library offers information table space to connect our community with valuable resources from various non-profit agencies and organizations that align closely with the [library's mission and values](#). **Restrictions** include but are not limited to commercial activity, political campaigning, membership drives, recruitment of any type, fundraising and musical performers.

# 2025 Monday Farmers Market @ your library® Application

Please complete and return this form as soon as possible.

Please attach a copy of your Kansas State Sales Tax Form to this application.

Kansas Sales Tax Form and a yearly application is mandatory.

*(Prior vendors tax certificates should be on file, however, if we ask for another copy, please provide.)*

Business Name: \_\_\_\_\_

Producer Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: Kansas Zip: \_\_\_\_\_

Farm address, if different: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

County: \_\_\_\_\_ Kansas Sales Tax Number: \_\_\_\_\_

**\*The Monday Market will begin May 12, 2025. If you will not be able to start on May 12<sup>th</sup>, please indicate your general start date:** \_\_\_\_\_

Please indicate products you wish to sell at the Monday Farmers Market @ your library®. If your item is not listed and/or you need more space, please provide a clear description on another page, and attach the page to your application.

Baked Goods: \_\_\_\_\_

Eggs                      Flowers                      Fruits: \_\_\_\_\_

Herbs: \_\_\_\_\_

Honey and Honey Products      Jelly/Jams      Potted Plants      Sauces/Spices

Vegetables: \_\_\_\_\_

Other: \_\_\_\_\_

## Monday Farmers Market @ your library® Policies and Requirements

1. All information requested on the application must be accurately provided and on file with the market manager before setting up. **A new application is required each year.**
2. All/most products that are offered by the vendor are encouraged to be grown and/or processed by vendor.
3. All processed products must be from an inspected facility.
4. All vendors are responsible for paying income and sales taxes on revenues from the market.
5. All vendors will provide their own tent or awning and table and **must display their farm/farmer name and location, e.g. city, on their table.**
6. All vendors assume responsibility for any and all litigation and judgments brought against their business and its products.
7. The application review committee reserves the right to use discretion when approving or denying applicants.
8. No vendor shall exhibit abusive or insulting language or behavior towards market managers, the public or other vendors; any complaints must be made in writing and sent to the market manager. **Customer Conduct Policy** of the library is to be followed.
9. The library and its premises are a nonsmoking campus; smoking is not allowed on library property.
10. **All vendors must be set up by 7:30 am and cannot tear down before 11:30am unless they are sold out.**
11. **If you are not able to make it on the scheduled market date, email [market@tscpl.org](mailto:market@tscpl.org).**

## Monday Farmers Market @ your library® Participation Commitment

I understand that making an application does NOT guarantee acceptance by TSCPL.

I understand that other vendors participating in the Monday Farmers Market @ your library® may, and some will, have identical or like products to those available from my business.

I understand that there are no guarantees of buyers, income, or revenue from the Monday Farmers Market @ your library® or its sponsors.

I acknowledge and agree pending approval, my participation in the market will be subject to adherence to the policies and regulations noted in this application and the policies and guidelines of the Topeka Shawnee County Public Library. The right to participate in the market may be revoked at any time by the market manager and team. Reasons for revocation include but are not limited to 1) not following the TSCPL Customer Conduct Policy, 2) selling unapproved products, 3) conducting business in an illegal manner or in a way that is unbecoming to the state or library, or 4) for any reason the market sponsors deem relevant.

By signing below, I hereby acknowledge I have completely read and fully understand the TSCPL Monday Market policies and requirements.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed application to:**

*Topeka and Shawnee County Public Library*

*ATNN: Nessa Johnson*

*1515 SW 10<sup>th</sup> Avenue, Topeka, KS 66604-1374*

*Ph: (785) 580-4458 \* Fax: (785) 580-4496 \* E-mail: [njohnson@tscpl.org](mailto:njohnson@tscpl.org)*