**Location**
Topeka and Shawnee County Public Library  
1515 SW 10th Avenue – parking lot (10th & Washburn)  
Topeka, KS 66604
This location in the library parking lot will give the market great visibility by customers walking into the library and driving by the library on Washburn Avenue.

**Hours of Operation**
The market will be held every Monday, May 9—October 3, 2022, 7:30 am – 11:30 am  

**Management Contact Information**
Jackie Hurst: jhurst@tscpl.org Phone: 785-580-4655  
Nancy Wurm: nwurm@tscpl.org Phone: 785-580-4687  
OR  
Bonnie Cuevas: meetings@tscpl.org Phone: 785-580-4495  
Topeka and Shawnee County Public Library, 1515 SW 10th Avenue, Topeka, KS 66604-1374

**Cost**
Prepayment due prior to setup: $6/stall/market day. If you have a trailer, or bring 2 vehicles, you must pay for 2 stalls. Payment must be received in advance of setting up. Stall space will be assigned after we receive your signed agreement and upon approval by TSCPL. A Vendor Rewards Card will be issued to each vendor on the first date they attend. Pay for 5 weeks and get the next week FREE. Your card will be punched each week you attend. **Note that the library is closed on May 30, July 4 and September 5 so the market will not be held on those dates.**

**Eligible Products**
This market is designed for produce growers. Additionally, the 2022 market will accept up to two vendors who feature the following products: whole wheat bread using Kansas wheat, fresh cut flowers, potted herbs, flowers and plants and honey. Due to the mission and the size of the market, no craft vendors will be included. There will be 1 Guest Vendor Pass available to 1 vendor per week that sells products that are not produce but food related. Call 580-4495 or email meetings@tscpl.org for more information on how to qualify. **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.
2022 Monday Farmers Market @ your library® Application
Please complete and return by March 25, 2022 and attach a copy of your Kansas Sales Tax form to this application if you do not already have one on file with the market manager.

Business Name: ____________________________________________________________

Producer Name: ______________________________________________________________________

Address: ____________________________________________________________________________

City: _________________________ State: Kansas Zip: _________________________

Farm address, if different: ______________________________________________________________________________________________________

Telephone: ( ) ______________________   E-mail Address: _________________________

County: ________________________________ Kansas Sales Tax Number: _________________________

*Please indicate your general start date: ____________________________________________________

Please check boxes to indicate products you wish to sell at the Monday Farmers Market @ your library®.

- Apples
- Apricots
- Asparagus
- Arugula
- Beets
- Berries
- Blueberries
- Broccoli
- Brussels Sprouts
- Cabbage
- Carrots
- Cauliflower
- Chard
- Corn, Sweet
- Cucumbers
- Eggplants
- Eggs
- Flowers-cut
- Garlic
- Green Beans
- Greens
- Herbs
- Honey
- Lettuce
- Melons
- Nuts
- Okra
- Onions
- Other:
- Peaches
- Pears
- Peas
- Peppers
- Potatoes
- Potted Plants, herbs, flowers
- Pumpkins
- Radishes
- Rhubarb
- Spinach
- Squash
- Strawberries
- Sweet Potatoes
- Tomatoes
- Turnips
- Whole Wheat Bread
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.
2. At least 75% of all products offered by vendor must be grown or processed by the vendor.
3. All produce and products, 100 percent of items for sale, must be grown and/or produced in Kansas.
4. All processed products must be from an inspected facility.
5. If baked goods are included in products for sale, at least one ingredient must be produced on vendor’s farm.
6. All vendors are responsible for paying income and sales taxes on revenues from the market.
7. 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.
8. All vendors assume responsibility for any and all litigation and judgments brought against their business and its products.
9. The application review committee reserves the right to use discretion when approving or denying applicants.
10. 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.
11. The library and its premises are a nonsmoking campus, so smoking is not allowed on library property.
12. All vendors must be setup by 7:30 am and cannot tear down before 11:30 am unless they are sold out.
13. If you are not able to make it on a market date call 785-580-4495 so customers can be informed of your absence.

Monday Farmers Market @ your library® Participation Commitment

I understand that making 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. The right to participate in the market may be revoked at any time by the market manager. Reasons for revocation include but are not limited to: selling unapproved products, selling products not made or grown in Kansas, conducting business in an illegal manner or in a way that is unbecoming to the state, or for any reason the market sponsors deem relevant. Market managers have the right to visit farms to assure adherence to policies.

Print Name: _________________________________________________________________________

Signature:____________________________________ Date:__________________

Return completed application by March 25 to:
Topeka and Shawnee County Public Library
Event Planning Office
1515 SW 10th Avenue, Topeka, KS 66604-1374
Ph: (785) 580-4495 * Fax: (785) 580-4496 * E-mail: meetings@tscpl.org
Attention: Bonnie Cuevas