



hosted by the Silver Lake Public Library

## Vendor Application 2023

Are you a new vendor? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Booth/Business: \_\_\_\_\_ Date: \_\_\_\_\_

Kansas Sales Tax # (If you have one) \_\_\_\_\_

Contact Person: \_\_\_\_\_ OR \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Please describe in detail the items you intend to offer for sale.

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Would you like to be included on our website? **YES** **NO**

If yes, the above description will go on our website next to your information.

Have you read our **General Guidelines and Market Procedure**? **YES** **NO**

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please print or write clearly.**

Mail Application to P.O. Box 248 Silver Lake, KS 66539 or return to the Library. For more information you can email: [farmersmarket@silverlakelibrary.org](mailto:farmersmarket@silverlakelibrary.org) or call 785-582-5141



## **GENERAL GUIDELINES AND MARKET PROCEDURE**

1. What may be sold? Fresh produce, cut flowers, live plants, baked goods, eggs, honey, jams, jellies, frozen meats, and handcrafted items. Product-specific guidelines are outlined in K-State's [Regulations and Food Safety Best Practices](#).
2. Each seller has the privilege to establish their own prices on goods sold at their booth.
3. Market location, dates and times - The Silver Lake Farmer's Market and Family Fun Fair is located in the parking lot of the Silver Lake Public Library. The market will be held every Tuesday, June 6th-August 29th, from 6 p.m.- 8p.m.
4. Vendor booths: The parking lot on the east side of the Public Library will be closed off and used for the Farmer's Market. Vendors will set up their booths on a first come first serve basis. Vendors can start setting up 30 minutes prior to 6 p.m. Vendors are responsible for supplying their own tables and chairs.
5. Vendors are responsible for their own insurance, licenses and any permits necessary for the products they sell at the Farmer's Market. Most produce, eggs, and baked goods sold do not require a license. Please refer to the K-State [Regulations and Food Safety Best Practices](#) for more information on this topic.
6. Vendor fees - The 2023 Silver Lake Farmer's Market does not require a vendor fee to participate in our market.
7. All vendors must display the Sales Tax Registration Event Certificate at their booth. This certificate will be given to you at the vendor meeting before the first market.
8. All vendors must collect and remit sales tax. At the end of the Farmer's Market, vendors must file a Kansas Sales Tax Special Events Return, even if there were no taxable sales.