



# TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

## MONDAY MARKET

@ your library®

### 2023 GENERAL INFORMATION

#### **BACKGROUND**

The Monday Farmers Market @ your library® was launched on July 6, 2009 in collaboration with the Kansas Department of Health & Environment and the Capital City Wellness initiative. The main goals are to increase access to fresh, high-quality produce to the 35,000 employees that work in Downtown Topeka and to increase physical activity by providing a walking destination.

#### **Location**

Topeka and Shawnee County Public Library  
1515 SW 10<sup>th</sup> Avenue – parking lot (10<sup>th</sup> & 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 8—October 2, 2023, 7:30 am –11:30 am  
Except for Memorial Day—May 29, and Labor Day—September 4.

#### **Management Contact Information**

Audrey Sarver: [asarver@tscpl.org](mailto:asarver@tscpl.org) Phone: 785-580-4458

Jackie Hurst: [jhurst@tscpl.org](mailto:jhurst@tscpl.org) Phone: 785-580-4655

Nancy Wurm: [nwurm@tscpl.org](mailto:nwurm@tscpl.org) Phone: 785-580-4687

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

#### **Cost**

There is not a fee. Note: All vendors must be pre-approved by market committee before setting up a booth. Also, 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, please contact the above people if you have questions concerning this.

#### **Eligible Products**

This market is designed for 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, no craft only vendors will be included. **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.

# 2023 Monday Farmers Market @ your library® Application

Please complete and return this form, as soon as possible, no later than

April 30, 2023, and please 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	<input type="checkbox"/>
Apricots	<input type="checkbox"/>
Asparagus	<input type="checkbox"/>
Arugula	<input type="checkbox"/>
Beets	<input type="checkbox"/>
Berries	<input type="checkbox"/>
Blueberries	<input type="checkbox"/>
Broccoli	<input type="checkbox"/>
Brussels Sprouts	<input type="checkbox"/>
Cabbage	<input type="checkbox"/>
Carrots	<input type="checkbox"/>
Cauliflower	<input type="checkbox"/>
Chard	<input type="checkbox"/>
Corn, Sweet	<input type="checkbox"/>
Cucumbers	<input type="checkbox"/>
Eggplants	<input type="checkbox"/>
Eggs	<input type="checkbox"/>

Flowers-cut	<input type="checkbox"/>
Garlic	<input type="checkbox"/>
Green Beans	<input type="checkbox"/>
Greens	<input type="checkbox"/>
Herbs	<input type="checkbox"/>
Honey	<input type="checkbox"/>
Lettuce	<input type="checkbox"/>
Melons	<input type="checkbox"/>
Nuts	<input type="checkbox"/>
Okra	<input type="checkbox"/>
Onions	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Peaches	<input type="checkbox"/>
Pears	<input type="checkbox"/>
Peas	<input type="checkbox"/>

Peppers	<input type="checkbox"/>
Potatoes	<input type="checkbox"/>
Potted Plants, herbs, flowers	<input type="checkbox"/>
Pumpkins	<input type="checkbox"/>
Radishes	<input type="checkbox"/>
Rhubarb	<input type="checkbox"/>
Spinach	<input type="checkbox"/>
Squash	<input type="checkbox"/>
Strawberries	<input type="checkbox"/>
Sweet Potatoes	<input type="checkbox"/>
Tomatoes	<input type="checkbox"/>
Turnips	<input type="checkbox"/>
Whole Wheat Bread	<input type="checkbox"/>

## 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. 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.
9. The library and its premises are a nonsmoking campus, so smoking is not allowed on library property.
10. **All vendors must be setup 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 a market date call 785-580-4458 or email asarver@tscpl.org, 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, 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.

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

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

### Return completed application by April 30 to:

*Topeka and Shawnee County Public Library*

*Monday Farmers Market Committee*

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

*Ph: (785) 580-4458 \* Fax: (785) 580-4496 \* E-mail: asarver@tscpl.org*

*Attention: Audrey Sarver*