

Downtown Hays WINTER Market: Vendor Regulations

Downtown Hays Development Corporation (DHDC) is looking forward to hosting its annual Downtown Hays WINTER Market. Our goal is to offer a centralized location for vendors from across the area to sell and promote their products during the holiday shopping season. We are hoping with your help and the help from our community, we will be able to create a wonderful event. Please fill out the form attached if you would like to participate. Also, feel free to share this event with other creators you feel may want to participate!

All vendors must read and sign this form signifying that they agree to all regulations. All vendors are responsible for securing a tax registration certificate.

GENERAL GUIDELINES AND MARKET PROCEDURE FOR VENDORS

CORONAVIRUS SAFETY: If you think someone is sick or unwell, please alert DHDC staff. Due to COVID-19, we will not be accepting any out of state vendors. DHDC reserves the right to prohibit any vendor from selling, especially those from counties deemed high risk of Coronavirus. Due to COVID-19, masks will be required for all vendors. We strongly encourage the frequent sanitization of your booth and workspace. DHDC will be encouraging customers to use cashless transactions and only vendors to touch product. Please be aware of the 6-foot space between individuals and do your best to maintain proper social distancing.

WHO MAY SELL: Growers, craftsmen, bakers, honey producers, artists, musicians, antique dealers, vintage and décor resellers, direct sales, retailers, etc are all allowed to sell. We believe more vendors means more foot traffic. DHDC reserves the right to prohibit any items from being sold and to refuse admission to any seller they deem unfit or hazardous.

WHAT MAY BE SOLD: Fresh produce, cut flowers, live plants, baked goods, honey, jams, jellies, frozen meats, coffee products, and handcrafted items, including jewelry, soaps, silk flowers, etc.

MARKET LOCATION, DATES, AND TIMES: The 2020 Downtown Hays WINTER Market will be located at The Strand Event Center, 1108 Main Street. The Winter Markets will be on November 14 and December 5. The market hours are 9:00a-12:00p.

SET UP AND START TIMES: Vendors may begin setting-up 8:00am. All vendors are asked to be in place at least fifteen minutes before opening. Absolutely no selling prior to opening at 9:00am.

UNLOADING & LOADING: Vendors may unload in front of The Strand or using the north alley. If you choose to pull up the entrances, we ask that you move your vehicle when you are finished to allow others the same convenience. Please be courteous of others.

PARKING: Vendors are encouraged to park in the Astra Bank parking lot at 1100 Fort Street. Please be courteous to guests and other vendors as you choose your spot.

VENDOR STALLS: Vendor spots inside The Strand are 10ft x 10ft. Please do not extend displays out farther than is indicated. This allows more vendors, physical distancing, and room for a walkway.

SANITATION: Vendors are responsible for the removal of waste from the event area. All vendors are subject to inspection by the Ellis County Health Department.

SMOKING: Smoking of any kind will not be tolerated, including vaping. This is for the comfort of our guests as well as out of respect for the products of our vendors that may absorb odors easily.

GRIEVANCE PROCEDURE: Any grievance regarding the pricing habits, displays, or conduct of another vendor should be immediately directed to DHDC staff and not directed to the vendor in question.

INSURANCE: Vendors are responsible for their own insurance, licenses, and any permits necessary for the products they sell at the Downtown Hays WINTER Market.

TAX REGISTRATION CERTIFICATE: All vendors are responsible for securing a tax registration certificate through the state of Kansas. DHDC requires a copy of said certificate PRIOR to selling at our event.

STATE REGULATIONS: All vendors agree to follow the Kansas State rules and regulations as stated in the Farmers Market Guide. The guide can be found at <http://www.ksre.ksu.edu/bookstore/pubs/MF3138.pdf> or ask DHDC staff for a hard copy.

EVENT REQUIREMENTS AND FEE(S)

Exhibitor requests the following booth size and agrees to pay the following booth rental fee(s) (check one):

- ☐ I will be attending the November 14 event ONLY for a fee of \$25
- ☐ I will be attending the December 5 event ONLY for a fee of \$25
- ☐ I will be attending BOTH the November 14 AND December 5 events for a fee of \$30

Tables and Chairs will be available on site. Please indicate the number you require:

8ft of Tables: _____

of Chairs: _____

Electricity is available on a limited, first come/first serve base. Vendors must provide their own electrical cords and lights.

Do you require electricity? ☐ Yes ☐ No

VENDOR SIGNATURE

Initials:

_____, I, _____, on behalf of my business,
_____, agree to abide by all of the
rules described in this document.

_____ I agree to pay the fee I have indicated upon submission of this form.

_____ If I have any questions regarding any of these market rules, I will bring them to a DHDC Staff member as soon as
they arise so they can be addressed in a timely fashion.

_____ I have read the rules, regulations and resources provided to me. I understand I am responsible for all labeling,
fees, taxes and insurances needed for my business. I understand DHDC is not responsible for my regulations,
and I am subject to inspections.

X _____ X _____

Name to Appear in Advertising

Main Person to Contact

X _____

Mailing Address (☐ For private use only)

X _____ X _____

Phone Number (☐ For private use only)

Email Address (☐ For private use only)

X _____

Website

PRODUCTS OFFERED:

☐Vegetables ☐Fruit ☐Jams/Jellies ☐Meat ☐Honey ☐Baked Goods ☐Eggs ☐Herbs

☐Plants ☐Cut Flowers ☐Pet Products ☐Body Care Products ☐Artisan Crafts ☐Jewelry

☐Licensed or certified products or other:

ADDITIONAL PRODUCT DETAILS:

X _____ X _____

Vendor's Signature

Date

By signing the Vendor Regulations, you are understanding the risk associated due to the current state of the country.