



www.thecitymarket.org

2010 FARMERS' MARKET COMMUNITY YARD SALE



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GENERAL INFORMATION

Thank you for your interest in the City Market Farmers' Market. The City Market is owned by the City of Kansas City, Missouri and managed by Copaken, White & Blitt, LLC. Deb Connors is the Market Master who oversees operation of the Farmers' Market, enforcing market rules and policies, keeps records, maintains relationships with the vendors and community supporters, and promotes the Market. Information provided in this handbook will explain how you can become a vendor at the City Market.

The City Market is the largest open-air market in the Midwest, and has been in operation since 1857. With more than 150 vendors actively participating in the Market and approximately 680,000 visitors per year, it is one of the most popular attractions for area residents as well as visitors to Kansas City. With the revitalization of Downtown Kansas City, the City Market continues to be the heart of the River Market neighborhood in this. The Market is conveniently located just north of Downtown Kansas City at 5th and Walnut, and is accessible to all major interstates and highways.

The City Market

20 East 5th Street, Suite 201

Kansas City, MO 64106

Web Site: www.thecitymarket.org

Phone Number: (816) 842-1271

Fax Number: (816) 471-6168

Market Master's Extension 1104

City Market Security

Phone Number: (816) 918-4700

City Market Hours of Operation

The City Market is open seven days a week year round.

City Market Farmers' Market Hours:

Summer Season

March – October

Saturday 6:00 a.m. to 3:00 pm*
Sunday 8:00 a.m. to 3:00 pm.*

Winter Season

November – February

Saturday 7:00 a.m. to 3:00 p.m.*
Sunday 8:00 a.m. to 3:00 p.m.*

*City Market special events may require early closing or relocation of vendors.

City Market Management Office Hours:

Summer Season

March – October

Weekdays 8:00 a.m. to 4:30 p.m.
Saturday 4:30 a.m. to 4:00 p.m.
Sunday 5:30 a.m. to 4:00 p.m.

Winter Season

November – February

Weekdays 8:00 a.m. to 4:30 p.m.
Saturday 7:00 a.m. to 3:30 p.m.
Sunday 7:00 a.m. to 3:30 p.m.

Farmers' Market Review Committee

Debra Churchill –City Market, Property Manager

Deb Connors –City Market, Market Master

Dana Gibson – City Market Oversight Committee Board Member

Claude Page – City of Kansas City, Missouri, Planning and Development Department, Development Specialist

FARMERS' MARKET RULES AND REGULATIONS

Effective January 1 through December 31, 2010

1. The City Market Farmers' Market is managed by the Market Master who has authority over all Farmers' Market operations.
2. The Farmers' Market Review Committee is a committee that monitors the Farmers' Market operation, approves policies, vendors and the direction of the Market, and supports the Market Master position.
3. City Market special events may require relocation of space and early closing.
4. No guarantee of exclusivity of products is made or implied.
5. No employee of the City Market Management is allowed to accept any gratuity from vendors.
6. The City Market Management, Planned Industrial Expansion Authority, City of KCMO and its employees, agents or officials are hereby released from any responsibility or liability for loss or damage of merchandise while it is being stored in this location.
7. The City Market does not discriminate in public accommodations or employment on the basis of race, sex, religion, national origin, age, color, disability or sexual orientation.
8. All vendors must comply with all City, County and State ordinances, regulations and rules together with state and federal laws relating to the City Market and the vendor's business conducted in the City Market. No vendor shall do any act or use any language to insult the City Market Management staff, another vendor or shopper, or to intimidate a shopper into purchasing the product being sold. Failure to abide by ordinance, laws and regulations may be basis for suspension or expulsion.
9. Persons, who circulate false reports to upset, destroy or sabotage the operations of other vendors or the City Market shall be subject to expulsion from the City Market.
10. The Market Master has the authority to deny any person the privilege of operating or selling a particular item at The City Market, who in his/her judgment is using methods that are detrimental to attendance at The City Market or contrary to The City Market's policies or standards.
11. No person shall deface or do damage to buildings, pavement or other physical equipment of the City Market. Vendor shall be responsible for the repair or replacement of any property, which may be damaged by a vendor, operation of the vendor's business or vendor employee.
12. The Market Master shall have authority to remove from the City Market any person gambling or under the influence of intoxicants or disorderly conduct. The consumption of alcoholic beverages in the City Market common area is strictly prohibited.
13. All vendors of the Market are responsible for the actions of their employees.
14. All vendors are required to wear shirts at all times which must not contain any profanity or offensive images.
15. Strict compliance with all designated parking and traffic regulations is required. Illegally parked or non-operational vehicles shall be removed immediately upon request or will be towed at owner's expense.
16. The playing of loud music in vendor stalls will not be permitted.
17. Vehicles longer than twenty-two feet from bumper to bumper will not be permitted in the City Market.
18. Hawking is permitted, but bullhorns or other audio equipment is prohibited.
19. Display or sale of obscene, illegal or unsafe merchandise is prohibited.
20. No pets are allowed in any vendor stall(s) with the exception of guide dogs.
21. Periodically the Market Master and City Market Review committee will assess the number of vendors in each category. If it is deemed that the number of vendors has met its maximum; that category will be closed.

22. It is the responsibility of the vendor to warrant, refund or exchange merchandise that is deemed unsatisfactory. For each complaint, a warning will be issued to the offending vendor which can result in suspension and expulsion from the Farmers' Market.
23. No vendor shall be permitted to sell soft drinks or prepared food for consumption at the City Market, with exception of annual concession vendors and approved vendors with a licensed kitchen.
24. Electricity is available in specific stalls and may be used by vendor for a fee of \$6.00 per day in advance. The availability of electricity is on a first-come, first served basis. All concession vendors are required to provide their own generators for electrical needs.
25. The use of any spark, flame or fire-producing device is prohibited in the City Market, with exception of approved Concession Vendors with the appropriate permits preparing food on site. The storage, sale, creation or production of volatile or flammable materials or hazardous waste is strictly prohibited.
26. Merchandise, stock and other vendor property shall not be placed, stored, cleaned or processed in unoccupied stalls or common areas of the City Market. The City Market management will dispose of unauthorized items found in these areas, at the vendor's expense.
27. Vendors shall not allow seepage and leakage of water or fluids from their stands into the aisles, other vendor's stalls, or common areas.
28. The Market Master may require that all produce sorted out as culls or otherwise considered of no commercial value shall be placed in containers and destroyed or removed from the City Market premises. The disposal of such product(s) shall be the responsibility of vendor.
29. No vendor shall use "false pack," meaning the topping or facing of containers with the best products exposed and poor products concealed underneath.
30. All signs and price tags must be legible.
31. Market Master will not approve any new vendor on Saturday or Sunday. Review of all items to be sold or verification of vendors farm will be by appointment only with the Market Master on Wednesday-Friday during regular office hours 8:00 a.m. to 4:30 p.m.
32. Every vendor must keep his immediate premises clean, sanitary and orderly. Persistent failure to carry out the Market Master's orders, in this respect, shall constitute just and sufficient cause for suspension or expulsion from selling at the City Market.
33. No buyer or seller at The City Market shall enter into any price agreement or join any organization for the purpose of raising, lowering, or fixing abnormal or artificial prices of products at the City Market, or for the purpose of keeping products at or products off the City Market, and no person shall assist others in any way to accomplish this purpose. Any vendor practicing price strategy causing Market upset and loss in prices and judged by the Farmers' Market Review Committee to be deliberate "throat cutting" is prohibited and subject to expulsion.

CATEGORY 8: COMMUNITY YARD SALE

Used Items Only – The intent of this category is to provide an opportunity for a type of community garage sale.

- The Yard Sale is held on Friday's and Sunday's only
- Vendors who have not filled out a Community Yard Sale application will not be allowed to sell.
- .All vendors must call in advance to reserve a space prior to the day they wish to sell. Please contact Deb Connors, Market Master at (816) 842-1271 ext 1104
- Vendors not calling in must wait until 9:00 a.m. or until all reserved spaces have been filled.
- Check-in 6:00 a.m. to 8:30 a.m.
- No vendor will be permitted to unload before a daily stall has been assigned by the Market Master.
- No vendor will be allowed to enter the market after 8:30 a.m.
- Friday hours are 10:00 a.m. to 2:00 p.m. and Sunday hours are 9:00 a.m. to 3:00 p.m. All yard sale vendors must be off the property no later than 4:00 p.m.
- Each 10' X 10' space is \$15.00 each; limit two spaces per vendor, which must be paid in cash prior to setting up. **Daily fees are not refundable.**
- Any vendor selling items which are not permitted will be asked to remove items. If vendor continues to sell unapproved items they will no longer be permitted to participate in the Community Yard Sale.
- Any purchasing transaction by a vendor must be done off Market property.
- Vendors are not allowed to buy gold or silver from customers.
- No vehicles will be allowed in the Yard Sale area for loading before 2:00 p.m., this is a Market policy to protect City Market customers. If you wish to leave before 2:00 p.m. you will be required to carry your items to the Market exit to load your vehicle.
- **Vendors are not allowed to use City Market blue trash barrels to discard boxes, unwanted or unsold items. Vendors leaving trash at the Market will no longer be allowed to participate in the Community Yard Sale.**

Items not permitted for sale, include but are not limited to:

- New merchandise, overstocks and brand knock-offs
- Illegal CD's, DVD's and other unauthorized "knock offs"
- Clothes that have **not** been previously worn.
- Gold or silver jewelry
- Personal services.
- Animals
- Knives, guns, bow and arrows, axes, pocket knives or weapons of any kind.
- Display or sale of obscene, illegal or unsafe merchandise
- Beverages, prepared food or fresh produce.
- Potted plants.
- Handmade craft items
- Cosmetics or perfumes
- Cleaning supplies.
- Hygiene products.
- Items not appropriate in an open-air family market.

All unsold items and trash must be removed from City Market property.

The City Market does not permit or condone the sale, offer to sell or display of products or services which unlawfully infringe upon the trademark, trade name, service mark, copyright, patent, franchise, permit or license of another. Violation of this provision may be subject to prosecution to the full extent of the law.

When preparing for market day consider bringing the following:

- **Booth rental fee, small bills only.**
- A pop up 10 x 10 canopy helps to define your sales area and protect you from the elements.
- Sandbags or other weights to anchor your table, canopy, and merchandise in the event of wind.
- Portable displays such as tables, sawhorses, shelves or racks. Make sure you bring bungee cords or rope to secure your displays.
- Rain tarp and a sheet to cover your table.
- Folding chair in case you get tired.
- Table cloths to dress up your display and a great place to hide the extra inventory and other items.
- Offer the customer a paper or plastic bag for their purchases. Small sandwich bags are great for small purchases.
- Cash box, apron or fanny pack with plenty of change and small bills. Do not leave cash boxes unattended.
- Cooler, ice, water and snacks.
- Hat, jacket, sunscreen, bug repellent and aspirin in case you get a headache.
- Pens, paper, calculator, Kleenex, paper towels and a few rags.

Marketing Tips:

- Being prepared the night before will save you a lot of trouble in the morning.
- Be energetic and happy to see a customer. Talk to customers and develop relationships. Customers come back because they want to do business with someone they know.
- Don't just sit there, every item should and does have a story. The better the story the likelier the sale.
- Differentiate yourself from other vendors.
- Make sure your display is neat, clean, attractive and inviting, providing ease of movement throughout.
- Display your products neatly and make them easily accessible to all people.
- Price items neatly and clearly. Many items are passed over because the customer will not ask the price.
- Have a neat and clean appearance.

