



CHECKLIST

Thank you for your interest in becoming a member of the Farmers' Community Market at Brookside. We hope to welcome you to our growing market! Below is a checklist of steps for you to complete before the Vendor's Committee can evaluate your application. To expedite the review, please be sure you have all steps completed.

- Step 1: Read over the **VENDOR GUIDELINES** (this familiarizes you with all our market procedures & fees). See below for a quick overview of requirements for vendors.
- Step 2: Decide which application is appropriate: **FRUIT; GROWER; LIVESTOCK; or CRAFTS.**
- Step 3: Submit the **APPROPRIATE DOCUMENTATION** of organic/sustainable practices with the application. Check the Market Guidelines or your application to see what applies to you. *Note: all applications require some type of documentation.*
- Step 4: Get the **FEES** ready. There is a \$25 non-refundable application fee. Half the season's market fees are due in advance with your application. Please send two separate checks. Vendor's Guidelines show how to figure your stall fee. Make checks payable to *Farmers' Community Market at Brookside*
- Step 5: **MAIL IN YOUR APPLICATION** before March 1. It goes to: Farmers' Community Market at Brookside, Post Office Box 7088, Kansas City MO 64113. It can take up to 2 weeks to review applications. If you apply after 3/15, expect to start a few weeks after the market's opening day.
- Step 6: **PLAN FOR THE FIRST MARKET:** design the layout of your stall; prepare reusable price signs; have a white tent ready; plan to e-mail your market offerings to the e-mail list coordinator on Wednesdays; & plan to be set up & ready to sell by 8 a.m.

Quick overview of requirements: *all vendors must produce their own goods/produce for sale (no reselling); all producers must be within about 100 miles of Kansas City; produce vendors grossing more than \$5,000 must be certified organic; produce vendors with under \$5,000 in sales need not be certified, but must document compliance with organic standards & submit Schedule F as proof; processed foods & body products must have 51% organic ingredients; meat, dairy, egg and fruit vendors must document sustainable practices as set forth in the respective applications; all vendors need to use white canopies/tents at the market (these run about \$200); Vendors need to agree to all rules & regulations in the Vendor Guidelines or may lose their membership in the market. Refer to Vendor Guidelines for details.*