

The Kansas Department of Agriculture (KDA) is devoted to the total support of agriculture in Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas farmers' market. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful farmers' market in Kansas.

✓	Department	Description
	Office of the Secretary of State <a href="http://www.kssos.org">www.kssos.org</a>	Complete the appropriate business entity <a href="#">filings and forms</a> required by the Kansas Secretary of State. Call (785) 296-4564 for more information.
	Department of Revenue <a href="http://www.ksrevenue.org">www.ksrevenue.org</a>	<p>Visit the Kansas Department of Revenue (KDOR) website to find important <a href="#">business tax information</a>. Call (785) 368-8222 for more information.</p> <p>One month prior to the market opening, market coordinators should contact a <a href="#">KDOR special events agent</a> to obtain a <a href="#">special event coordinator's sales tax packet</a> for distribution to vendors who will only sell products four or fewer times a year.</p> <p>Market coordinators will need to provide an initial list of vendors to KDOR 14 days prior to the first event and a finalized list after the event.</p> <p>Vendors selling products five or more times per year will pay sales tax at <a href="http://www.webtax.org">www.webtax.org</a>.</p> <p>Review additional information on collecting sales tax for <a href="#">special events</a> or <a href="#">normal circumstances</a>.</p>
	Department of Agriculture—From the Land of Kansas <a href="http://www.FromTheLandOfKansas.com">www.FromTheLandOfKansas.com</a>	<p><a href="#">Registration</a> of farmers' markets with the Kansas Department of Agriculture through the <i>From the Land of Kansas</i> program is voluntary. However, registration provides markets limited liability through <a href="#">K.S.A. 2-3801 et seq</a> by stating any participant would assume the inherent risk of attending, participating or selling goods at a registered market.</p> <p>Farmers' markets registered with the <i>From the Land of Kansas</i> will be listed on the Kansas Fresh mobile application. The Kansas Fresh application, available in <a href="#">iOS</a> or <a href="#">android</a>, connects producers and consumers of specialty crops through resources including a farmers' market locator, recipes for specialty crops and a crop calendar.</p> <p>Farmers' market managers can access an <a href="#">online toolkit guide</a> and a <a href="#">general marketing guide</a>. Recommended good practices for a farmers' market manager include maintaining an up-to-date list of vendors, establishing by-laws for the farmers market and verifying required food safety licenses from vendors.</p> <p>Learn more about Kansas farmers' market resources <a href="#">here</a> or call (785) 564-6759.</p>
	Kansas State University—Extension Food Safety <a href="http://www.ksu.edu/foodsafety">www.ksu.edu/foodsafety</a>	<p>Vendors at farmers' markets will be responsible for a variety of food safety laws applicable to the type of products they are selling. Visit the Kansas State University <a href="#">Food Safety at Farmers Markets</a> website for a comprehensive description of food safety laws applicable to Kansas farmers' market vendors.</p> <p>Additional resources for farmers' markets vendors: <a href="#">Food Safety for Kansas Farmers Market Vendors: Regulations and Best Practices</a>, <a href="#">Sampling Safely at Kansas Farmers Markets</a>, <a href="#">Food Labeling for Kansas Food Producers and Processors</a>. Spanish versions of these documents are can be found <a href="#">here</a>.</p>
	U.S. Department of Agriculture <a href="http://www.usda.gov">www.usda.gov</a>	<a href="#">Supplemental Nutrition Assistance Program</a> (SNAP) benefits can be accepted at farmers' markets. Acceptance of SNAP benefits offers opportunities for an expanded consumer network.
	Department of Health & Environment <a href="http://www.kdheks.gov">www.kdheks.gov</a>	<a href="#">Kansas Senior Farmers' Market Nutrition Program</a> (KSFMNP) can be accepted by farmers at certain farmers' markets in Kansas. Acceptance of KSFMNP benefits offers opportunities for an expanded consumer network. For more information, call (785) 296-8060.



# Guide to Starting a Kansas Farmers' Market

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	Farmers' Market Coalition <a href="http://farmersmarketcoalition.org">farmersmarketcoalition.org</a>	The Farmers' Market Coalition is a national resource that hosts a wealth of resources for farmers' markets, including expansive information on starting a market. New markets should consider reviewing the Coalition's <a href="#">resource library</a> for information on market governance, funding, grants and management and operations, among other topics.
	Double Up Food Bucks <a href="http://www.doubleupheartland.org">www.doubleupheartland.org</a>	Double Up Food Bucks utilizes partnerships to help increase fruit and vegetable purchases by giving SNAP EBT card users \$1 credit for every \$1 they spend at participating farmers' markets. For more information on how your market can participate, email <a href="mailto:info@doubleupfoodbucks.org">info@doubleupfoodbucks.org</a> .

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*This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.*



# Helpful Business Development Resources

The following listed resources are provided as a service to Kansas businesses. These resources will assist business owners in obtaining useful tools for starting a Kansas business, marketing agricultural products and developing a skilled workforce, among others.

## Kansas Department of Agriculture

<p>Agribusiness Development, Domestic &amp; International</p> <p><a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a></p>	<p>The agribusiness development team works to grow the Kansas agriculture industry and economy by connecting people, working through regulatory requirements, as well as navigating support and incentive options for Kansas agribusinesses. The team handles both domestic and international business-related activities. For domestic questions, contact Russell Plaschka, Agribusiness Development and Workforce Program Manager, at <a href="mailto:Russell.Plaschka@ks.gov">Russell.Plaschka@ks.gov</a> or (785) 564-7466. If your business has questions on importing or exporting, contact Suzanne Ryan-Numrich, International Trade Director, at <a href="mailto:Suzanne.Numrich@ks.gov">Suzanne.Numrich@ks.gov</a> or 785-564-6704.</p>
<p>From the Land of Kansas Program</p> <p><a href="http://www.fromthelandofkansas.com">www.fromthelandofkansas.com</a></p>	<p>The <i>From the Land of Kansas</i><sup>™</sup> trademark program's goal is to help businesses that grow, produce, process or manufacture products in Kansas. In addition, the program works with and supports restaurants using Kansas products and retailers selling Kansas products and ingredients. The trademark program helps members promote their Kansas products and provides members with a variety of business development tips and opportunities, including marketing assistance. In addition, the state trademark provides a consistent way to identify Kansas agriculture-based products.</p> <p><a href="#">Register</a> your business for membership with <i>From the Land of Kansas</i>. For more information, contact Janelle Dobbins, <i>From the Land of Kansas</i> Marketing Manager, at <a href="mailto:Janelle.Dobbins@ks.gov">Janelle.Dobbins@ks.gov</a> or call (785) 564-6759.</p>
<p>Agricultural Workforce Development</p> <p><a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a></p>	<p>KDA's Workforce Development can connect you with secondary and post-secondary resources to find skilled employees and/or assist in developing a training program to fit your needs. For more information, contact Russell Plaschka, Agribusiness Development and Workforce Program Manager, at <a href="mailto:Russell.Plaschka@ks.gov">Russell.Plaschka@ks.gov</a> or (785) 564-7466.</p>

## Kansas Department of Commerce

<p>KANSASWORKS</p> <p><a href="http://www.kansasworks.com">www.kansasworks.com</a></p>	<p>KANSASWORKS is a free, web-based resource connecting employers with skilled employees and training providers. Call (877) 509-6757 for more information on how to utilize the KANSASWORKS services for filling your employment needs.</p>
<p>Rural Opportunity Zones</p> <p><a href="http://www.kansascommerce.com">www.kansascommerce.com</a></p>	<p>The <a href="#">Rural Opportunity Zone</a> program is a state program authorizing financial incentives to new full-time residents in Kansas. The two types of assistance include Kansas income tax waivers for up to five years and/or student loan repayments up to \$15,000. For more information, please contact the Kansas Department of Commerce at (785) 296-3481.</p>

## Other Resources

<p>Network Kansas</p> <p><a href="http://www.networkkansas.com">www.networkkansas.com</a></p>	<p>Network Kansas works with new and existing businesses to provide a central portal that connects entrepreneurs and small business owners with expertise, education and economic resources. The KSeship mobile application, available in <a href="#">iOS</a> or <a href="#">android</a>, is designed to provide simplified access to resources through connections, classes and capital resources. Call (877) 521-8600 for more details.</p>
<p>Kansas Small Business Development Center (KSBDC)</p> <p><a href="http://www.kansassbdc.net">www.kansassbdc.net</a></p>	<p>The Kansas Small Business Development Center is a network of service centers located throughout Kansas offering business consulting to small businesses. Call (800) 452-6727 for more information.</p>

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## Other Resources Continued

<p>Kansas Business Center</p> <p><a href="http://www.kansas.gov/businesscenter">www.kansas.gov/businesscenter</a></p>	<p>The Kansas Business Center is a resource for information, filings and personal assistance to start or maintain a Kansas business. Call (877) 521-8600 for more details.</p>
<p>K-State Research and Extension</p> <p><a href="http://www.ksre.ks.edu">www.ksre.ks.edu</a></p>	<p>K-State Research and Extension is a statewide network of educators sharing unbiased, research-based information and expertise on issues important to Kansas. It has established local, state, regional, national and international partnerships. It is dedicated to a safe, sustainable, competitive food and fiber system and to strong, healthy communities, families and youth through integrated research, analysis and education. For more information, please call (785) 532-5820.</p>
<p>K-State Research and Extension, Kansas Value Added Foods Lab and K-State Food Science Institute, Meat Science Facility</p>	<p>The <a href="#">Kansas Value Added Foods Lab</a> offers food-related businesses, processors and entrepreneurs technical assistance and product development expertise. For the full list of services and prices, refer to the <a href="#">Fees and Information</a> webpage. For more information, call (785) 532-1668 or email <a href="mailto:kvafll@ksu.edu">kvafll@ksu.edu</a>.</p> <p>The <a href="#">Meat Science Facility</a> provides meat processors and entrepreneurs an opportunity to use a state-of-the-art meat science research and teaching complex. Laboratories include the Meat Lab, the Sensory Lab, the Color Lab, the Meat Chemistry Lab and the Post-Processing Pasteurization Lab. For more information, call (785) 532-1279.</p> <p><i>From the Land of Kansas™</i> members receive a discount for services provided by the Kansas Value Added Foods Lab and the Meat Science Facility.</p>
<p>USDA Rural Development</p> <p><a href="http://www.rd.usda.gov">www.rd.usda.gov</a></p>	<p>USDA's Rural Development program offers loans, grants and loan guarantees to support services such as housing, economic development, health care, first responder services and equipment, water, electric and communications infrastructure.</p>
<p>USDA New Farmers</p> <p><a href="http://newfarmers.usda.gov">newfarmers.usda.gov</a></p>	<p>USDA's New Farmers program assists farmers in finding resources customized to their specific type of farm. Subcategories are focused on young and beginning farmers, women in agriculture, youth and veterans.</p>

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