

Guide to Starting a Kansas Farmers' Market

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 https://sos.ks.gov/	Complete the appropriate business entity filings and forms required by the Kansas Secretary of State. Call (785) 296-4564 for more information.
	Department of Revenue www.ksrevenue.org	<p>Visit the Kansas Department of Revenue (KDOR) website to find important business tax information. Call (785) 368-8222 for more information.</p> <p>One month prior to the market opening, market coordinators should contact a KDOR special events agent to obtain a special event coordinator's sales tax packet 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 www.webtax.org.</p> <p>Review additional information on collecting sales tax for special events or normal circumstances.</p>
	Department of Agriculture—From the Land of Kansas www.FromTheLandOfKansas.com	<p>Registration 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 K.S.A. 2-3801 et seq by stating any participant would assume the inherent risk of attending, participating or selling goods at a registered market.</p> <p>Farmers' market managers can access an online toolkit guide. 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 here or call (785) 564-6759.</p>
	Kansas State University—Extension Food Safety www.ksu.edu/foodsafety	<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 Food Safety at Farmers Markets website for a comprehensive description of food safety laws applicable to Kansas farmers' market vendors.</p> <p>Additional resources for farmers' markets vendors: Food Safety for Kansas Farmers Market Vendors: Regulations and Best Practices, Sampling Safely at Kansas Farmers Markets, Food Labeling for Kansas Food Producers and Processors. Spanish versions of these documents are can be found here.</p>
	U.S. Department of Agriculture www.usda.gov	Supplemental Nutrition Assistance Program (SNAP) benefits can be accepted at farmers' markets. Acceptance of SNAP benefits offers opportunities for an expanded consumer network.
	Department of Health & Environment www.kdheks.gov	Kansas Senior Farmers' Market Nutrition Program (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.

Kansas Department of Agriculture
1320 Research Park Drive Manhattan, KS 66502 Phone: (785) 564-6700
Email: ksag@ks.gov Website: <http://agriculture.ks.gov>



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	Farmers' Market Coalition farmersmarketcoalition.org	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 resource library for information on market governance, funding, grants and management and operations, among other topics.
	Double Up Food Bucks www.doubleupheartland.org	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 info@doubleupfoodbucks.org .

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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.