



# 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  |
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|   | Office of the Secretary of State<br><a href="http://sos.ks.gov">sos.ks.gov</a>   | Complete the appropriate business entity <a href="#">Licenses and Permits</a> required by the Kansas Secretary of State.   |
|   | Department of Revenue<br><a href="http://www.ksrevenue.gov">www.ksrevenue.gov</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 KDOR a finalized list of vendors with street address mailing contact information after the event.</p> <p>Vendors selling products at five or more events per year should register for a sales tax account with the state to be able to pay online at <a href="http://www.kansas.gov/payment-portal">www.kansas.gov/payment-portal</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<br>—From the Land of Kansas<br><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' market managers can access an <a href="#">online toolkit guide</a>.</p> <p>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—<br>Extension Food Safety<br><a href="http://www.ksre.ksu.edu/foodsafety">www.ksre.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>Specific resources for farmers' markets vendors: <a href="#">Food Sold Direct to Consumers in Kansas: Regulations and Food Safety Best Practices</a>, <a href="#">Sampling Safety at Kansas Farmers Markets</a>, <a href="#">Food Labeling for Kansas Food Producers and Processor</a>, and <a href="#">Selling Safe Canned Food in Kansas</a>. Spanish versions of these documents can be found <a href="#">here</a>.</p>   |
|   | U.S. Department of Agriculture<br>— Food and Nutrition Service<br><a href="http://www.usda.gov">How Do I Apply to Accept Benefits?   Food and Nutrition Service (usda.gov)</a> | <p><a href="#">Supplemental Nutritional Assistance Program</a> (SNAP) benefits can be accepted at farmers' markets. Acceptance of SNAP benefits offers opportunities for an expanded consumer network.</p>   |



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|   | Farmers' Market Coalition<br><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 (DUFB)<br><a href="http://www.doubleupheartland.org">www.doubleupheartland.org</a>                 | Double Up Food Bucks (DUFB) partners with farmers' markets, farm stands, and mobile markets to increase fruit and vegetable access and consumption by giving SNAP EBT card users a \$1 match, up to \$25 per day, for every \$1 in SNAP they spend at a participating location. For more information on how your market can participate, email Erin Bishop, K-State Research and Extension, at <a href="mailto:erbishop@ksu.edu">erbishop@ksu.edu</a> .  |
|   | Department of Health & Environment — Community Health Promotion<br><a href="http://www.kdhe.ks.gov">www.kdhe.ks.gov</a> | <a href="#">Kansas Senior Farmers' Market Nutrition Program</a> (KSFMNP) benefits can be accepted by authorized farmers selling unprocessed fruits, vegetables, cut herbs, and honey at farmers' markets or roadside stands in Kansas. Acceptance of KSFMNP benefits offers opportunities for an expanded consumer network. Applications and training to become an authorized farmer are due by June 1 annually. For more information, call 785-291-3742 or email <a href="mailto:KDHE.SFMNP@ks.gov">KDHE.SFMNP@ks.gov</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.*