



## Oktoberfest 2021 German Market: Vendor Regulations

The Oktoberfest German Market will be held in-conjunction with the Downtown Hays Market (DHM). The Oktoberfest committee hopes that by collaborating with DHM, all vendors will see an increase in foot traffic and sales.

All vendors must read and sign this form signifying that they agree to all regulations. All vendors must sign prior to selling.

### GENERAL GUIDELINES AND MARKET PROCEDURE FOR VENDORS

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1. **DEPOSIT:** Each vendor is required to submit a \$25 fee PRIOR to selling at the German Market unless they are a current, registered Downtown Hays Market vendor. Payment is due upon submission of signed Vendor Regulations. If you are deemed by DHDC staff and Board unable to sell due to COVID-19, your fee will be reimbursed.
2. **CORONAVIRUS SAFETY:** If you this someone is sick or unwell, please alert the Market Manager or other DHDC staff. DHM will continue to reserve the right to prohibit any vendor from selling, especially those from counties deemed high risk of Coronavirus. Masks will be required based on city ordinances that may or may not be in place. We strongly encourage the frequent sanitization of your booth and workspace. Gloves will not be required. There will be hand washing stations set up for vendors and customers. DHM will be encouraging customers to use cashless transactions and only vendors to touch product. Please be aware of the 6-foot space between individuals and do your best to maintain proper physical distancing. If you have any questions regarding Coronavirus safety, please contact the market organizers.
3. **WHO MAY SELL:** Growers, craftsmen, bakers, honey producers, artists, musicians, antique dealers, vintage and décor resellers, direct sales, retailers, etc are all allowed to sell. We believe more vendors means more foot traffic. The Oktoberfest and DHM committees reserve the right at any time to prohibit any additional items from being sold

and to refuse admission to any seller. **For the German Market we are specifically looking for: German baked goods (kuchen, heartzen, hatzia, etc.), dried noodles, and German crafts.**

4. **SANITATION:** Vendors are responsible for removal of waste and leftover produce from the market area. All vendors are subject to inspection by the Ellis County Health Department. Vendors are responsible for trash pick-up.
5. **MARKET LOCATION, DATES, AND TIMES:** The Market is located in the Downtown Pavilion at 110 E 10th, between Main Street and Oak Street. Market begins at 7:30am on October 2nd and ends at 11:00am.
6. **VENDOR STALLS:** Vendors unload at the east end of the pavilion. Then you can park in the the 10th or 9th Street parking lot west of Main. Vendor spots inside the pavilion are 10ft x 10ft. Please do not extend displays too far and leave room for a walkway.
7. **SET UP AND START TIMES:** Vendors may set-up at whatever time best works for them, but the Market Manager will not show up until forty-five minutes prior to the market starting. Oktoberfest and DHM will not be liable for any incidents or accidents that occur prior to that time. All vendors are asked to be in place fifteen minutes before start.
8. **INSURANCE:** Vendors are responsible for their own insurance, licenses, and any permits necessary for the products they sell.
9. **KANSAS SALES TAX:** All vendors are responsible for turning in the proper sales tax documentation and for paying said sales tax to the state of Kansas.
10. **STATE REGULATIONS:** All vendors agree to follow the Kansas State rules and regulations as stated in the Farmers Market Guide. The guide can be found at <http://www.ksre.ksu.edu/bookstore/pubs/MF3138.pdf>.

x \_\_\_\_\_

Name to Appear in Advertising

x \_\_\_\_\_

Main Person to Contact

x \_\_\_\_\_

Mailing Address (☐ For private use only)

x \_\_\_\_\_

Phone Number (☐ For private use only)

x \_\_\_\_\_

Email Address (☐ For private use only)

x \_\_\_\_\_

Website

PRODUCTS OFFERED:

☐Vegetables    ☐Fruit    ☐Jams/Jellies    ☐Meat    ☐Honey    ☐Baked Goods    ☐Eggs  
☐Herbs    ☐Plants    ☐Cut Flowers    ☐Pet Products    ☐Body Care Products    ☐Jewelry  
☐Licensed or certified products or other:

\_\_\_\_\_  
\_\_\_\_\_

Initials:

\_\_\_\_\_ I, \_\_\_\_\_, on behalf of my  
business, \_\_\_\_\_, agree to  
abide by all of the rules described in this document.

\_\_\_\_\_ I agree to pay a \$25 fee upon submission of this form.

\_\_\_\_\_ If I have any questions regarding any of these market rules, I will bring them to the  
Market Manager as soon as they arise so they can be addressed in a timely fashion.

\_\_\_\_\_ I have read the rules, regulations and resources provided to me. I understand I am  
responsible for all labeling, fees, taxes and insurances needed for my business. I  
understand the Oktoberfest and DHM committees are not responsible for my regulations,  
and I am subject to inspections.

x \_\_\_\_\_

Vendor's Signature

x \_\_\_\_\_

Date