



Nacogdoches Farmers Market

2015 Vendor Packet

**Welcome to the Nacogdoches Farmers Market.
We are happy to have you as a vendor. We strive to
provide the community with the highest quality of
locally grown produce and handcrafted merchandise.**

**The market is held in the old hitch lot in downtown
Nacogdoches on the corner of Main and Pearl Streets.**

General Rules

Welcome to Nacogdoches Farmers Market. Market days are held every Saturday on a year round basis and may fall on other days as decided by the Nacogdoches Farmers Market Board of Directors.

Every vendor must sign a statement agreeing to abide by the following rules governing the Nacogdoches Farmers Market:

1. **Management of the Market:** The Market Coordinator is a volunteer who ensures the smooth operation of the market on market days. The Farmers Market Board has primary responsibility for the operation of the Market.
2. **Definition of Vendor:** A vendor is a person approved by the Board to sell items at the market. The term “vendor” shall include the spouse, siblings, children, parents, and employees of the vendor who assist in the cultivation or assembly of the product.
3. **Becoming an Approved Vendor:** To become an approved vendor, the applicant must provide to the Board or Market Coordinator a signed application, applicable fees, and a signed statement agreeing to comply with all Farmers Market rules. Any value added vendor applications are taken before the Board for a formal decision, you must provide samples of your products to be voted on. Agriculture vendors require a farm inspection by a member of the Board or their designee in conjunction with the County Extension Office. Agriculture vendors will not be allowed to set up and sell without first receiving a farm inspection and paying the applicable fee.
4. **Permitted items for sale:** Vendors may sell the following types of items: agricultural, horticultural, (individually wrapped) food or dairy items meeting state regulations, homemade craft items, homemade candles, and homemade jewelry. Vendors may not sell or offer any products or literature deemed offensive or which may incite violence, crime, or disorderly conduct. Vendors may not sell weapons, resale or garage sale items.

Except as noted below, permitted items must be locally grown, produced, or processed by the vendor, where “locally” is defined as the area within a 90-mile radius of the Market. Keeping the Market local is a primary objective of the Board.

Exceptions to the “locally produced” requirements may be made at the discretion of the Board. For example:

Value Added Items: Occasionally, the Board may determine that allowing a specific item produced outside the 90-mile radius can add value to the market and may approve the sale of such a “value added” item. These decisions are made on a case-by-case basis and the Board reserves the right to rescind approval of a value-added product at any time. A vendor seeking approval for a “value added” product must submit an application to the Board for a decision.

If resale items are approved by the Board, vendors must clearly post the producer’s name, location, and contact phone number of the items. The Market Coordinator can provide the vendor with an approved sign.

5. **Vendor fee:** All market vendors must pay a rental fee for the space they use. The rent shall be paid to the Farmers Market manager or coordinator prior to setting up a booth. The vendor fee is \$10.00 per day underneath the covered booths, and \$5.00 for all other spots, including spots used by those selling out of their vehicles.
6. **Vendor Space:** No vendor space shall exceed 10’ x10’. Vendors supplying their own attractive tents and/or canopies must make sure they fit within the assigned 10’ x10’ booth space. No part of the display may extend into the pedestrian aisle, the fire lane, landscaping area and/or into the sidewalk areas. Vendors may set up in front of covered booths during peak season.
7. **Space reservations:** Spaces may be reserved for up to three months by paying in advance, for a 3-month period, on a first come, first served basis. Payments must be made the first Saturday of each month for monthly payments, or the first Saturday of March, June, September, December for quarterly payments, *no exceptions*. No more than one vendor space can be reserved for any one vendor.

The Market Coordinator is responsible for assigning vendors to specific locations on Saturdays. During the busy growing season, Wednesday booth spaces will be assigned by a designee of the Board.

8. **Failure to show:** If you have reserved a space but have not arrived at the market by 8:30 a.m. on Market Day, your spot may be forfeited to another vendor. If you will be late or will not be setting up, contact the Market Coordinator or the Board during normal working hours. If you cannot contact them during normal working hours you may send an email to the market coordinator at danabuckley@hotmail.com before 7 a.m. on Market Days or reach him at 936-569-0999 on Friday evenings.
9. **Time for setup:** Setup of the Market may begin at 7:00 a.m. and must be completed by 8:30 am. All vehicles must be removed from the Market area by 7:30 a.m. You are not allowed to leave your vehicle running during the Market.

Please unload all items before you begin booth set up to avoid vehicle congestion. Vendors may not park in the Market area. Available Market parking is reserved for customers. Vendors may park at the park or in the Appraisal District parking lot.

10. **Cleanup:** Vendors must leave the Farmers Market, Main Street, and Pearl Street clean. Please do not leave garbage behind. Vendors may not dump oil, wastewater, or any other refuse (including clean water and/or ice) into the storm drains, landscaping, or any other area on or around Main and Pearl streets. Violators will be removed from the Market immediately. Absolutely no equipment including but not limited to vehicles, refrigerators, trailers, tables, or tents may be left at the market after normal market operating hours. Vendors are responsible removing all items from the Market premises after each Market day. **NO EXCEPTIONS.**
11. **Farm Visit Fees:** New agricultural vendors must pay a one-time Farm Visit Fee prior to selling items at the market. The fee is based on mileage from the Market, located at 107 W. Pearl Street to the Farm and back. The fee may be made payable in cash, check, or cashier's check and is due at the time of the Farm Visit. Mileage rates will be based on the current state approved mileage reimbursement rate. The Farm Visit may be conducted by a member of the Nacogdoches County Master Gardeners, a member of the Board, and/or their designee.

12. **Vendor Responsibilities**

Vendors are responsible for their children and guest(s) at all times. Do not allow your children to run freely through the Market or to disrupt other vendors or customers. Children must be supervised at all times.

Vendors are responsible for their merchandise, for maintaining security of their booths and persons and for liability of their product. Vendors shall indemnify and hold the City of Nacogdoches, Farmers Market Board, and Farmers Market volunteers harmless from any and all loss.

NO smoking is allowed at the Farmers Market.

Alcoholic consumption and firearms are not allowed at the Farmers Market.

Vendors must possess and obtain, on their own, all appropriate licenses and permits and may without notice be required to show such to any Nacogdoches Farmers Market representative. This includes but is not limited to Sales Tax licensing and health permits.

Hold harmless clause and insurance: Each vendor is responsible for carrying his/her own product liability insurance if desired. All vendors agree to hold harmless the Nacogdoches Farmers Market and the City of Nacogdoches for any loss, cost of damages, or other expenses incurred.

Conflicts Any conflict or potential conflict that may arise between a vendor and a customer or between vendors at the market must be brought to the attention of the Board. Complaint forms are available from any Board member.

Sole Discretion: The Board reserves the right to make any and all decisions in the best interests of the market.

Violations

Complaints: Any complaint that a vendor is violating market rules regarding permitted items for sale or any other matter, must be directed to a Board member. Resolution of complaint matters shall be the responsibility of the Board. The Board shall determine, in their sole discretion, what type of investigation, if any shall be conducted in response to written complaints, whether or not the written complaint is valid and appropriate, and the time frame in which such a response shall be made. Complaints against agricultural items will be investigated within 48 hours of the complaint being made. The complainer must complete and sign a complaint form. Mileage fees for investigative purposes will not be charged on the first complaint. Additional complaints will be subject to the mileage reimbursement schedule mentioned in the Farm Visit Fees section of these guidelines.

Complaint resolution: A vendor may receive citations for violating any provision that undermines the smooth operation of the Market. Citations are issued in the following manner

1st violation: vendor receives verbal warning

2nd violation: vendor receives written warning

3rd violation: vendor can stay for that Market day but will no longer be eligible to participate in the Market.

PLEASE SIGN AND RETURN THIS PAGE WITH YOUR APPLICATION

General Rules and Regulations are for your documentation and do not need to be returned

Nacogdoches, Texas 2015 Farmers Market

I, _____ have read and **AGREE TO COMPLY** with the rules included in the Farmers Market Vendor Packet. I realize that is a **PRIVILEGE** to be a vendor at the Nacogdoches Farmers Market and agree to treat it as such. I will not be rude or disruptive to the Market Coordinator or other vendors. If there is an issue I will handle it in a mature fashion away from customers.

Printed Name: _____

Name of Farm if different: _____

Signature: _____

Date: _____

Nacogdoches Farmers Market Application

Please type or print neatly:

Applicant Name: _____

Date of Application: _____

Business Name: _____

Address: _____

Phone: _____

Email: _____

Vehicle Description &
License Number _____

Please check which products you intend to sell:

Farm Products

___produce ___cut flowers/plants ___honey ___eggs

Value-added products (all submitted are required to be handmade by applicant's business)

___candles ___jewelry ___baked goods ___woodwork....___Soap

___pre-packaged food/drinks ___prepared food/drink

___other (please describe) _____

Are you required by Texas law to be licensed? ___Yes ___No

Name and relationship of person(s) who will be selling for your business:

Will your processed food be prepared in an inspected commercial kitchen? y/n ___

If not, have you acquired a Texas Food Handler's Card: ___yes ___no

Do you require electrical power? If so, specify 110/220_____

Please specify items you plan to sell: _____

Application Cont'd

The Board of directors will consider items for sale and vote and notify the applicant. You may turn in your application Saturdays, 8 a.m. to 12 p.m. at the Market; mail your application to Nacogdoches Farmer's Market, 638 N University Drive, Box 102, Nacogdoches, TX 75961, or email application to nacogdochesfarmersmarket@gmail.com

Vendors

I am a returning vendor
 I am a new vendor

Please be sure you have included the following:

Completed Application Form
Sample products for the Board of Directors
List or photo of proposed products
Copy of any required documentation (i.e. food handlers card, Texas sales tax ID, organic certification, etc.)

Fees

Application/membership annual fee; due on the first day of May each year.

\$35.00 annually
 \$15.00 one-time market set up (application includes one market visit/*does not include annual membership*)

Cash Check (# _____)

Signature of Applicant: _____

Information provided on this form is public and subject to the Texas Public Information Act (Government Code Chapter 552)