



# Nacogdoches Farmers Market

## 2017 Value-added 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.**

**There are separate applications for agriculture and value added. If you wish to sell both please complete BOTH applications. The application process is different. You will only need to pay one membership fee. If you are BOTH you pay the value-added fee.**

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

## 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. We are a members only market run by a Board of Directors. The Board of Directors has sole discretion over the market.

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 of Directors 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 of Directors or Market Coordinator a signed application including both mailing and physical addresses and phone number, applicable fees, and a signed statement agreeing to comply with all Farmers Market rules, Any value added vendor applications are taken before the Board of Directors for a formal decision; you must provide samples of your products to be voted on.
4. **Permitted items for sale:** Vendors may sell the following types of items WITH approval: individually wrapped food or dairy items meeting state regulations, homemade craft items, candles, jewelry, wood work, leatherwork, textiles, etc. 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. **The Board of Directors has the final say on all items approved or disapproved.**

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 and location. The Market Coordinator will 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 in the envelope provided. The vendor fee is \$10.00 per day underneath the covered booths (half-booths are \$5), and \$5.00 for all other spots, including spots used by those selling out of their vehicles. Wednesday fees are \$5.00 per day underneath the covered booths (half-booths are \$3), and \$5.00 for all other spots, including spots used by those selling out of their vehicles.
  6. **Vendor Space:** 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. Canopies and tables are available for rent on a first come first served and reservation basis. Rental fee is \$5 each for a table or canopy.
  7. The Market Coordinator is responsible for assigning vendors to specific locations on Saturdays. Wednesday booth spaces will be assigned by a designee of the Board. The market has **SOLE-DISCRETION** on market space assignments. Your space may be moved at any time if deemed in the best interest of the market. Special requests are considered, but not guaranteed.
  8. **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. unless specific permission is given. 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. Available Market parking is reserved for customers. Vendors may park at the park or in the Appraisal District parking lot.
  9. **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. Vendors are responsible removing all items from the Market premises after each Market day.

## 10. 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.
- Alcohol consumption and firearms are not allowed at the Farmers Market. With the exception of wine tastings by our approved wineries.
- 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.
- Vendors must receive training in SNAP before they may set up for the first time.
- Booth space and rental fees for any equipment must be placed in your envelope and turned in at the end of market.
- Vendors *must* fill out a market report for each market, including estimated sales. Please note individual records are not kept, but the market maintains records of total weekly market sales estimates. These market totals may be shared with the city council, chamber of commerce, TDA, or others as the board deems appropriate. Individual sales will not be recorded or shared.
- Vendors are responsible to notify the market if they plan to be at market or if they need to cancel for any reason. We send out monthly calendar requests for planning and advertising purposes. Please respond. Repeated cancellations or no shows may result in a change of market booth. If you are unable to attend a market you are scheduled for please email [nacogdochesfarmersmarket@gmail.com](mailto:nacogdochesfarmersmarket@gmail.com) or call or text 936.615.3050 by 7AM on a market day. *Failure to do so may forfeit booth space in the future.*
- **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.
- **Contact information:** All vendor contact information must be kept current, please present any changes in writing to the president or secretary of the board.
- **A new application must be filled out in full each year.**

## **Violations**

**Complaints:** Any complaint that a vendor is violating market rules regarding permitted items for sale or any other matter, must be directed in writing 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

**1<sup>st</sup> violation:** vendor receives verbal warning and a notation is made in the file

**2<sup>nd</sup> violation:** vendor receives written warning

**3<sup>rd</sup> violation:** vendor will no longer be eligible to participate in the Market.

***Reminder – The Board MAY remove a vendor at any time without warning if it deems it to be in the best interest of the market.***

**contact information –**

**NacogdochesFarmersMarket@gmail.com**

**Google Voice number 936-213-0640.**

**Mailing address 638 North University Suite 102 Nacogdoches, TX 75961**

## 2017 Value Added Vendor

**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 2017 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 Business if different: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Nacogdoches Farmers Market Application

**Please type or print neatly:**

Applicant Name: \_\_\_\_\_  
Date of Application: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Physical Address \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website \_\_\_\_\_  
Vehicle Description &  
License Number \_\_\_\_\_

**Please check which products you intend to sell:**

**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
- jams, jellies, or canned goods     pottery
- leather work     knitted, crocheted, or sewn items
- 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 request 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, 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](mailto: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  
Samples of proposed products  
Copy of any required documentation (i.e. food handlers card, Texas sales tax ID, etc.)

## Fees

**Application and annual membership fee are due on the first day of May each year. Current vendors who do not submit and application and fee BY JUNE 1<sup>st</sup> will be removed from market.**

\$50.00 annually

Cash  Check (# \_\_\_\_\_)

**Signature of Applicant:** \_\_\_\_\_