



For Internal Use Only:
Board Approval: _____
Permit on File: _____
All Fees Paid: _____
Reserved Stall: _____

2011 Waxahachie Downtown Farmers Market Market Vendor Application

Name: _____ Date: _____

Address: _____
Street City State ZIP Code County

Farm/Organization Name: _____

Telephone: (____) _____ Mobile Number: (____) _____

E-mail : _____

Number of booths spaces required: _____ Entire season? Yes ___ No ___

My booth will require electricity: Yes ___ No ___

Products to be sold:

By signing this application, I agree that I have read the rules and regulations of the Waxahachie Downtown Farmers Market and agree to comply with them. Copies of all necessary licenses and applicable vendor application fees must accompany this application.

Return this Application to:
City of Waxahachie
Waxahachie Downtown Farmers Market
P.O. Box 757
Waxahachie, Texas 75168

Signature of Applicant



Waxahachie Downtown Farmers Market Rules & Regulations

Time: 8:00 a.m. until 1:00 p.m. Check-in time: 7:00 a.m.

Dates: Saturdays beginning May 21, 2011 – October 15, 2011 rain or shine.

Where: Downtown Waxahachie – Courthouse Square

Check-in: 7:00 a.m. on Market day. All fees must be paid and permits on file to set up.

Membership Requirements: Vendors shall be farmers or gardeners who grow and/or purchase wholesale agricultural products. In the event stall space is limited, priority will be given to Ellis County vendors. All first time vendors must submit a Market Vendor Application for approval of the Committee listing items that will be sold together with any appropriate licenses before the close of business on the Tuesday prior to Market day. Applications should be sent to: **Waxahachie Downtown Farmers Market, City of Waxahachie, P.O. Box 757, Waxahachie, Texas 75168.** When space is limited, the Committee may admit Vendors based on their history with the Market and the product diversity offered at the Market.

Products that may be sold:

Raw agricultural products: Products grown or produced or purchased by the vendor or his immediate family, including, but not limited to fruits, vegetables, nuts, herbs, grains, flowers, fiber, bedding plants. Additionally, each produce vendor must obtain a Market Vendor Permit at a cost of \$135.

Value-added agricultural products: These products are admitted only with Committee approval. They include raw agricultural products grown by the seller that have been processed, such as meat, poultry, milk, cheese, oils, vinegars, eggs, honey, soaps, prepared foods, yarn and herbal preparations. Agricultural products licensed, inspected or otherwise regulated by the federal government, the State of Texas, Ellis County or the City of Waxahachie may be sold only upon the Market's receipt and acceptance of required documentation of compliance. Vendors must abide by all applicable federal, state and local health regulations, and must adhere to federal guidelines on all labels. Additionally, each value-added product vendor must obtain a Market Vendor Permit at a cost of \$135.

Crafts: Craft products may be admitted only with Committee approval. Only handmade, agriculture-oriented crafts will be allowed. Such items may include, but are not limited to, wreaths, swags, dry flower arrangements, pressed flowers, scented sticks and potpourri. The product must meet basic expectations of product function and safety. Craft vendors must obtain a Market Vendor Permit at a cost of \$135.

Concessions: A limited number of food and drink concessions will be allowed at the market at the discretion of the managing Committee. Applications to sell concessions must be submitted to the Committee for approval. Additionally, each prepared food vendor will be required to receive Temporary Food Permit every two weeks from the City Health Department. This permit requires a one-time \$135.00 Market Fee, and a renewable Temporary Food Permit of \$60 every 2 weeks. An annual permit is available for \$120 providing all requirements are met.

Informational Booths: To further the educational purposes of this market, the Texas Department of Agriculture, Cooperative Extension Service and their volunteer groups may have the use of one booth space at each market. This booth will be furnished to the Extension Service without necessitating a permit and without cost.

Not-for-Profit Groups: One booth will be set aside at each market for a non-profit group. The Market Committee will review the appropriateness and make this determination. Not-for-profit groups must make application for booth space per the above guidelines and the Market Committee will select one group to participate in each week's market.

Intermittent Vendors: Space permitting, there will be a couple of booths set aside for vendors who do not want to commit to being at the market every Saturday for the entire season. These vendors will be allowed to participate in the market on weeks they desire with proper advance notice to the Market Committee. The Market Committee will review the appropriateness of products being sold to determine entry into the market. Vendors wishing to participate in the market in this capacity must submit their request by Wednesday of the week they want to participate. The first time they participate, they will pay a \$35.00 Market Vendor Permit fee. Every week after that the fee will be \$25.00. Once the vendor has reached the \$135.00 limit, they no longer have to pay the fee, but they still must request space by Wednesday of the week they intend to participate. Space will be assigned to these booths on a first come, first served basis.

Required Fees (Either):

- ❖ a. Market Vendor Permit (seasonal): \$30.00+\$105.00 Market fee (\$135.00 total)
OR
- ❖ b. Temporary Food Permit (prepared food vendors only) \$60.00/ 2 weeks, and a \$135.00 one time Market fee.

Space Assignment: Stall spaces shall be assigned on a first come, first served basis. Vendors who will require early move-out may be assigned spaces based on the ease of ingress and egress. Move-in will start at 6:30 a.m. on the morning of the market. All Vendors must occupy the next consecutive booth space beginning from Franklin/Rogers. A single stall space will consist of a designated slot equivalent to two parking spaces in width and equal to a standard single parking space in length (approximately 10'x16').

Signs: All Vendors must display a sign in their stall showing the name of the vendor and their location, i.e., city and county. Other information, such as telephone number, street address, etc., may also be included.

Sales Tax: Each Vendor is responsible for obtaining a Sales Tax Number if required by the State of Texas and collecting and paying any sales tax that may be assessed on their products. The Vendor shall be responsible for filing any and all returns required by the State of Texas with respect to sales tax collection. The Waxahachie Downtown Farmers Market does not involve itself in collection, audit or other related sales tax activities.

Quality Control: The Market Manager or the Committee reserves the right to ask a Vendor to remove any inappropriate goods or goods of an unacceptable quality from the Market.

Conduct: All Vendors shall conduct themselves in a professional manner while at the Market including.

No alcoholic beverages

No pets

Shoes and shirts are required at all times.

No radios

Stall spaces will be maintained in a clean manner during the Market and all debris will be cleaned up at move-out.

Weights and Measures: All products shall be sold at a standard weight or measure. That is, products may be sold by the pound, provided scales are certified by the Texas Department of Agriculture, otherwise, produce shall be sold by the piece, pint, quart, peck, or another generally accepted measure of quantity.

Pricing: To ensure a profitable experience for all vendors, it is strongly recommended that prices of produce be set within twenty percent (20%) of local retail prices between the hours of 8:00 a.m. and 12:00 noon. Because of the perishable nature of produce, prices may be reduced after 12:00 noon.

Sales/Receipts: Vendors must keep receipts or sales records and provide this information upon request from the Market Manager. These figures will be used for tracking purposes ONLY and used to maintain and improve the quality of the market.

Barricades: Barricades provided by the City of Waxahachie are furnished without charge for the safety of the Market vendors and patrons. At Market close, vendors are to assist in neatly stacking them at the corner of the sidewalks.

Violations: The Market Committee has the right to enforce all rules and regulations set forth herein and to consider and resolve any complaints made by Vendors or customers. The Committee may, upon notice and a hearing, if requested, suspend or expel any Vendor not complying with these Rules and Regulations.

Permits: All necessary permits are required to be on file with the Market Manager and must accompany the vendor application. All required permits are the responsibility of the vendor. Temporary Food Permits are available through the City of Waxahachie Health Department (401 S. Rogers, Waxahachie, Texas). Market Vendor Permit applications must be submitted to Waxahachie Downtown Farmer's Market.