



2021 Rules and Regulations

Mission: The mission of the Waxahachie Downtown Farmers Market is to provide fresh, locally grown and produced foods and products to families, friends, neighbors, and visitors. In doing so, we hope to create a sense of community and social gathering while fostering a sustainable economy.

General Vendor Guidelines

1. The market is located at 701 Howard Road.
2. Hours of operation are 8 am to 1 pm every Saturday, rain or shine, from May 8, 2021 through October 30, 2021. Vendors should arrive no earlier than 6:30 am and should be set up and ready to greet customers for the opening of the market at 8 am.
3. The City of Waxahachie and/or the market president/vice-president will have final approval of all vendor participation and final authority on site to interpret and enforce rules and regulations. Non-compliance with instructions or rules of the market will be considered a material breach and default of the agreements, and vendors may be asked to vacate the premises immediately.
4. The City of Waxahachie may at its sole discretion revise the Rules and Regulations, and may alter operations of the market at any time. Current rules will be available in the market information booth on site.
5. Vendors agree to comply with the rules of the market and abide by the final decisions of the market president/vice-president and/or the City of Waxahachie.
6. The City of Waxahachie reserves the right to reject any application.
7. Vendor parking is located at the back of the structure to the east of the market building.
8. Vendors shall sell only items that have been approved on the application submitted. The market has sole discretion to add or delete items from the list, and unacceptable merchandise quality will not be sold at the market.
9. No produce purchased at any retail outlet, even at a reduced cost, can be sold at the market.
10. **All vendors must submit weekly sales totals to Downtown Director Anita Simpson.** This can be done by phone (469-309-4111), e-mail (asimpson@waxahachie.com), or text (972-672-3035). Vendor sales are reported to the City Council mid-season and at the end of the season as an aggregate total to keep them informed of the progress of the market and as justification for future funding. Failure to report sales will be considered a material breach and default of the agreements and vendor may can be expelled from the market.

11. All vendors, without exception, must sign the Indemnity Agreement before they can sell at the market.

Required Fees & Permitting

All vendors must receive a permit to participate in the Waxahachie Downtown Farmers Market. Vendors who do not sell ANY food items will only receive a permit from the Downtown Department and will pay the space rental fee only. This fee should be submitted with the Market Vendor Application and Indemnity Agreement.

Food vendors will submit paperwork for participation and space rental fees to the Downtown Director; they must also meet additional requirements and submit an additional fee to the Building & Community Services department. This applies to ALL food vendors whether they operate under the Cottage Law or have other designations such as manufacturer's permits, etc. There are different requirements depending on what type food is sold. Vendors will need to apply for their **food permit** for the Farmers Market through the Building and Community Services department and supply all supplemental documents to them. Vendors can apply online through the CSS portal at waxahachie.com or they can print an application form online and submit it along with required documents to bcservices@waxahachie.com. If you have questions please contact Me'Lony Jordan, Health Inspector, at 469-309-4134 or mjordan@waxahachie.com.

Space rental fees are used to cover market expenses including, but not limited to, advertising, promotional materials, and special events. All market funds are reinvested back into the market. Fees are as follows:

- **ALL** vendors: \$125 for space rental paid to Downtown Director
- Food vendors: additional \$30 food permit fee paid to Building & Community Services

Market Conduct

The Waxahachie Downtown Farmers Market is a city-owned and operated facility. The City's minimum expectations for all market vendors are that they be reliable, be set up to greet customers for the opening of market by 8 am, and keep a good, positive attitude for the duration of the market hours each and every Saturday. In addition to these expectations, vendors must comply with the market rules and regulations in order to be allowed to continue to participate at the market. Incidents of unruliness and verbal disdain will not be tolerated and will result in immediate and permanent expulsion from the market.

If you have a concern or complaint, you may discuss it with the market president or vice-president either before or after market hours. If for any reason they are unable to resolve the issue, they will contact the Downtown Director to discuss possible solutions.

Market Conduct (continued)

1. Vendors are required to wear shoes and shirts at all times. Vendors should wear clean clothes and present a professional appearance.
2. Vendors may not smoke in any vendor area.
3. Foul language, profanity, or other rude behavior is not permitted.
4. Possession of firearms or consumption of alcohol or use of drugs, or operating under the influence is not permitted and is grounds for permanent eviction from the market.

Space Assignment

The following rules will apply to space assignment:

1. Full season vendors with a history of good attendance at the market will be given first priority in choosing booth space.
2. Requests for additional spaces will be contingent on history with the market and demonstrated sales. Generally, a vendor must demonstrate at least \$400 per week in sales to warrant a second assigned space.
3. New vendors are allowed to purchase one booth space only.
4. Vendors will be allowed to pick their booth space and leave their tables and display stands at the market for the entire season.

Vendor Rules

1. All vendors must complete and submit a Waxahachie Downtown Farmers Market Vendor Application which includes acceptance of the Market Rules and Regulations, and adherence to related governmental rules and permit requirements.
2. Required applications, permits, licenses, and fees must be complete before vendors will be allowed to participate in the market.
3. All vendors must display a sign in their booth space clearly identifying the name of the vendor and their location (county or city). Other information, such as telephone number or website may be included.
4. Vendors must provide their own table, chairs, signs, and refrigeration (if needed).
5. Electricity is available in the market. Vendors must supply their own extension cords as well as mats or tape to cover portions of exposed cords that lie in walking areas used by market customers.
6. Vendors who require electricity to comply with health department requirements have priority over electrical uses not required to ensure product safety.
7. Vendors and their employees are responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products. Vendors providing

samples of their products must comply with the rules governing market sanitation and health issues from the City of Waxahachie Building & Community Services Department or other authorities.

8. The vendor is solely responsible for any damages resulting from the sale of unsafe, unapproved, or unsound goods.
9. Vendors must supply all materials and containers for customer sales.
10. The Waxahachie Downtown Farmers Market welcomes artisans and vendors who offer unique and quality handmade or handcrafted works or products. The City of Waxahachie will determine eligibility for proposed wares. All decisions are final.
11. Vendors are responsible for obtaining a Sales Tax Number if required by the State of Texas as well as 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.
12. Trash must be placed in suitable containers. The market provides trash barrels for vendor convenience.
13. The Waxahachie Downtown Farmers Market is not a climate-controlled environment.
14. Restrooms are available a short distance from the building on the hike & bike trail.
15. The market offers space, when available, to city and community organizations at no cost for educational and outreach purposes only. *Fundraising opportunities are also available for non-profit organizations. Items offered for sale will be by approval only.*
16. It is the responsibility of the prospective vendor to complete, sign, and return all required paperwork and fees. Incomplete packets will not be processed.

NOTE: Your permit to participate in the Waxahachie Downtown Farmers Market is valid only for the Farmers Market in the area designated for that use and any other area negotiated for Farmers Market activities. If you wish to participate in any other downtown event, you must apply through the proper channels for the event and pay any vendor fees required for that event.