

# WINNSBORO FARMERS MARKET VENDOR PACKET

Market Street  
Saturdays, 8 am – Noon // April – October  
Bad weather location: Intersection of Elm&Mill Street

Welcome to the market! Our goal is to bring local producers together with discerning shoppers to enhance our local economy and foster community relationships. We are passionate about sustainable agriculture and the health of our citizens & local food system. We strive for a cooperative, respectful, family-friendly atmosphere. We hope that you keep our mission and goals at heart when participating in our farmers market.

## 2019 RULES & REGULATIONS

Revised 01/30/2019

### Vendor Registration and Fees

All vendors must submit a completed and signed application and appropriate registration. The full season registration fee is \$50. Early bird special registration by March 31st is \$35. Vendors wishing to participate for a single Saturday may do so for a daily fee of \$5. The Farmers' Market Manager reserves the right to waive registration fees for special circumstances. No other fees will be assessed. The Winnsboro Farmers' Market Board reserves the right to refuse participation to any applicant.

### Permitted Items

Products allowed for sale include but are not limited to:

- A. Farm & garden products including vegetables, fruits, nuts, grains, flowers, plants, meats, dairy, and eggs.
- B. Specialty Foods including baked goods, jams, jellies, pickles, spices, condiments, and honey. All food products must be substantially homemade from scratch and of high quality. Jams, jellies, pickles, or dried fruits and dried vegetables must be grown by the vendor or contain their own grown produce or produce grown by another Market vendor with disclosure of produce source to consumer.
- C. Small **agricultural** animals (chickens, rabbits, ducks, etc.).
- D. Arts and crafts handmade from raw agricultural materials by the vendor. Non-agricultural, high quality arts and crafts made by the vendor on select Market days only. (See "Second Saturday Crafts" Application for complete information regarding sales of craft items.)

Vendors must submit a list of items to be sold for approval by the Market Manager and Farmers' Market Board. Items not included on the original application must be approved by the Manager BEFORE being offered for sale.

Vendors may sell only items grown or produced themselves or by other registered Winnsboro Farmers' Market vendors. NO reselling of purchased produce or products is allowed. All items must be grown or produced within 50 miles of Winnsboro or in adjoining counties (Camp, Franklin, Hopkins, Rains, Smith, Upshur, Van Zandt, Wood).

The Farmers' Market Board reserves the right to perform field inspections to verify the source of all items offered for sale.

Customer complaints about the quality of a vendor's product may result in termination of selling privileges.

The Farmers' Market Board and Management reserve the right to sell promotional items or food/beverage concession items with all proceeds to be used for market expenses.

### **Food Safety**

Vendors are solely responsible for obtaining all applicable licenses and permits. Vendors shall comply with all applicable local, state, and federal ordinances and/or regulations regarding permits, sampling, and safe handling of potentially hazardous foods for the entire duration of the season.

All homemade, baked, or canned items must be in compliance with the Texas Cottage Food Law including adhering to packaging and labeling requirements, and obtaining a Texas Food Handler's Card. All food vendors must include a list of ingredients and allergens on each package of every product at the market.

Vendors are liable for their own products. The City of Winnsboro, Winnsboro Farmers' Market Board, and/or the Winnsboro Farmers' Market Manager shall not be held liable for the products offered by vendors. Product and liability insurance are the responsibility of the producer.

### **Booth Spaces/Set Up & Tear Down**

Selling spaces are 10'x10' and vendors must provide any supplies they require such as tent, tables, chairs, etc. All supplies, products, and signage must be contained within their 10' x 10' selling space unless otherwise approved by the Market Manager. Designated aisles and entrances must not be obstructed.

Vendors may set up no earlier than 7:00 am and no later than 7:45 am and be ready to do business when the Market opens at 8:00 am. Vendors with extra needs may request an earlier arrival time. Vendors waiting to enter Market Street must stage their vehicles so as not to block traffic or cause a hazardous situation.

Purchase of multiple booth spaces is allowed for produce vendors only.

Selling spaces are assigned per the Market Manager's discretion and will be rotated in a manner that is fair to all. Special requirements will be considered when spaces are assigned.

110 Volt, 15 Amp electricity is available at the base of each light post. 110/220 Volt, 50 Amp electrical power is available in limited spaces by prior arrangement. All electrical equipment must be able to operate on Ground Fault Circuit Interrupter (GFCI) circuits.

Vendors who expect to leave the Market before noon must make arrangements with the Manager before setting up. Vehicular movement will be limited to ensure the safety of customers and other vendors.

To reduce congestion on Market Street during setup, vendors should drive their vehicle to their assigned spot and park as close as possible. Vendors must unload all supplies & products near the curb in their assigned spot, then move their vehicle to an appropriate parking spot BEFORE beginning setup. Likewise, when leaving the market, vendors should pack all supplies and products BEFORE bringing their vehicle onto Market Street. Vendors should avoid staging packed materials on the roadway. While loading and unloading, every effort should be made to position vehicles to allow other vendors to pass and avoid “traffic jams” or causing vehicles to stop on Broadway.

Unless extended for special events, ending time for the Market is 12:00 pm (Noon) and all vendors should plan accordingly to pack supplies and products to facilitate a prompt departure. Vendors must remove all items, including trash, from Market Street by 12:30pm.

### **Vendor Responsibilities**

Vendors shall, if applicable, have a Sales Tax Certificate or any applicable licenses and permits available for inspection at their market booth. It is the vendor’s responsibility to comply with the State Comptroller’s requirements for any products sold at Winnsboro Farmers’ Market.

Vendors are expected to maintain a professional manner, create an enjoyable atmosphere, and treat customers and fellow vendors with common courtesy throughout the market experience. Misrepresentations, disparaging remarks, or otherwise negative behavior will not be tolerated.

Vendors are responsible for their children and guests at all times. All animals must be leashed, caged, or in hand. No smoking is allowed at the market, or near any market booths or activities.

Vendors are responsible for the merchandise, security and liability of their selling space and persons. Vendors shall indemnify and hold harmless The City of Winnsboro, The Winnsboro Farmers’ Market Board, Winnsboro Farmers’ Market Volunteers, and the Winnsboro Farmers’ Market Manager for any and all loss or damages that may occur through their participation with the Winnsboro Farmers’ Market.

Vendors must park in the Depot parking lot East of Franklin Street, on the South side of the Depot, on Franklin Street between Broadway and Elm, or in the First National Bank lot. Please avoid parking on Main or Elm streets and in front of merchant’s stores. Vendors with state-issued handicapped parking placards or license plates may park in designated handicapped parking places.