

FARMERS MARKET ON GRAND PARKWAY APPLICATION PROCESS

Please review all the information enclosed in this document. Please email mail your application to farmersmarketongrandparkway@gmail.com and include photos of your products or bring both to the Market Coordinator on market day. If emailing, please follow up by mailing your original signed application to John Carey, 1895 Barker Cypress Road #6107, Houston, Texas 77084.

Each application will be reviewed by the Board of Directors.

The application process may take up to 2 weeks. If you pass the initial review, you may be asked to meet with the Board of Directors.

After reviewing the application process, please fill out and sign the following documents:

- Vendor Application
- Participation Agreement
- Indemnity Agreement

PLEASE PROVIDE COPIES OF ALL LICENSES, PROOF OF LIABILITY INSURANCE AND PERMITS WITH YOUR APPLICATION

This may include food manufacturer's license, nursery permit, organic certification, dairy permit, food licenses, food handler (including Cottage Food), food manager's certification as well as all others that apply. We are located in Harris County and fall under the jurisdiction of the Harris County Public Health Department. Please contact them should you require a permit to sell temperature-controlled foods (eggs, meats, beverages, etc...)

Each vendor must know and follow all state and local permit rules for their business. It's their responsibility to get the right permits (if required) and stay compliant.

VENDOR CATEGORIES

- Agricultural (Farmers, Ranchers, Nursery, Egg Producers)
- Added Value Vendor
- Commercial Food Producer
- Cottage Food Producer (Homemade Foods)
- Other products (crafts, jewelry, clothing, etc...) If you sell a physical product, you must make the products you sell.
- Misc. (No direct sales, MLM products, or resellers)

Please contact the market coordinator with any questions or concerns if you are unsure about the categories.

By-Laws of FARMERS MARKET ON GRAND PARKWAY

Article 1

Name and Mission Statement

Section 1: Name - The name of the organization shall be Farmers Market on Grand Parkway

Section 2: Mission Statement – The mission of the Farmers Market on Grand Parkway is to serve our local community as the gathering place where local farmers, producers and prepared food vendors can come together weekly to educate and offer fresh agricultural and related products to our community.

Section 3: Purpose – Farmers Market on Grand Parkway is focused on locally grown produce and farm products from the region, but may also host a limited amount of pre-packaged value-added products to support local food-based entrepreneurs. It is the goal of this market to educate our community about the products offered and encourage farming growth and planting for our future food sources.

Article 2

Board of Directors

Section 1: Officers – The Board of Directors of Farmers Market on Grand Parkway shall be comprised of a President, Market Coordinator and Vendor representative.

Article 3

Market Operations

Section 1: Market Season – Year-round, every Saturday morning, (rain or shine)

Section 2: Market Hours – 8:00 A.M. until Noon. Vendors are required to be set up at 7:45 A.M. Vendors are required to stay to Noon, even if vendor is sold out. It is unsafe to be unpacking or loading during hours we are open to the public. Packing up early or arriving late is disruptive and unsupportive of our farmer's market community. Exceptions may be approved by market coordinator.

Section 3: Market Location – COTHA (Church of The Holy Apostles) 1225 W Grand Parkway S, Katy, Texas 77494. Located between Kingsland and Highland Knolls on the east side of Hwy 99 right off the feeder road.

Article 4

Vendor Membership

Section 1: Vendor Membership – Vendor Membership shall be open to anyone actively engaged in the production of farm products and pre-packaged goods for direct sale that meets the qualifications set forth by the Board of Directors rules and regulations.

Section 2: Food Vendors/Commercial Sellers/Services, Restaurant/Bakeries - While the emphasis of the market is on farm products, prepared food products sold by food vendors such as restaurants/bakeries add variety and appeal to the market and will be permitted at market on a limited basis on the discretion

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of the Board of Directors. It is the intention of the Board to maintain a high ratio of produce vendors to value added product vendors at the market.

Vendor Membership Requirements

Section 1: Requirements

- a. Fill out and Sign a Vendor Application, Indemnity Agreement and Participation Agreement
- b. Agree to all terms contained in this document.
- c. Provide written list of all products being sold or that might be sold by vendor. (All products must be approved by market manager prior to being added to product list or product line.)
- d. Hold current all required permits, licenses, and insurance policies necessary for your business operation and provide these current copies to the Market Coordinator.
- e. All vendors must carry commercial general liability insurance and provide proof of coverage with this application.
- f. All vendors that sell at the Farmers Market on Grand Parkway are required to carry and maintain insurance in the amount of \$1 Million for products liability and \$2 Million for general aggregate liability; must also name "Farmers Market on Grand Parkway" and "Church of the Holy Apostles".

Insurance Carriers Include:

Campbell Risk Management

FLIP

800 730-7475

Food Liability Insurance Program

www.campbellriskmanagement.com

www.flipprogram.com

- g. Abide by all state, county and city regulations regarding the products offered for sale.
- h. Sign the Indemnity Agreement contained in the Vendor Application.
- i. Stalls are 10' x 10'. Vendors must supply own tables, display and canopy **plus weights weighing at least 25 lbs. per leg (required)**. We do not have electricity on site.
- j. Pre-packaged good vendors should use local products (200-mile radius of the "Market") whenever possible and must provide Farmers Market on Grand Parkway with a list of all ingredients used in the preparation of their items. (Not the Recipe). These foods must be packaged and sealed, and it is advised that each vendor prepare labels which reflect ingredients to be placed on these prepackaged and value-added products.
- k. No food preparation may be done at or during the farmers market other than the sampling of properly packaged and labeled farm goods unless permitted by Harris County Public Health Dept.
- l. Vendors, who provide sampling to the public, must bring and set up a temporary hand washing facility which includes a plastic container of water 1 to 5 gallons with a spigot, hand soap, paper

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towels and a bucket to catch water used for hand washing. Disposable gloves must be worn by employees presenting food to be sampled.

- m. Vendors who provide sampling must follow all guidelines set out by the State of Texas and Harris County Public Health Department for a vendor who offers samples. All utensils used must be single service disposable products. Vendors shall have a small trash can with lid for these disposable products.
- n. Egg vendors must have eggs in a cooler with a temperature of 45 degrees or cooler. Egg vendors must have their own thermometer in their cooler for the duration of the market. They must also follow the guidelines set forth by the Texas Department of Agriculture and Harris County.
- o. Meat Vendor and any other vendor with products that require refrigeration must keep their cooler at 41 degrees or colder and must have their own thermometer in their cooler for the duration of the market.
- p. Vendors selling produce using synthetic chemicals are required to post an 8 ½ x 11-inch sign at the entry of their booth which explains their method of growing. (i.e., Conventional, Sustainable or Organic).
- q. All Agricultural products sold at the market shall be produced from the farm vendor's own farm. Produce purchased from other producers or farms for resale must be separated from farmer's own produce and the resale produce must be identified by an 8 ½ x 11-inch sign set out beside said resale produce identifying the farm of origination. Resale produce requires the same posting of growing method as Vendors own produce. If produce does not meet the rules set out by the 200-mile radius from this market, then the produce is strictly prohibited.
- r. All Vendors must represent their products and their origins in an honest manner, whether written or verbal.
- s. All vendors must conduct themselves in a courteous and professional manner.
- t. Leashed Pets only are allowed at the Market but are not allowed in the Vendors Tents.
- u. No Smoking by vendors allowed within 75 feet of the vendor areas.
- v. All vendors must clean up their area prior to departure and their personal trash must be taken off premises.
- w. Vendors are required to give 3 days' notice when vendor will be unable to attend the market. Vendors failing to give 3-day notice so that the market can find a like vendor to fill in during vendor absence will be required to pay weekly fee.
- x. Market is rain or shine. No refunds or credits for inclement weather. If Market Coordinator closes the market, payment will be credited to vendors.
- y. A vendor's acceptance into the Market is at the discretion of the Board of Directors.

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- z. The Market Coordinator has the authority to issue warnings and take appropriate action against participating sellers who violate the by-laws contained in this document. The Market Coordinator has the power to immediately suspend or remove any vendor for any health, safety and liability risks caused by any violation. The Market Coordinator may expel any vendor from the market if it is determined that this would be in the best interest of the market.
- aa. Any fines or fees that are levied by Farmers Market on Grand Parkway as a result of noncompliance by Farmer or Vendor shall be paid by farmer/vendor committing such offense.
- bb. It is the sole responsibility of vendor to inform employees, agents, helpers, representatives, or anyone working in vendors booth, of all rules and regulations and requirements set out in these By-Laws and as is needed for the safe selling of products sold in vendors booth.

Section 2: Vendor Fees

- a. Application Fee – There is a \$15 non-refundable application fee that must be included with the application. The annual participation fee of \$45.00 is due at time of application approval. This is a nonrefundable fee. Updated Applications will be required annually so that Vendor may provide Farmers Market on Grand Parkway with a new list of products for vendors including new products which will require approval by the Board. The annual fee is designed to cover the cost of the Liability Insurance, permits required by Harris County, State of Texas as well as provide entry into associations which can provide further exposure and to aide in the advertising and upkeep of the Farmers Market on Grand Parkway.
- b. Vendor Membership Weekly Fee – Is \$25.00 per week booth. Vendors using additional booth space will be required to pay additional fees per booth. Fee is to be paid at the market to a market representative.

Article 5

Condition of Membership

Section 1: Condition –

In consideration and upon the acceptance of this Vendor Application & Agreement by or on behalf of The Farmers Market on Grand Parkway, I, the undersigned applicant, hereby agree to be bound by the terms of this application, the below Indemnity Agreement, and The Farmers Market On Grand Parkway Rules, as may be changed or amended from time to time, including, but not limited to, the provision and maintenance of the required insurance.