

WINNSBORO FARMERS MARKET VENDOR PACKET

111 East Carnegie Street
Saturdays, 8 am – Noon // April – October

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.

2023 RULES & REGULATIONS

Revised 1/15/2023

Vendor Registration and Fees

All vendors must submit a completed and signed application and appropriate registration fee. The full season registration fee is \$125. Vendors wishing to participate for a single Saturday may do so for a daily fee of \$15. The Winnsboro Farmers' Market (WFM) Board reserves the right to refuse participation to any applicant.

There are no attendance requirements at this time. However, we strongly recommend that seasonal vendors attend consistently in order to retain selling privileges. Frequent absences may result in loss of designated booth space.

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, honey, and eggs.
- B. Value-added foods including baked goods, jams, jellies, pickles, spices, & condiments. All food products must be 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 WFM 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 (such as gourd birdhouses & goats milk soap). Non-agricultural, high-quality, handmade arts and crafts may only be sold within 1/3 of a farm or value-added vendor's booth space.
- E. Preapproved services that the board considers to be a farming aid.

All products must be listed on the vendor application & are subject to a jurying process for approval by the WFM Manager & 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 WFM Manager & Board reserve the right to perform field inspections to verify the source of all items offered for sale.

The WFM Manager & Board may revoke selling privileges for rule violations or any other cause deemed to be in the best interest of WFM.

The WFM Board & 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 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 9'x12' and vendors must provide any supplies they require such as tables, chairs, etc. All supplies, products, and signage must be contained within their 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.

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

Selling spaces are assigned per the Market Manager's discretion. Special requirements will be considered when spaces are assigned.

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.

Vendors should unload all supplies & products 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 to the pavilion parking.

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 the market pavilions & lot 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. Personal music must be kept to a minimal level, not interrupting fellow vendors or the customers experience. NO SMOKING is allowed at the market.

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 or on Franklin Street between Broadway and Elm. Vendors with state-issued handicapped parking placards or license plates may park in designated handicapped parking places.