

**City of Winnsboro Farmers' Market (WFM) Application**  
**2024 Country Christmas Market**  
**111 E. Carnegie St. Winnsboro, Texas**  
**December 21, 2024**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Address of farm/production: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

List all types items for sale at the market (attach additional sheets if necessary). If the item is not listed on this application, you will not be allowed to sell or display it at the market. The WFM reserves the right to limit the number of vendors with similar items. All items will be under review. Vendors may only sell items which are listed on the application and have previously been approved.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

\_\_\_\_\_ I will register for a single Market at a daily rate of \$15 to be paid to the Farmers' Market Manager the day of the market – this does not include benefits of a seasonal vendor.

**\*Fees are non-refundable on acceptance. Application does not guarantee acceptance as this is a juried market.**

My signature below affirms that I agree to the following:

I shall indemnify, keep and hold harmless WFM, and The City of Winnsboro, and all their agencies and employees from and against any and all claims and demands, whether for injuries to persons or loss of life, damage to property on or off the premises arising out of the use or occupancy of the premises by vendor, and those injuries and damages arising out of vendor's acts or omissions, and shall defend, at vendor's own expense, any actions brought against WFM or any other person, employee, volunteer, agents, or organizations with which WFM has a contractual relationship.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Vendor)

Submit this application & appropriate fee (**made payable to: The City of Winnsboro**) in person or by mail to:  
City of Winnsboro, Attn: Farmers' Market • 501 S. Main Street • Winnsboro TX 75494

**WINNSBORO FARMERS MARKET**  
**Country Christmas Market**  
**Vendor Packet**

111 East Carnegie Street  
December 21, 2024 // 10am – 4pm

Welcome to the Country Christmas Market (CCM)! Our goal is to bring local producers together with discerning shoppers to enhance our local economy and foster community relationships. We strive for a cooperative, respectful, family-friendly atmosphere. We hope that you keep our mission and goals at heart when participating in our market.

**RULES & REGULATIONS**

**Vendor Registration and Fees**

All vendors must submit a completed and signed application and appropriate registration fee. Vendors wishing to participate for the event may apply for a fee of \$15. The Winnsboro Farmers' Market (WFM) Board reserves the right to refuse participation to any applicant. The market will be juried, so application does not guarantee acceptance.

**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. High-quality, handmade arts and crafts made by the vendor.

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. 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' under the pavilion OR 10'x10' uncovered and vendors must provide any supplies they require such as tables, chairs, canopies, 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 8:00 am and no later than 9:45 am and be ready to do business when the Market opens at 10:00 am. Vendors with extra needs may request an earlier arrival time.

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. Electric Power is limited. You will need to request access before market.

Vendors are expected to stay the full market schedule and may not leave at sellout without direct permission from the Market Manager. 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. Carnegie Street between Walnut and Main will be closed for the duration of the market.

Vendors must remove all items, including trash, from the market pavilions & lot by 5:00pm.

In case of rain or icy weather, the HCCM will be moved to the Winnsboro Civic Center at 915 Wheeler Dr. Winnsboro, TX.

### **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.

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 at the 101 Main Street Public Parking lot.