



Welcome To The Nacogdoches Farmers' Market Locally Grown & Handmade Items

**Nacogdoches Farmers' Market Vendor Packet
Nacogdoches, Texas 2011 Farmers' Market**

**Welcome to the Nacogdoches Farmers' Market:
We are happy to have you as a vendor. We strive to
provide the community with the highest quality of
locally grown produce and handcrafted merchandise.**

**The Nacogdoches Farmers' Market is held in downtown
Nacogdoches on the corner of Main and Pearl Street
located at the old hitch-lot.**



General Rules:

Welcome to Nacogdoches' Farmers' Market. Market Days are held every Saturday on a year round basis, and may fall on other days as decided by the Main Street Office.

Every vendor must sign a statement agreeing to abide by the following rules governing the Nacogdoches Farmer's Market:

1. **Management of the Market:** The Market Coordinator is a volunteer who ensures the smooth operation of the market on market days. The City of Nacogdoches, Main Street Manager and the Farmer's Market Advisory Board have primary responsibility for the operation of the Nacogdoches Farmer's Market.
2. **Definition of Vendor:** A vendor is a person approved by the Main Street Manager and or the Advisory Board to sell items at the market. The term "vendor" shall include the spouse, siblings, children, parents, and employees of the vendor who assist in the cultivation or assembly of the product.
3. **Becoming an Approved Vendor:** To become an approved vendor, the applicant must provide to the Main Street Manager or Market Coordinator a signed application, applicable fees, and a signed statement agreeing to comply with all Farmer's Market rules. The application is taken before the Advisory Board for a formal decision. Approval also requires a farm inspection by the City of Nacogdoches if vendor is a grower. However, a vendor who has submitted fees and required documents is allowed set up one time at the market prior to the inspection.
4. **Permitted items for sale:** Vendors may sell the following types of items: agricultural, horticultural, (individually wrapped) food or dairy items meeting state regulations, homemade craft items, homemade candles, and homemade jewelry. Vendors may not sell or offer any products or literature deemed offensive, or which may incite violence, crime or disorderly conduct. Vendors may not sell weapons, resale or garage sale items at the Nacogdoches Farmers' Market.

Except as noted below, permitted items must be locally grown, produced or processed by the vendor, where "locally" is defined to include an area within a 90-mile radius of the Nacogdoches Farmer's Market. Keeping the market local is a primary objective of the City of Nacogdoches Main Street Program.



- Exceptions to the “locally produced by vendor” requirements are:
- i Locally produced items (defined as the 90-mile radius described above) which the vendor has purchased for resale.
 - i Value Added Items: Occasionally, the Main Street Manager and the Farmer’s Market Advisory Board may determine that allowing a specific item produced outside the 90-mile radius can add value to the market, and may approve the sale of such a “value added” item. These decisions are made on a case-by-case basis and the City of Nacogdoches reserves the right to rescind approval of a value-added product at any time. A vendor seeking approval for a “value added” product must submit an application to the Main Street Office, which will forward the application to the Farmer’s Market Advisory Board for a decision.
 - i Vendors must clearly post the producer’s name, location and contact phone number of any items that have been purchased for resale or any value-added items. The market coordinator can provide the vendor with an approved sign.
5. **Vendor fee:** All market vendors must pay a rental fee for the space they use to the City of Nacogdoches. The rent shall be paid to the Farmers’ Market manager or coordinator prior to setting up a booth. The vendor fee is \$10.00 per day underneath the canopy, and \$5.00 for all other spots, including spots used by those selling out of their vehicles.
6. **Vendor Space:** No vendor space shall exceed 10’ x10’. Vendors supplying their own attractive tents and/or canopies must make sure they fit within the assigned 10’ x10’ booth space. No part of the display may extend into the pedestrian aisle, the fire lane, landscaping area and/or into the sidewalk areas. Vendors may be set up in front of covered booths booth during peak season.
7. **Space reservations** Spaces may be reserved for up to three months by paying in advance, for a 3- month period, on a first come first served basis. Payments must be made the first Saturday of each month for monthly payments, the first Saturday of March, June, September, December for quarterly payments, *no exceptions*. NO more than one vendor space can be reserved for any one vendor.

The market coordinator is responsible for assigning vendors to specific locations.



8. **Failure to show:** If you have reserved a space but have not arrived at the market by 8:30 a.m. on Market Day, your spot may be forfeited to another vendor. If you will be late or will not be setting up, contact the Market Coordinator or the Main Street office during normal working hours. If you cannot contact them during normal working hours you may send an email to the market coordinator at danabuckley@hotmail.com before 7 a.m. on Market Days or reach him at 936-569-0999 on Friday evenings.
- 9.
10. **Time for setup:** the setup of the market may begin at 7:00 a.m and must be completed by 8:30 a.m. All vehicles must be removed from the Market area by 7:30 a.m. You are not allowed to leave your vehicle running during the market. Please unload all items before you begin booth set up to avoid vehicle congestion. Vendors may not park in the Market area. Available Market parking is reserved for customers. Vendors may park at the park or in the Appraisal District parking lot.
11. **Cleanup:** Vendors must leave the Farmers' Market, Main Street and Pearl Street clean. Please do not leave garbage behind. Vendors may not dump oil, wastewater, or any other refuse (including clean water and/or ice) into the storm drains, landscaping or any other area on or around Main and Pearl streets. Violators will be removed from the Market immediately. Absolutely no equipment including but not limited to vehicles, refrigerators, trailers, tables, or tents may be left at the market after normal market operating hours. Vendors are responsible removing all items from the market premises after each market day. **NO EXCEPTIONS.**
12. **Vendor Responsibilities:**
 - i Vendors are responsible for their children and guest(s) at all times. Do not allow your children to run freely through the Market, to disrupt other vendors or customers. Children must be supervised at all times.
 - i Vendors are responsible for the merchandise, security, and liability of their booths and persons. Vendors shall indemnify and hold the City of Nacogdoches, Nacogdoches Main Street, and Farmers' Market Volunteers harmless from any and all loss.
 - i NO smoking is allowed at the Farmers' Market.
 - i Alcoholic consumption and firearms are not allowed in the Farmers' Market.
 - i Vendors must possess and obtain, on their own, all appropriate licenses and permit and may without notice be required to show such to any City of



Nacogdoches Farmer's Market representative. This includes but is not limited to Sales Tax licensing and health permits.

- i **Hold harmless clause and insurance:** Each vendor is responsible for carrying his/her own product liability insurance if desired. All vendors agree to hold harmless the Nacogdoches Farmers' Market and the City of Nacogdoches for any loss, cost of damages or other expenses incurred.
- i **Conflicts** Any conflict, or potential conflict, which may arise between a vendor and a customer or between vendors at the market must be brought to the attention of the Main Street Manager.
- i **Sole Discretion:** The Nacogdoches Main Street Program and the Farmer's Market Advisory Board reserve the right to make any and all decisions in the best interest of the market.

Violations:

1. **Complaints:** Any complaint that a vendor is violating market rules regarding permitted items for sale or any other matter, must be directed to the *Main Street Manager*. Resolution of complaint matters shall be the responsibility of the Main Street Manager and the Farmer's Market Advisory Board. The Main Street department and the Advisory Board shall determine, in their sole discretion, what type of investigation, if any shall be conducted in response to written complaints; whether or not the written complaint is valid and appropriate; and the time frame in which such a response shall be made.
2. **Complaint resolution:** A vendor may receive citations for violating any provision that undermines the smooth operation of the Market. Citations are issued in the following manner
 - 1st violation:** vendor receives verbal warning
 - 2nd violation:** vendor receives written warning
 - 3rd violation:** vendor can stay for that market day but will no longer be eligible to participate in the Nacogdoches Farmers' Market.



PLEASE SIGN AND RETURN THIS PAGE!

Nacogdoches, Texas 2011 Farmers' Market

I, _____ have read and **AGREE TO COMPLY** with the rules included in the Farmers' Market Vendor Packet. I realize that is a **PRIVILEGE** to be a vendor at the Nacogdoches Farmer's Market and agree to treat it as such. I will not be rude or disruptive to the Market Coordinator, Main Street Staff, or other vendors. If there is an issue I will handle it in a mature fashion away from customers.

Printed Name

Date

Signature

Name of Farm or Company if different than above: _____

Information provided on this form is public and subject to the Texas Public Information Act (Government Code Chapter 552)



Farmers' Market Application Nacogdoches, Texas Farmers' Market

The Nacogdoches Main Street Program will approve the items for sale and notify the applicant.

You may turn in your application Monday through Friday, 8 a.m. to 5 p.m. at City Hall, 202 E. Pilar Street. The Main Street Office is located on the 2nd floor in room 218.

Please be sure you have included the following:

- Completed Application Form
- List or photo of proposed products**
- One copy of any 'Organic' certifications
- Tax I.D. information

Application

Please type or print neatly:

Applicant Name: _____ Date: _____

Business Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____

Vehicle Description and License Number: _____

Description of Product: cut flowers/plants produce crafts pre-packaged foods
 candles jewelry wine

Are you required by the State Of Texas to be licensed? Do you carry liability insurance for this business?

Please describe in detail the products you wish to sell at the Nacogdoches Farmers' Market.

Please list the persons who will sell your product(s) at the market.

Signature of Applicant: _____

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