

Received on/by:

Date, initials

Administratively Complete

Fee \$ _____



FARMERS MARKET 2020 VENDOR PARTICIPATION APPLICATION

Applications and \$25 Application Fee must be submitted to the Market Manager during regular market hours.
This market complies with all federal, state and county regulations. The Mission of the Market is to provide a community gathering place where: local agricultural and value-added product producers sell a variety of fresh agricultural and related products directly to the consumer; consumers may learn the uses and benefits of quality, locally grown or prepared food products; and consumers may access local services and hand-made crafts as provided in the Market's rules.

Name of Business: _____

Name of Applicant: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Physical Address (where product is produced): _____

Telephone Number: _____ **Mobile:** _____ **Text Ok?:** _____

Contact Email Address: _____

Website: _____ **Facebook:** _____

Desired Start Date: _____

Method/s of payment you will accept at the Market (check all that apply):

- Cash Check Credit/Debit

Please note the following costs associated with participation in the Market:

- **\$25 non-refundable Application Fee** is required with every application. An additional **\$25 annual Membership Fee** will be due if the applicant is accepted into market. Site Inspection of vendor operation is included in Membership Fee. (A mileage fee may be charged for locations farther than 50 miles from Dripping Springs.)
- **Booth Fee for a 10 x 10 space** paid every Wednesday at market – check or cash only
 - Agricultural Producer (farm or ranch products) - \$20
 - Value-Added or Ready-to-Eat Foods - \$22
 - Non-food (crafts, services, etc.) - \$25
 - Will you be sharing a booth? (\$10 per additional vendor) **Yes** **No**
 - Will you need Electricity? (\$5 extra) **Yes** **No**

Is your product produced within 150 miles of Dripping Springs? Yes No
If not, please explain:

Do you own or rent the property where the product is grown or produced? Yes No
If not, please provide documentation from the owner that you have permission to use their property.

Where else are your products available? (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Wholesale/Grocery: _____ | <input type="checkbox"/> Farmers Markets (list which ones): _____ |
| <input type="checkbox"/> Online: _____ | _____ |
| <input type="checkbox"/> Retail/Farmstand: _____ | _____ |
| <input type="checkbox"/> CSA: _____ | <input type="checkbox"/> Other (please explain): _____ |
| <input type="checkbox"/> Restaurants: _____ | _____ |

Business Type (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Farm (Produce) | <input type="checkbox"/> Crafts and Arts |
| <input type="checkbox"/> Meat/Eggs/Dairy/Honey | <input type="checkbox"/> Personal Care Products |
| <input type="checkbox"/> Baked Goods | <input type="checkbox"/> Nursery Products |
| <input type="checkbox"/> Ready-to-Eat Foods | <input type="checkbox"/> Pet Treats and Products |
| <input type="checkbox"/> Value Added Foods * | <input type="checkbox"/> Service Providers |
| <input type="checkbox"/> Beverages | <input type="checkbox"/> Other _____ |

**Value Added products are items made from a raw agricultural product to which some value has been added through preparing, cooking, blending, packaging, or other methods.*

Are you operating under the Cottage Food Law? Yes No

Are you a Go Texan Member?: Yes No

Vendors are responsible for complying with state, county and city regulations governing sale of your product. Check and provide copies of all licenses that apply:

- | | |
|--|---|
| <input type="checkbox"/> Food Handlers | <input type="checkbox"/> Nursery/Floral |
| <input type="checkbox"/> Food Managers | <input type="checkbox"/> Butchering facility permit stamp (Texas or USDA) |
| <input type="checkbox"/> Food Manufacturer | <input type="checkbox"/> Weights and Measures |
| <input type="checkbox"/> Food Establishment permit (inspected kitchen) | |
| <input type="checkbox"/> Organic Certification | <input type="checkbox"/> Alcoholic Beverage Permit |
| <input type="checkbox"/> Graded- Egg | <input type="checkbox"/> Sales Tax |
| <input type="checkbox"/> Other _____ | |

Local Ingredients:

Please list all local (Central Texas) or Texas-grown ingredients used in your products:

PRODUCT LIST:

- List items to be sold and approximate dates of season or availability.
- **Vendors may sell only what is listed here.**
- Should vendors wish to add new products at any time, a written list and description of items must be submitted to the Market Manager for approval prior to the intended sell date.
- You may list several items on each line. Attach a separate sheet if more room is needed.
- **Attach a copy of each label that will be affixed to products sold at the Market.**

Check Cottage Food Law, License (Lic), or Label in product list below, whichever is appropriate.

Farm (Produce)				Lic	Label	Dates Available
Eggs	Type	Graded	Approx. Doz./wk	Lic	Label	Dates Available
Meat				Lic	Label	Dates Available
		Frozen	Cured	Blended		
<input type="checkbox"/> Beef						
<input type="checkbox"/> Poultry						
<input type="checkbox"/> Lamb						
<input type="checkbox"/> Pork						
<input type="checkbox"/> Rabbit						
<input type="checkbox"/> Goat						
Dairy and Cheese				Lic	Label	Dates Available

Beverages		Lic	Label	Dates Available
Baked Goods <input type="checkbox"/> Cottage Food Law		Lic	Label	Dates Available
"Ready to Eat" Foods <input type="checkbox"/> Cottage Food Law		Lic	Label	Dates Available
Describe	Fresh	Frozen		
Value Added Food <input type="checkbox"/> Cottage Food Law		Lic	Label	Dates Available
Nursery Products		Lic	Label	Dates Available

Personal Care Products	Lic	Label	Dates Available
Crafts and Arts		Label	Dates Available
Service Providers		Label	Dates Available
Other	Lic	Label	Dates Available

Employee/Agent/Direct Representative Assignment:

The following person(s) may serve as my employee(s)/agent(s)/direct representative(s) for the Dripping Springs Farmers Market and may sell items on my behalf.

I understand that each employee must fill out an **Important Market Rules** sheet (p.8) before selling.

Name:	Phone Number:	Text ok?

The above listed parties have been contracted or employed by me, the approved grower/vendor at the Dripping Springs Farmers Market, to sell the products that have been approved for the Market.

Signature of Applicant

Date

Accommodation:

If you need special assistance of any kind to participate in the market, please request specific accommodations here, or contact the Farmer’s Market Manager at:

farmersmarket@cityofdrippingsprings.com

PARTICIPATION AGREEMENT:

I agree to allow a representative of the Dripping Springs Farmers Market to inspect my operation.

I, the undersigned, have read and agree to comply and abide by the terms defined in the Dripping Springs Farmers Market Rules and Regulations which outlines the terms of my participation as Member of the Dripping Springs Farmers Market. I understand and agree to the above outlined Fees associated with the Farmers Market. I agree that my booth will sell only the approved items that have been listed in the above application and that I am responsible for the quality and safety of what I sell. I understand that I may be barred from participation if the Dripping Springs Farmers Market's Rules are violated.

Signature of Applicant

Date

APPLICATION SUBMITTAL CHECKLIST:

- Completed and signed Vendor Participation Application
- \$25 annual Vendor Application fee (**non-refundable**) cash _____ check # _____
- I have read the [Rules and Regulations Form](#)
- Completed [Farmers Market Online Bio Form](#)
- Included product labels for all listed market products
- Current copies of all necessary licenses and permits
- Important Market Rules signed by each sales person
- Printed map detailing directions to farm/business

All required items and information (including all applicable above listed documents and fees) must be received by the Market Manager for an application to be considered complete.

Incomplete submissions will not be reviewed or scheduled for further action until all deficient items or information has been received. Admittance to the Market is pending the approval of the Market Manager and the Market Board.

By signing below, I acknowledge that I have read through and met the above requirements for a complete submittal:

Signature of Applicant

Date

\$25 Application fee must accompany application. Make checks payable to City of Dripping Springs.

Applications may be submitted to the Market Manager during market, to the receptionist at City Hall during regular business hours, or mailed to:

City of Dripping Springs
PO Box 384
Dripping Springs, TX 78620

FOR MORE INFORMATION:

- Visit the FM website: www.CityofDrippingSprings.com/page/fm.home
- Contact Laurel Robertson, Market Manager
512-858-4725 (City Hall)
farmersmarket@cityofdrippingsprings.com

DSFM IMPORTANT MARKET RULES

Every sales agent or representative must complete the following before selling. Please initial each line.

Business/Applicant: _____ **Sales Person:** _____

_____ 1. **ATTENDANCE:** We are a year-round market. **Market Manager must receive attendance cancellations in writing (text or email) by 2pm Tuesday** (day before the market). Otherwise, weekly booth fees will be assessed. **NO EXCEPTIONS!**

_____ 2. **BOOTH ASSIGNMENTS.** Vendors receive an email the Tuesday before market with booth assignments and important market information.

_____ 3. **TENTS:** You are responsible for the safety of yourself and others, including any damages or injuries incurred as a result of negligence. Tents are dangerous! **ATTACHED WEIGHTS ARE REQUIRED AT ALL TIMES.** Weights are available to rent (\$10) from the Market Manager. Safe set-up and take-down procedures must be followed:

- A. Appropriate weights (minimum 20 lbs. per leg) must be in place and ready to attach prior to opening the canopy.
- B. Open canopy **WITH HELP** until weights are attached and secured.
- C. Take down the canopy in the same manner.
- D. In dangerous wind conditions, canopies may be prohibited.

_____ 4. **SET-UP:** Market Manager arrives by 1:30pm. Vendors must be set up, ready to sell, with vehicles moved to vendor parking by 3pm Opening Bell.

_____ 5. **VENDOR PARKING:** After unloading and before market opens, vendors must **move their vehicles to the designated vendor parking area** (to provide for safe and ample customer parking).

_____ 6. **OPENING BELL:** No sales are allowed before the 3pm Opening Bell. Vendors may only fill pre-orders, distribute CSA boxes, or sell to other market vendors before 3pm.

_____ 7. **EARLY BREAK-DOWN:** Vendors are required to stay for the entire market, even if they sell out early. In extenuating circumstances, a vendor must obtain permission from the Market Manager to leave before close of market.

_____ 8. **PRODUCT APPROVAL:** All products offered for sale must be listed on the Vendor Application. New products must be submitted in writing (with labels, if appropriate) to the Market Manager for approval before being offered for sale.

_____ 9. **TRASH:** Vendors are expected to help keep the market tidy and provide trash receptacles when offering samples. Market trash containers are for customers; **vendors must pack out their own trash at the end of the market.**

_____ 10. **PETS:** Leashed dogs are allowed within the vendor's booth space. Please pick up after your pet.

_____ 11. **SMOKING:** Smoking is not allowed within the market area or entrance, but is allowed in the parking lot.

_____ 12. **COMPLAINTS/INCIDENTS:** See Market Manager. Forms are available at the Market Info Booth.

_____ 13. **REPORTING MARKET SALES DATA:** Vendors will report estimated market sales at close of each market day.

I also agree to, in consideration of being allowed to Participate at the Dripping Springs Farmers Market, indemnify, defend and hold harmless City of Dripping Springs and the Dripping Springs Farmers Market, its agents, servants, employees, and volunteers from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees, regardless of the merit or outcome of any such claim or suit arising out of the use or occupancy of the premises by Participant, its agents, servants, employees, and volunteers in connection with Participant's participation in the Dripping Springs Farmers Market and in the performance of services, work or activities under this Agreement and the Dripping Springs Farmers Market Rules and Regulations.

Signature

Date

FOR OFFICE USE ONLY:

Verification of Market Manager: *(pending Board Review)*

Application Received Date: _____ Application Fee Received: _____ Cash/Check # : _____

Application Approved Date: _____ Inspection Date _____ First Market _____

Inspector/s _____

Inspection: Pass Fail If failed, why: _____

Licenses/Permits:

- | | |
|--|---|
| <input type="checkbox"/> Food Handlers | <input type="checkbox"/> Nursery/Floral |
| <input type="checkbox"/> Food Managers | <input type="checkbox"/> Butchering facility permit stamp (Texas or USDA) |
| <input type="checkbox"/> Food Manufacturer | <input type="checkbox"/> Weights and Measures Certificate |
| <input type="checkbox"/> Food Establishment Permit | <input type="checkbox"/> Alcoholic Beverage Permit |
| <input type="checkbox"/> Organic Certification | <input type="checkbox"/> Sales Tax Permit |
| <input type="checkbox"/> Graded- Egg | |
| <input type="checkbox"/> Other _____ | |

Product Labels Attached?: Yes No

I affirm that the above applicant is accepted into the Holiday Farmers Market, pending Board Review

Signature of Market Manager

Date Application Approved

Notes: