



FARMERS MARKET 2022 VENDOR PARTICIPATION APPLICATION

Received on/by:	
Date	Initials
<input type="radio"/>	Application Fee Received \$30
<input type="radio"/>	Annual Membership Fee Received \$40 (approved vendors only)

Applications and \$30 Application Fee must be submitted to the Market Manager during regular market/office 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:

- **\$30 non-refundable Application Fee** is required with every application. An additional **\$40 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 must be paid by 12:00pm Tuesday prior to Market via the registration website**
The registration link is available on the Farmers Market webpage. Vendors that are not registered and paid by the deadline may not attend market and will not be included in market media for the week. Wednesday at market approved late arrivals will incur a \$10 late fee – only credit card payments are accepted.
 - \$22 - Farmer
 - \$25 - Rancher
 - \$30 - Value-Added or Ready-to-Eat Food & Beverage
 - \$28 - Artisanal Crafts & Services
 - \$10 - Will you be sharing a booth? (per additional vendor) ☐ Yes ☐ No
 - \$5 - Will you need Electricity? ☐ 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):

- ☐ Wholesale/Grocery: _____
☐ Online: _____
☐ Retail/Farmstand: _____
☐ CSA: _____
☐ Restaurants: _____

- ☐ Farmers Markets (list which ones): _____

☐ Other (please explain): _____

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"/> Alcoholic Beverage Permit |
| <input type="checkbox"/> Organic Certification | <input type="checkbox"/> Sales Tax |
| <input type="checkbox"/> Graded- Egg | |
| <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
- ☐ \$30 Vendor Application fee (**non-refundable**) **Only credit card payments accepted.**
- ☐ 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 Committee.

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. Submit application payments on-line via the payment link found on the Market webpage.

Applications may be submitted to the Market Manager during market, e-mailed to farmersmarket@cityofdrippingsprings.com or delivered in-person to the receptionist at City of Dripping Springs' City Hall (511 Mercer Street) during regular business hours. Applications may also be mailed to:

City of Dripping Springs
Attn: Farmers Market Manager
PO Box 384
Dripping Springs, TX 78620

FOR MORE INFORMATION:

- Visit the FM website: www.CityofDrippingSprings.com/page/fm.home
- Contact Market Manager 512-750-5942 (Mobile) 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, open rain or shine. The **Market Manager must receive attendance registrations or cancellations in writing (text or email) by 12:00pm Tuesday** (prior to market). Otherwise, weekly booth fees will be assessed.

_____ **2. BOOTH ASSIGNMENTS.** Vendors receive an email the Tuesday before market with booth assignments and important market information. While we try to accommodate “favorite and regular” spots, sometimes the market size may not allow for such an accommodation.

_____ **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.** Safe set-up and take-down procedures must be followed:

- A. Appropriate weights (minimum 25 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 (greater than 15mph), canopies are prohibited.

_____ **4. SET-UP:** Market Manager arrives by 1:00pm. Vendors must be set up, ready to sell, with vehicles moved to vendor parking by 2:45 pm prior to 3:00 pm 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 customer sales are allowed before the 3pm. 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: _____ Entered into System : _____

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 Regular or Holiday Farmers Market, pending Manager and/or Board Review and approval.

Signature of Market Manager

Date Application Approved

Notes: