



Harker Heights Holiday Farmers Market At Frost Fest Application

Friday, December 14, 2018
5:30pm-8:30pm
Market Heights Shopping Center
201 East Central Texas Expressway
Harker Heights, TX, 76548

The Harker Heights Holiday Farmers Market is to provide a festive holiday venue where local farmers, producers, and artisans can come together to provide a variety of fresh produce and related products directly to the consumer. The Market will encourage direct communication between consumers and growers and foster social gathering and community building. This event runs in conjunction with Frost Fest.

Frost Fest is to provide a festive holiday event for citizens and to encourage community building between participants, organizations, businesses and the City.

Return all paperwork by **Monday, November 26, 2018** to

Heather Buller
400 Indian Trail
Harker Heights, TX 76548

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CHECKLIST

<p>Holiday Farmers Market Vendors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Harker Heights Holiday Farmers Market Application <input type="checkbox"/> Harker Heights Farmers Market Acknowledgment <p>Value Added</p> <ul style="list-style-type: none"> <input type="checkbox"/> Owner/Manager -Food Manager's Certification <input type="checkbox"/> Agent's – Food Handler's Permit <p>Hand Crafted</p> <ul style="list-style-type: none"> <input type="checkbox"/> Photos of items combined on 1-2 pages <p>Hot & Ready to serve foods</p> <p><u>Food Trucks</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Harker Heights Mobile Food Vendor Permit <input type="checkbox"/> Owner/Manager -Food Manager's Certification <input type="checkbox"/> Agent's – Food Handler's Permit <p><u>Food Booths</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Harker Heights Food Booth Permit <input type="checkbox"/> Owner/Manager -Food Manager's Certification <input type="checkbox"/> Agent's – Food Handler's Permit 	<p>Cottage Food</p> <ul style="list-style-type: none"> <input type="checkbox"/> Owner/Manager –Food Handler Permit <input type="checkbox"/> Agent's – Food Handler's Permit <p>Other Vendors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Harker Heights Holiday Farmers Market Application <input type="checkbox"/> Harker Heights Farmers Market Acknowledgment
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Holiday Farmers Market Application 2018

A completed application and appropriate licenses must be submitted and approved by Market staff before applicant is eligible to sell at the Harker Heights Holiday Farmers Market. Vendors will receive an approval e-mail.

A. Business/Organization Information

Point of Contact Name _____

Business/Organization Name _____

Address (Street, city, zip) _____

E-mail _____

Cell Phone _____ Website _____

B. Products (check all that apply):

Holiday Farmers Market Vendors		
<p style="text-align: center;"><u>Farmer</u></p> <p>Herbs _____</p> <p>Nuts _____</p> <p>Nursery products/plants _____</p> <p>Fruits/Veggies <i>(non organic)</i> _____</p> <p>Fruits/Veggies <i>(certified organic)</i> _____</p> <p>Fruits/Veggies <i>(practicing organic)</i> _____</p> <p style="text-align: center;"><u>Rancher</u></p> <p>Honey _____</p> <p>Raw Meat _____</p>	<p style="text-align: center;"><u>Hand Crafted</u></p> <p>Art _____</p> <p>Quilts _____</p> <p>Pottery _____</p> <p>Jewelry _____</p> <p>Candles _____</p> <p>Furniture _____</p> <p>Woodworks _____</p> <p>Holiday items _____</p> <p>Paper Products _____</p> <p>Soaps & lotions _____</p> <p>Hair accessories _____</p> <p>Hand painted items _____</p> <p>Hand/machine sewn items _____</p>	<p style="text-align: center;"><u>Value Added</u></p> <p>Eggs _____ Jerky _____</p> <p>Animal food _____ Sauces _____</p> <p>Pickled items _____</p> <p>Hot or cold beverages _____</p> <p style="text-align: center;"><u>Cottage food</u></p> <p>Candy _____ Pickles _____</p> <p>Granola _____ Food Mixes _____</p> <p>Baked goods _____</p> <p>Jams, jellies, or butters _____</p> <p style="text-align: center;"><u>Hot and ready to serve foods</u></p> <p>Food Truck _____ (Length: _____)</p> <p>Food Booth _____</p>
Other Vendors		
<p>Musician _____</p> <p>Non-Profit _____</p> <p>Student Organization _____</p>		

C. List of products/services

(Please be as **detailed** as possible. Include flavors, scents & types of products. If more room is needed use back of form.)

Does your set up use a propane grill, charcoal grill or gas/battery generator? Yes _____ No _____

Confirmed By: _____ Date: _____

HH Business License Rec'd: _____ Photos Rec'd: _____ HH Food Booth/Mobile Food Permit Exp: _____

Food Handler's Permit Exp: _____ Food Manager's Certificate Exp: _____

Holiday Farmers Market Acknowledgement 2018

_____, (herein referred to as "Vendor") acknowledge that I am applying to
(Business Name)
become a vendor at the Harker Heights Holiday Farmers Market and agree to the rules and regulations created and enforced by the City of Harker Heights. Vendor and agents acknowledge selling only those items for which they have been approved. Vendor and agents understand it is the policy of the Harker Heights Holiday Farmers Market that products sold at Frost Fest must be grown by me and/or those affiliated with my operation, prepared by me or crafted by me and/or those affiliated with the my operation, further, vendor and agents understand that Market staff and/or authorized Vendor Representative designee may perform site inspections. Also, vendor and agents release sponsors, (CITY OF HARKER HEIGHTS and COLE MT HARKER HEIGHTS TX, LLC) from any and all injury, liability, loss or damages that may occur to property or self, while on the premises. Vendor and agents hereby agrees to indemnify and hold harmless the CITY OF HARKER HEIGHTS and COLE MT HARKER HEIGHTS TX, LLC for any action or liability which may arise from this event. It is also understood that vendor will comply with all applicable local, state and federal laws and failure to do so may result in immediate forfeiture of vendor status. Upon approval, vendor acknowledges that they will be present. Vendor has read and agrees to Rules and Regulations and is responsible for all employees.

Professional Code of Conduct – In the spirit of professionalism, participants shall: Conduct themselves in a manner that represents the City of Harker Heights with honor, dignity and respect. Demonstrate the qualities of civility and professionalism at all times. Not use vulgar, abusive, racist, sexist, demeaning or intimidating language at any time. Support fellow vendors and staff in a positive manner. Treat other vendors, staff and Market/Frost Fest customers with courtesy and respect at all times.

Business Owner/Manager Name: _____ Date: _____

Business Owner/Manager Signature: _____

Holiday Farmers Market Rules & Regulations pg. 1

At least one member of your business/organization must attend **ONE** of the following Mandatory Meetings:

Tuesday, November 27, 2018 - 5:30pm-6:30pm, Activities Center (Room C), 400 Indian Trail
Saturday, December 8, 2018 – 4:00pm-5:00pm, Activities Center (Room C), 400 Indian Trail

Introduction

The Harker Heights Holiday Farmers Market (referred to henceforth as the “Market”) is scheduled to operate on Friday, December 14, 2018 in conjunction with Frost Fest. The Market operates in accordance with all city, county, state, and federal laws pertaining to its operation. The Market is a project sponsored by the City of Harker Heights. Frost Fest is to provide a festive holiday event for citizens and to encourage community building between participants, organizations, businesses and the City.

Products to be sold

Products to be sold include agricultural produce such as vegetables, fruits, plants, herbs, processed food items, cut flowers, nuts, refreshments, and other specialty items that supplement produce sales such as honey, eggs, baked and canned goods, all of which must be grown and/or produced in Texas, may be sold. Non-profits and/or student organizations may sell items as a fundraiser and/or provide a value added feature for the event.

Farmers, Ranchers, Hand Crafted, Cottage Food & Value Added vendors may sell only what they grow or produce. No resale of produce, value added goods or hand crafted products that are purchased from another business or farm.

Farmer: Sells fruits, nuts and vegetables that have been grown in Texas. This product must be grown by you or any other Texas Farmer that is affiliated with your business. (i.e. Co-Op or neighborhood farm)

Rancher: Sells raw meat or honey that has been raised in Texas. This product must be raised by you or someone affiliated with your business.

Hand Crafted: Sells art and hand crafted items that are “hand crafted” by the vendor or a member of the vendor’s craft unit. No commercial or resale items. Must be of **original** excellent workmanship both in quality and design. Refer to vendor handbook for examples of unacceptable items.

- a. Photos of products must be submitted with application. Please provide photos that are the best representation of everything you sell on 1 – 2 page collage. Do not send individual photos.

Cottage Food: Sells non-potentially hazardous foods that are made in the home and fall under the Texas Cottage Food law. Items must be mainly comprised of Texas grown ingredients.

- a. Owner/Manager & agents must have a current Bell County Food Handler's Permit/card. (<https://bellcotx.foodhandlerclasses.com/default.aspx>)

Holiday Farmers Market Rules & Regulations pg. 2

b. Cottage Foods - Labeling Requirements

- i. All cottage food products must have a label with the following information:
- ii. Name and physical address of the cottage food production operation;
- iii. The common or usual name of the product;
- iv. If a food is made with a major food allergen – such as eggs, nuts, soy, peanuts, milk or wheat – that ingredient must be listed on the label; and
- v. The following statement: "This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department."
- vi. The label must be legible.
- vii. The label must be attached to the package. For large or bulky items that are not packaged, you must provide an invoice or receipt that has the same information.

Value Added: Sells products that are food-based and mainly comprised of locally grown Texas produce.

- b. Manager/Owner must have a **current Food Manager Certification** (<https://bellcotx.foodmanagerclasses.com/>)
- c. All agents must have a current Bell County Food Handler's Permit/card. (<https://bellcotx.foodhandlerclasses.com/default.aspx>)

Hot & Ready to Serve Foods: Sells products that are freshly cooked on-site that are hot and can be eaten at the Farmers Market.

- a. Manager/Owner must have a **current Food Manager Certification** (<https://bellcotx.foodmanagerclasses.com/>)
- b. All agents must have a current Bell County Food Handler's Permit/card. (<https://bellcotx.foodhandlerclasses.com/default.aspx>)
- c. Harker Heights Food Booth Permit (http://www.ci.harker-heights.tx.us/images/PDF/Harker_Heights_Food_Vendor_Requirements_RV_2018.pdf)

Non-Profit: Local or national organization that benefits the local community that is tax exempt and wishes to sell an item as a fundraiser or hand out information.

Student Organization: KISD, CTC, TAMU sponsored student organization that wishes to sell an item as a fundraiser or hand out information.

Event Logistics

Market Heights Shopping Center, 201 East Central Texas Expressway, Harker Heights, TX, 76548. There is no fee to be a Harker Heights Holiday Farmers Market vendor.

Event hours are from 5:30pm-8:30pm.

Vendor set up starts at 3:30pm and need to be ready to sell by 5:15pm.

No vehicles are **permitted** in the fenced off area after 5:00pm.

Vendor tear down begins at 8:30pm. Vendors must stay till 8:30pm and cannot leave early.

Vehicles will be **allowed** in the fenced off area starting at 8:40pm once the crowd has cleared.

Vendor locations will be e-mailed on Wednesday, December 12, 2018.

Holiday Farmers Market Rules & Regulations pg. 3

Setup Logistics

Vendor is responsible for any and all equipment needs. This includes: tables, chairs, electrical, sacks, boxes, set up, tear down, staffing, materials, lighting if needed, keeping area clean, disposing of trash, etc. The event will be outside and it will get dark. There are light poles but lamps are suggested for vendors that wish to showcase particular items. There are no electrical capabilities. Vendor space will be 10 ft. x 10 ft. Due to limited space; vendors will only be given 1 – 10ft. x 10ft. space. **Vendors must be set up and ready to sell by 5:15pm.**

Each vendor must provide and post their vendor signs in each stall visible to the public. **Vendors must have business name, product and price visible to the consumer.** Vendor must ensure that no trash or any other items be left behind and space should be returned in the condition in which it was found. No smoking/tobacco is permitted at the Market. This includes cigarettes, vaping or chewing tobacco. No pets or other live animals may be sold or accompanied by vendors at the Market.

If vendor chooses to use a tent it must be clean and well working. We prefer vendors to have a 10 x 10 EZupTent or ZShade Tent.

Most accidents at events involve pop up tents. It is your job to minimize the risk. Tents must be weighted down. NO EXCEPTIONS. Tents must be **weighted down with at least 25 lbs of weight per leg**. If you show up and do not have weights, you may not use a tent. Gallon water jugs and single bricks are not safe. Professional grade tent weights including pvc pipe filled with concrete or tent weight sandbags are safe ways to weigh down tents.

Strong gusts come up without warning at any time before, during or after the Market has closed. If the first gust catapults your tent like a rocket powered javelin through the air, or into a market goer or fellow vendor, it is already too late to decide to secure your tent. YOU SHOULD ASSUME WIND WILL COME.

Tying tents to tables, coolers, or any other object that is not a weight provides tripping hazards and frequently does not provide adequate weight. Vendor safety is just as important as Market goer safety.

Vendor Sales

The Market is based on an honesty system. If any vendor shall feel that another vendor is not being honest in his/her products, value, or pricing please contact Market Coordinator.

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ACCEPTABLE WEIGHTS



NOT ACCEPTABLE WEIGHTS



Instructions for making these weights:

1. Use a 5 inch pvc pipe cut 30 inch long, purchase 2 end caps for each section along with a long eye hook.
2. Drill a hole in one of the ends to allow the bolt end of the eyehook to go through it.
3. Using an adhesive for pvc pipe, seal one end.
4. Fill the tubes with the bags of Quickrete®, add water to the pipes. The moisture will set the Quickrete®.
5. Secure the end cap with the hole, again using adhesive and stick the bottle end of the eyehook through the hole making sure it inserts into the Quickrete®.
6. Stand the pipe up to allow curing.
7. Use tie down straps or bungees with hooks on both ends that allow you to adjust the heights for your weights. This keeps the weight tensions tight.