



City of Harker Heights Farmers Market 2021 Application

Buy Local. Experience Community.

Saturdays, May 8 – September 25, 2021	Saturdays, October 2 – October 30, 2021 (Extended Hours)
8:00 am – 12:00 pm (Market hours) 6:30 am – 8:00 am (Vendor set up) 12:15 pm – 1:30 pm (Vendor tear down)	8:00 am – 1:00 pm (Extended market hours) 6:30 am – 8:00 am (Vendor set up) 1:15 pm – 2:30 pm (Vendor tear down)

**NEW Market Location:
Harker Heights City Hall Parking Lot
305 Miller's Crossing
Harker Heights, TX 76548**

Please return all paperwork to the following contact:

Sara Gibbs, Activities Coordinator
400 Indian Trail
Harker Heights, TX 76548
sgibbs@harkerheights.gov
P: 254-953-5493 / F: 254-953-5467

Please allow up to 10 business days for approval to the Farmers Market.

Return all paperwork by **Friday, April 16, 2021** to be considered for the 1st Saturday of the season. After the 1st Saturday of the season, new applications will be accepted until **Friday, October 15, 2021**.

All applicants must read the Harker Heights Farmers Market Handbook before filling out the application.

Participation and application are free.

A completed application, appropriate forms, photos, and supplemental items must be submitted and approved by Market staff before applicant is eligible to sell at the Harker Heights Farmers Market.

Harker Heights Farmers Market Application 2021

A. Vendor Type:

All Farmers Market Vendors submit the following items:

- Harker Heights Farmers Market Application
- Harker Heights Farmers Market Acknowledgement
- Photo of vendor setup with signage/banner (if using a tent, please include tent and tent weights).
- Supplemental items based on vendor type (listed below)

Please check those items which apply to you and your products. Preference is given to vendors whose products are comprised of Texas grown/made ingredients and sustainable packaging.

SUPPLEMENTAL INFORMATION

Farmer/Rancher – Selling fruit & vegetables, raw meat, or honey. This product must be grown or raised in Texas by you or someone affiliated with your business.

Examples: Herbs, nursery products/plants, fruits/veggies (practicing organic), fruits/veggies (certified organic), fruits/veggies (non-organic), honey, raw meat

- No additional supplemental items needed.

Value Added – Food based products that have changed the form, flavor, blend and/or the substance of raw products and/or are crucial for refrigeration (such as eggs).

Examples: Eggs, jerky, beverages, food for animals, pickled items, juice, sauces, salsa

- Owner/Manager – current Food Manager’s Certification (Not required for food for animals)
- All Agents – current Texas or Bell County Food Handler’s Permit/Card
- Texas Ingredients List

Cottage Food – Selling non-potentially hazardous foods that are made in the home and fall under the Texas Cottage Food law

Examples: Candy, pickles, granola, food mixes, baked goods, jams, jellies, butters

- Owner/Manager & All Agents – current Texas or Bell County Food Handler’s Permit/Card
- Texas Ingredients List

Prepared Foods & Food Trucks - Selling products that are freshly prepared and/or kept hot/cold on-site at the Farmers Market. Food trucks may sell at only one market day per season.

Examples: Popcorn, Meat, Sandwiches

- Harker Heights Food Booth Permit or Harker Heights Mobile Food Vendor Permit
- Owner/Manager – current Texas Food Manager’s Certification
- All Agents – current Texas or Bell County Food Handler’s Permit/Card
- Texas Ingredients List

Hand Crafted – Selling art and items that are “hand crafted” by the vendor or a member of the vendor’s craft unit. The use of stencils, Cricut, or other machines for mass production are not allowed.

Examples: Art, woodworks, soaps & lotions, paper products, hair accessories, hand painted items, hand/machine sewn items, pottery, jewelry, candles, furniture, purses, quilts, other fiber arts

- Photos of product combined on 1 – 2 pages.

Harker Heights Local Business – Locally owned brick and mortar business in Harker Heights that wishes to sell a farmers’ market related item which would fall under Value Added, Cottage Food, Hand Crafted, or Prepared Food category. Harker Heights business must not be a chain, a franchise, and/or provide a service and may sell multiple dates.

Non-profit, student organizations, and Harker Heights businesses that are chains, franchises, and/or provide a service – Please contact the Market Coordinator for the Harker Heights Farmers Market Non-Profit, Harker Heights Business, and Student Organization Application.

B. Business Information

Name: _____ Business Name: _____

Address (Street, City, Zip) _____

Farm Address (Street, City, Zip if different from above) _____

E-mail _____ Phone _____

Stall space (Average stall size 10'x10'): Check how many spaces you wish to have. 1 ___ 2 ___ 3* ___

*Only Farmers are permitted to have up to 3 stall spaces. If a trailer is needed farmer should use the third stall space for trailer.

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

Farmers Only: Do you request to use a trailer unhitched from your vehicle? Yes ___ No ___ **Size of trailer:** ___

C. List of products: *(Please be as detailed as possible. Include each food or non-food item with complete description including flavors and scents. If more room is needed, feel free to attach a separate sheet.)*

E. Market Dates: Check ALL dates you wish to sell at. Please note that October has extended market hours. If you cannot stay for the entire duration of a market day, please **do not** sign up for that particular day. **ALL DATES** ___

May 8* (8 am-12 pm) ___	May 15 (8 am-12pm) ___	May 22 (8 am-12 pm) ___	May 29 (8 am-12 pm) ___
June 5* (8 am-12 pm) ___	June 12 (8 am-12 pm) ___	June 19 (8 am-12 pm) ___	June 26 (8 am-12 pm) ___
July 3* (8 am-12 pm) ___	July 10 (8 am-12 pm) ___	July 17 (8 am-12 pm) ___	July 24 (8 am-12 pm) ___
July 31 (8 am-12 pm) ___	Aug. 7* (8 am-12 pm) ___	Aug. 14 (8 am-12 pm) ___	Aug. 21 (8 am-12 pm) ___
Aug. 28 (8 am-12 pm) ___	Sept. 4* (8 am-12 pm) ___	Sept. 11 (8 am-12 pm) ___	Sept. 18 (8 am-12 pm) ___
Sept. 25 (8 am-12 pm) ___	Oct. 2 (8 am-1 pm) ___	Oct. 9* (8 am-1 pm) ___	Oct. 16 (8 am-1 pm) ___
Oct. 23 (8 am-1 pm) ___	Oct. 30* (8 am-1 pm) ___		

*Themed Market Dates - The theme for these dates will be emailed to the vendors at least one month prior. All vendors signed up for the following days are encouraged to participate with decorations, discounts, special products (pre-approved) or other ideas.

Please notify Market Coordinator of absence from days marked above at least 4 business days in advance. Vendors may cancel up to 5 times per season. After 5 cancellations, vendor will be moved to the bottom of the wait list for remaining market dates.

Staff Only:

Confirmed By: _____ Date: _____ Photos: ___ Acknowledgement: ___

Food Booth Permit Exp: _____ Ingredients: ___ Food Manager's Exp: _____

Food Handler's Exp: _____ Other Supplemental Items: _____

Harker Heights Farmers Market Acknowledgement 2021

(Business Name)

_____, (herein referred to as "Vendor") acknowledge that I am applying to become a vendor at the Harker Heights Farmers Market to be held at **the NEW location, Harker Heights City Hall parking lot, 305 Miller's Crossing** 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 Farmers Market that products sold at the Farmers Market must be grown by me and/or those affiliated with my operation, prepared by me or crafted by me and/or those affiliated with 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 sponsor (CITY OF HARKER HEIGHTS) from any and all injury, liability, loss, or damages that may occur to property or self, while on the premises. Vendor and agents hereby agree to indemnify and hold harmless the CITY OF HARKER HEIGHTS 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 for the remainder of the season. Upon approval, vendor acknowledges that they will be present for all Markets for which they have signed up. Should vendor have to be absent, at least four business days' notice will be provided. Failure to provide notice 4 days in advance, arriving late, exceeding five absences, or being absent for three unexcused Markets may result in dismissal for current season.

Vendor and all agents have read and agree to rules and regulations laid out in the Harker Heights Farmers Market Handbook and application.

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. The participants shall demonstrate the qualities of civility and professionalism at all times. Participants will refrain from using vulgar, abusive, racist, sexist, demeaning or intimidating language at any time. Participants will support fellow vendors and staff in a positive manner and will treat vendors, staff, and Market customers with courtesy and respect.

I have read and agree to adhere to the Professional Code of Conduct (Please Initial) _____

I have read and agree to adhere to rules and regulations in the Farmers Market Handbook (Please Initial) _____

Owner Printed Name: _____ Date: _____

Owner Signature: _____

Agent 1 Name

Agent 2 Name

Agent 1 Signature

Agent 2 Signature

Agent 3 Name

Agent 4 Name

Agent 3 Signature

Agent 4 Signature

Point of contact/business owner is responsible for all employees that represent their business or that handle money. All food vendors must submit Food Handlers cards for all employees, and, per law, those employees must always have their cards on them.

Harker Heights Farmers Market Texas Ingredients List 2021

Name _____ Business Name _____

Please fill out the list below if you incorporate Texas ingredients in your product. Preference is given to vendors whose products are comprised of Texas grown/made ingredients and sustainable packaging.

Check here if you use no Texas grown/made ingredients.

Product: _____	
List TEXAS Ingredients in product	List where you purchase Texas Ingredient

Product: _____	
List TEXAS Ingredients in product	List where you purchase Texas Ingredient

Product: _____	
List TEXAS Ingredients in product	List where you purchase Texas Ingredient

Product: _____	
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