



City of Harker Heights Farmers Market 2023 Guide

Buy Local. Experience Community.

Saturdays, May 6 – October 28, 2023

9:00 am – 1:00 pm (Market Hours)

7:30 am – 9:00 am (Vendor set up time)

1:15 (Vendor tear down start time)

Harker Heights City Hall Parking Lot

305 Miller's Crossing

Harker Heights, TX 76548

Questions on Rules, Application Requirements	Questions on Filling Out Application	Additional Contact
<i>Sara Gibbs, Market Coordinator</i> 400 Indian Trail Harker Heights, TX 76548 sgibbs@harkerheights.gov 254-953-5493	<i>Recreation Center</i> 307 Miller's Crossing Harker Heights, TX 76548 254-953-5657	<i>Adam Trujillo, Activities & Special Events Manager</i> 400 Indian Trail Harker Heights, TX 76548 atrujillo@harkerheights.gov 254-953-5466

All applicants must read the Harker Heights Farmers Market Guide before filling out the application. Participation and application are free.

Application can be accessed through CivicRec. A completed application 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 Guide 2023

Market Season

The Farmers Market runs every Saturday from May 6 through October 28, 2023 and is open from 9:00 am – 1:00 pm at the Harker Heights City Hall parking lot on 305 Miller's Crossing, Harker Heights TX 76548. Participation and application are free.

Mission Statement

The Harker Heights Farmers Market provides a venue for local farmers, producers, and artisans to come together to sell a variety of fresh produce and related products directly to the consumer. The Market encourages direct communication between consumers and growers and fosters social gathering and community building.

About Us

The Market operates in accordance with all city, county, state, and federal laws. Products include agricultural produce such as vegetables, fruits, plants, herbs, raw meat, cut flowers, nuts, refreshments, and other specialty items that supplement produce sales such as honey, eggs, and baked goods. All produce and related items must be grown and/or produced in Texas.

Acceptance to the Market

Potential vendors submit a completed Harker Heights Farmers Market Application through the platform *CivicRec*, and supplemental items (see vendor requirements) to the Market Coordinator via e-mail (sgibbs@harkerheights.gov), fax (254-953-5658), mail or drop off in person (Harker Heights Activities Center, 400 Indian Trail, Harker Heights, TX 76548). Please allow up to 10 business days for approval to Market. PLEASE NOTE – Submitting an application does not guarantee acceptance or participation in the market.

Deadlines: *April 21, 2023* to sell at first Market day. Vendors are accepted throughout the season and are added to Market days if space is available until *September 29, 2023*.

All approved vendors (including returning vendors) are required to participate in ONE Mandatory Meeting before they are allowed to participate. The dates for the meetings will be sent to you via email. Each meeting will be held at the Harker Heights Activities Center on 400 Indian Trail.

Once a vendor is approved by Market staff and has participated in one of the mandatory meetings, the vendor is eligible to sell at the Market.

How to Qualify to be a Vendor

Interested potential vendors complete applications in their entirety and to provide details of products. An acceptable list of products might state “potatoes, tomatoes, asparagus, garlic;” “baked goods: cookies, brownies, cake pops”, “jewelry and accessories: bracelets, rings, necklaces”, or “skincare and haircare products: soap, bath bombs, lotions, shampoo”.

The Farmers Market is specifically looking for vendors who sell products that are locally made, comprised of local Texas ingredients, grown by the vendor in Texas, and/or handcrafted by the vendor in some way, shape, or form. Priority will be given to farmed products, fresh flowers, dairy, herbs, and honey.

Non-Profits, student organizations, and Harker Heights business chains, franchises, and/or provide services are invited to attend one Market date. Please contact the Market Coordinator for the application requirements for your organization or business.

Vendor Requirements

Vendors may sell only what they grow or produce. Resale of produce, value added goods, or artisan products that are purchased from another business or farm is not allowed. The sale of bottled water is permitted with a price of no more than \$1.00 each. The sale of canned or bottled soda is permitted.

All Farmers Market vendors are required to submit the following items:

- a. Harker Heights Farmers Market Application via *CivicRec*.
- b. Additional supplemental items listed below based by vendor type.

Types of Vendors:

Texas Farmer/Producer/Rancher: Sells fruits and vegetables that ***have been grown in Texas***. Rancher sells raw meat or honey that has been raised in Texas. This product must be grown or raised by vendor or any other Texas Farmer/Producer/Rancher that is affiliated with vendor (i.e. Co-Op or neighborhood farm). Resale of produce is prohibited. All agricultural products must be of merchantable quality. *Examples of products: Eggs, Herbs, nursery products/plants, fruits/veggies (practicing organic), fruits/veggies (certified organic), fruits/veggies (non-organic), honey, raw meat.*

Value Added: Sells food based products that have been changed in form, flavor, blend and/or the substance from raw products and/or are crucial for refrigeration.

Examples of products: Jerky, beverages, food for animals, fresh salsa. Butters & pickled items with pH higher than 4.6. *Food for animals only need to submit Food Handler's Permit for owner/manager and all agents.*

- a. Owner/Manager must have a **current Texas Food Manager's Certification**. (<https://www.learn2serve.com/> or <https://bellcotx.foodmanagerclasses.com/>)
- b. All agents must have a current Texas or Bell County Food Handler's Permit/Card. (<https://www.learn2serve.com/>, or <https://bellcotx.foodhandlerclasses.com/default.aspx>)

Cottage Food: Sells non-potentially hazardous foods that are made in the home and fall under the Texas Cottage Food law (<https://www.dshs.texas.gov/retail-food-establishments/texas-cottage-food-production>). These baked and prepared foods do not need refrigeration. *Examples: Candy, granola, food mixes, baked goods. Jams, jellies, butters, sauces, pickled fruits/vegetables with pH of 4.6 or less.*

- a. Owner/Manager & all agents must have a current Texas or Bell County Food Handler's Permit/Card. (<https://www.learn2serve.com/>, or <https://bellcotx.foodhandlerclasses.com/default.aspx>)
- b. Labeling Requirements:
 - All cottage food products must have a label with the following information:
 - ❖ Name and physical address of the cottage food production operation.
 - ❖ The common or usual name of the product.

- ❖ 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.
- ❖ 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.”
- The label must be legible.
- 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.

Example label or receipt information:

Business Name
Address, City, TX Zip
Product Name
Contains the following allergens:
Eggs Nuts Soy Peanuts Milk Wheat
*This food is made in a home kitchen and is not
inspected by the Department of State Health
Services or a local health department.*

Prepared Foods & Food Truck: Selling products that are freshly prepared on-site or kept hot/cold on-site. Foods prepared in stalls or Food Trucks may sell at any or all market days.

- a. For Prepared Foods, vendors must have Harker Heights Food Booth Permit.
(https://harkerheights.gov/images/PDF/Harker_Heights_Food_Vendor_Requirements_RV_2018.pdf)
- b. For Food Trucks, vendors must have Harker Heights Mobile Food Vendor Permit.
(https://harkerheights.gov/images/PDF/Harker_Heights_Food_Vendor_Requirements_RV_2018.pdf)
- c. Owner/Manager must have a **current Texas Food Manager's Certification.**
(<https://www.learn2serve.com/> or <https://bellcotx.foodmanagerclasses.com/>)
- d. All agents must have a current Texas or Bell County Food Handler's Permit/Card.
(<https://www.learn2serve.com/>, or <https://bellcotx.foodhandlerclasses.com/default.aspx>)

Hand Crafted: Sells art and items that are “hand crafted” by the vendor or a member of the vendor’s craft unit. Commercial or resale items are not allowed. Products must be of **original**, excellent workmanship in quality and design and show incapacity for mass production. **Crafted items must not be produced or embellished using automated equipment or digitally rendered materials***. Space for craft vendors is limited, and market days may be limited on vendors selling specific items.

*** Duplicated original artwork is allowed this year. However, this must be completely original art from the vendor. See examples below for further clarification.**

- Examples of **Allowed** items: Hand/machine sewn clothing, dolls, hand bags; soaps & lotions comprised of locally grown herbs, oils or milk products; hand braided jewelry; hand blown glass wares; hand painted items on any medium; artisan jewelry; hand/machine sewn quilts, prints from original painted or drawn artwork, laser engraved items with original artwork, laser cut kits/designs from original designs, original art screen printed on items (screen printing must be done by vendor and not commercial company unless already given permission by Market staff).

- Examples of **Unallowed** items: Copies of photographs and postcards; printed materials, commercially screen printed items (unless given permission by Market staff); tracings of paint by number; ceramics or pottery from commercial molds; wood carvings using duplicating machines; picture transfers on fabrics, cups, glass, wood or any other medium with non-original artwork (i.e. printing a picture from a computer; using a “Cricut” or other cutting machine or hand cutting vinyl and applying it to a store bought item such as a piece of wood, wine glass, plastic cup, etc.); store bought items embellished with other store bought items (i.e. decorating a store bought or mass produced canvas bag, t-shirt, wood item, or basket with beads, sequins, jewels, transfers, etc.); gift baskets that do not contain anything that is hand crafted by the vendor; items made from kits; soaps and lotions made from store bought items; items made or embellished using stencils to paint or draw on any medium.

Photos of products must be submitted with application. Please provide photos that are the best representations of the items you sell in a 1 – 2 page collage (such as a Word Document). Photos must be mailed or sent via e-mail to sgibbs@harkerheights.gov.

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, Prepared Food, or Hand Crafted category. Harker Heights business must not be a chain, a franchise, and/or provides a service and may sell multiple dates. Please contact the Market Coordinator if your business is a chain, franchise, and/or provides a service.

Frequently Asked Questions

How much does it cost to be a vendor? There is no fee to be a vendor.

How long does it take to be approved? A completed application with appropriate forms, photos, and needed supplemental items can take up to **10 business days** to be reviewed and approved. Vendors will receive an e-mail when they are accepted or denied into the Farmers Market.

I am a direct sales consultant. Can I setup? (i.e. Scentsy, Mary Kay, etc.) The Market is designed for entrepreneurs who hand make their products. Direct sales consultant products may only be sold as a part of a non-profit fundraiser for an organization that benefits the Harker Heights Community. Posted signage and representatives of the non-profit organization must be present. Each non-profit organization can set up on one Saturday of the season.

How many Market dates can I sign up for/miss? Vendors may sign up for as many dates as they like. Vendors may cancel dates and be excused as long as they have notified the Market Coordinator via email or phone by **Thursday at 4:00 pm** the week of the market that will be missed. If a vendor has an emergency the day of the market and are unable to participate, please let the Market Coordinator know immediately by email. If a vendor fails to notify the Market Coordinator that they will not attend the market, those absences will be considered unexcused. ***After the third unexcused absence, vendor will be dismissed from current market season.***

I am a non-profit and want to sell baked goods as a fundraiser. Do I need a Food Handler's permit/card? Yes. Any vendor will need to obtain a Food Handler's permit/card or Food Manager's certification. Please refer to supplemental requirements. Selling any other baked goods or craft items will require the same rules and regulations as other vendors.

Our Vendor Viewpoint

The Harker Heights Farmers Market intends to establish and maintain a vendor kinship and to create a community gathering place. The formula for a successful Market is a cooperative spirit combined with the achievement of vendors to create a memorable experience for Market goers. At the Harker Heights Farmers Markets, we know that consistent development and support will help the Market's success continue.

We encourage all vendors to succeed by these methods:

- Offer the highest – quality products.
- Set fair prices.
- Display your items in a neat, well-organized, & eye-catching manner.
- Provide samples if possible. Samples must be handed out in closed to-go packaging.
- Be friendly, courteous, and respectful to Market goers and fellow vendors.
- Learn about and support fellow vendors.
- Use bright, eye-catching signage.

Requirements for Set Up

Being a Harker Heights Farmers Market vendor is an investment. Here is a list of what you will need.

1. Visible business name signage, product name, and pricing
2. Trash can available for market goers
3. Tables and chairs
4. Sacks, bags, or boxes for customers purchased items
5. For Cottage foods vendors, individually wrapped and labeled items.
6. For vendors using grills, batteries, generators or sternos: a Class ABC or K (depending on set up) rated fire extinguisher.
7. For vendors using tents: must be 10'x10,' clean and serviceable tent with 25 lbs. weights per leg. (see list of approved weights below)

Other useful items (not required)

1. Cash box for change and/or credit card device
2. Receipts
3. Business cards/contact info

Vendor Logistics & Setup Requirements

Vendors can start to arrive as early as 5:00 am and need to be ready to sell by 9:00 am. The Farmers Market hours will be from 9:00 am – 1:00 pm.

Vendors must end sales by 1:15 pm. **No vehicles can be in the Market area from 8:30 am – 1:15 pm or on the grass at any time.** Vehicles in market area during those times may result in dismissal for remainder of current season. Vehicles may enter the market area starting at 1:15 pm. ***Only City Staff in bright, neon vests are authorized to move the barricades. Do not move the barricades.***

No trash cans are on site. Vendors must ensure that no trash or any other items will be left behind. Space should be returned in the condition in which it was found.

No charcoal, battery, generators, or propane grills are allowed on the grass. If vendor set up requires a grill, battery, generators, or sternos, vendor must always have a Class ABC or K (depending on set up) rated fire extinguisher on site and within reach of the booth during the market. The fire extinguisher must have current inspection and be fully charged. Grill, battery, or generator must be set up on the parking lot or secured to a 4 ft. x 4 ft. plywood. There are no electrical outlets at the Market. If you bring your own generator, please notify the Market Coordinator as there may be additional requirements.

We are unable to accept special requests from vendors other than farmers. This includes location requests. Due to limited spacing, trailers will only be permitted for farmer vendors and must be unhitched. Vendors who are not farmers must park their trailer in the designated parking lot.

A set-up vendor location map will be sent via email the ***Friday*** before the Market. **Please do not set up in a location that is marked as a “do not set up” spot unless Market Staff has spoken with you.** Stall locations vary based on the number of vendors. The average stall size is 10 ft. x 10 ft. Vendor booths must not encroach on neighboring vendor booth areas or Market goer walkways.

Once arriving at the Market, vendors must **IMMEDIATELY** unload their vehicle and then move their vehicles to the designated vendor parking spot. Vendors should not start setting up their booth until their vehicle has been moved. This will allow room for other vendors to unload.

If a vendor chooses to use a tent, that tent must be clean and in good shape. We recommend a 10 x 10 EZupTent or ZShade Tent.

Most accidents at events involve pop up tents. Please minimize the risks. ***All tents must be weighed down with at least 25 lbs. of weight per leg as seen below (total 100 lbs. of weight per tent).*** Gallon water jugs and single bricks are not acceptable. 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 times. Tying tents to tables, coolers, or any other objects that are not intended to be weights constitute tripping hazards and are not allowed.

Vendor and customer safety is paramount. If a tent does not have the correct type of weights or has an unapproved amount of weight for their tent, the tent will need to be taken down immediately.

NOT ACCEPTABLE WEIGHTS



ACCEPTABLE



Instructions for making PVC weights:

1. Use a 5 inches pvc pipe cut 30 inches 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. Use 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 bolt end of the hook through the hole making sure it inserts into the quickcreate.
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.

No smoking, vaping, chewing, or any tobacco products of any kind is permitted by vendors and/or their agents.

No pets or other live animals may be sold by or may accompany vendors at the Market unless they are used as a service animal or it is previously approved by Market staff.

Only approved Harker Heights Farmers Market vendors may participate in the Farmers Market. Vendors may advertise their own Farmers Market related business within their stall space. Vendors may not solicit, pass out fliers, or provide samples within the Market aisles.

Attendance

All vendors are expected to stay until the end of the market time (by 1:15 pm). If you cannot stay for the entire duration of a market day, please do not sign up for that particular date. Vendors may leave early only if they completely sell out of product and can move their stalls without vehicles or it has been previously approved by Market staff. The Market is a **rain or shine event**. Please plan your vendor set-up accordingly. The Market Coordinator will notify vendors of possible bad weather by email the Friday before the Market. Vendors are at liberty to sell or not to sell if they receive a “Bad Weather” email from the Market Coordinator. In that case “no shows” and unexcused absences will not count against vendors.

Vendors notify Market Coordinator via e-mail by **4:00 pm on the Thursday before the Market** if they are going to be absent. Failure to notify Market Coordinator by deadline or not showing when no inclement weather will be an unexcused absence. If a vendor has an emergency the day of the market and are unable to participate, please let the Market Coordinator know immediately by email. Exceeding two

unexcused absences or arriving late more than once could result in dismissal from the current season. Vendors will be able to re-apply the following season.

Any requests by current vendors to be added to additional Market dates must be received by Market Coordinator as soon as possible. If market spots are filled for a particular date, then the vendor will be added at the bottom of the wait list.

Additional Agents

Sales or representation of business by vendor and family members and/or employees, also known as “agents,” is permitted. **Each agent must read the Farmers Market Guide and sign the Acknowledgement form prior to selling in the market.** Each agent will need to create a CivicRec account for themselves.

Admission of Products

Only items that have been approved on the Market Application Form or via email can be sold. The Market staff reserves the right to ask for a list of ingredients, visit location where products are made, and disapprove of any products being sold at any time without reason. If a vendor would like to add items during the season, the vendor must have products approved at least by **Thursday at 4:00 pm prior to a Market day** by Market staff. This needs to be done via e-mail.

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

Themed Market Dates

One Saturday per month of the market season will be a Themed Market Day. Vendors signed up for these dates are encouraged to participate with decorations, discounts, special products (pre-approved) or other ideas. Vendors will be notified of the dates and theme for each month via email throughout the season.

Deadlines

Action	Deadline
Admission of New Products	Thursday by 4:00 pm
Notification of Absence	Thursday by 4:00 pm
Additional Dates to sell	As soon as possible.

Non-Compliance and Penalties

Violations of Market rules will result in the following disciplinary action by Market Coordinator. All violations will be determined on a case-by-case basis.

Violation	1 st Offense	2 nd Offense	3 rd Offense
No show/Unexcused absence Failure to show with no inclement weather or providing notice of absence to Market Coordinator	Written Warning	Written Warning	Dismissed from Market
Professional code of conduct violation	Written Warning	Dismissed from Market.	N/A
Failure to appropriately weigh down tent	Verbal warning – must weigh down with appropriate weights or take down tent.	Dismissed from Market.	N/A
Failure to move vehicle after unloading; or vehicle is in Market area after 8:30 am or before 1:15 pm; or moving barricades.	Written warning	Dismissed from Market	N/A
Prohibited product Selling products that are not preapproved by Market staff	Written Warning	Dismissed from Market.	N/A
Tardy Arriving after 9:00 am or not ready to sell by 9:00 am	Written Warning	Dismissed from Market.	N/A
Any other violation	Verbal Warning	Written Warning	Dismissed from Market.

Food Sampling Guidelines

Providing samples at the Market allows consumers to try a product before purchasing it. Since the Market sells primarily on taste, sampling is a top marketing tool. Samples should represent each vendor's best. Special care should be taken to ensure that the bite of product that every customer receives will leave a favorable impression and encourage them to buy. Unsafe sampling methods can contaminate food and result in food born illness.

Basic sanitation practices should be followed when samples are offered. All untasted samples must be disposed of at the end of the Market and cannot be reused.

Following a few, simple practices reduce risk. The following guidelines follow the Farmers' Market Bill (HB 1382) Sampling at Farmers' Markets.

Sampling

To provide samples of food at a farm or farmers' market, you must follow these instructions:

1. Distribute the samples in a sanitary manner (for example, in closed to-go packaging);
2. Have potable water available (for example, by having a jug of drinking water);
3. Wash any produce intended for sampling with potable water to remove any visible dirt or contamination;
4. When preparing the samples, either wear clean, disposable plastic gloves or observe proper hand washing techniques immediately before preparation;
5. Use smooth, nonabsorbent, and easily cleaned (i.e. metal or plastic) utensils and cutting surfaces for cutting samples, or use disposable utensils and cutting surfaces;
6. Keep samples of cut produce or other potentially hazardous foods at a temperature of 41 degrees or colder or dispose of the samples within two hours after cutting or preparation.

Meat or poultry products must come from animals processed in compliance with the regulations for livestock processing. (Texas Health & Safety Code Chapter 433).