



City of Harker Heights Farmers Market 2022 Application Lemonade Day Participation

Buy Local. Experience Community.

Saturday, May 7, 2022

9:00 am – 1:00 pm

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

1:15 pm (Vendor tear down start time)

Harker Heights City Hall
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

There is no fee to be a vendor.

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



Harker Heights Farmers Market Participation Application 2022 Sell Day: May 7, 2022 only

Entrepreneur Name _____ Business Name _____

A. Business Information

Address (Street, City, Zip): _____

E-mail: _____

Phone: _____

What is your goal? _____

What do you plan to do with your money? (ie. Donate, spend, save) _____

B. List of products:

C. Entrepreneur (s) Names:

_____	_____
_____	_____
_____	_____
_____	_____

Confirmed By : _____ Date: _____

Harker Heights Farmers Market Acknowledgement 2022

(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 Harker Heights City Hall, 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 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) 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 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 the Market for which they have signed up.

Vendor has read and agrees to Rules and Regulations laid out in the Harker Heights Farmers Market 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. 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 customers with courtesy and respect at all times.

Mentor/Guardian Printed Name: _____ Date: _____

Mentor/Guardian Signature: _____

Entrepreneur Printed Name: _____ Date: _____

Entrepreneur Signature: _____

Harker Heights Farmers Market Rules & Regulations 2022

Vendor Logistics

Vendors can arrive as early as 7:30 am and need to be ready to sell by 9:00 am. Vendors may leave if sold out early and can move their stalls without vehicles.

Vendor is responsible for any and all equipment needs. This includes: tables, chairs, shade devices, electrical, sacks, boxes, etc.

Vendors will be emailed a map with their vendor location on Friday, May 6, 2022 (the day before the Farmers Market). 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.

Vendors must **immediately** unload and then move vehicle to a designated vendor parking spot. This will allow room for other vendors to unload. No vehicles can be in the Market area starting at 8:30 am. Vehicles may enter the Market area starting at 1:15 pm once the crowd has cleared.

Vendor Sales

Sales or representation of your business by yourself, other family members and/or employees, also known as “agents” are permitted. Each agent must sign the Acknowledgement form prior to selling.

Equipment Requirements

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. Vendors must minimize the risks. ***All tents must be weighed down with at least 25 lbs. of weight per leg with acceptable weights as seen on page 5.*** There are no exceptions to this rule. 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 is not intended to be weights constitute tripping hazards and are not allowed. Vendor and customer safety is paramount.

NOT ACCEPTABLE WEIGHTS



ACCEPTABLE



Photo of Leg Weights for Instant Shelter

Vendor Display

There are no trash cans on site and each vendor is responsible for providing their own trash can and disposing of it properly. 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.

Vendor booth must not encroach on neighboring vendor booth areas or market goer walkways. No smoking, vaping, chewing, or any tobacco products of any kind is permitted by vendors and/or their agents at the Market. No pets or other live animals may be sold or accompanied by vendors at the Market unless use as a service animal, or it is previously agreed upon by the Market Coordinator.

Vendors may advertise their business within their stall space. There will be no solicitation or passing out of fliers or samples within the Market aisle by vendors or any other organization/business. All advertising must be confined to the vendor stall.

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. Your samples should represent your best. Samples of poor products do not enhance your sales. Special care should be taken to ensure that the bite of your 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 borne illness. Good marketing practices require that basic sanitation practices be followed when samples are offered at the Market. All untasted samples must be disposed of at the end of the Market and cannot be reused.

Following a few, simple practices reduces risk. The following guidelines are in compliance with 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, by providing toothpicks for individual servings);
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).

Frequently Asked Questions

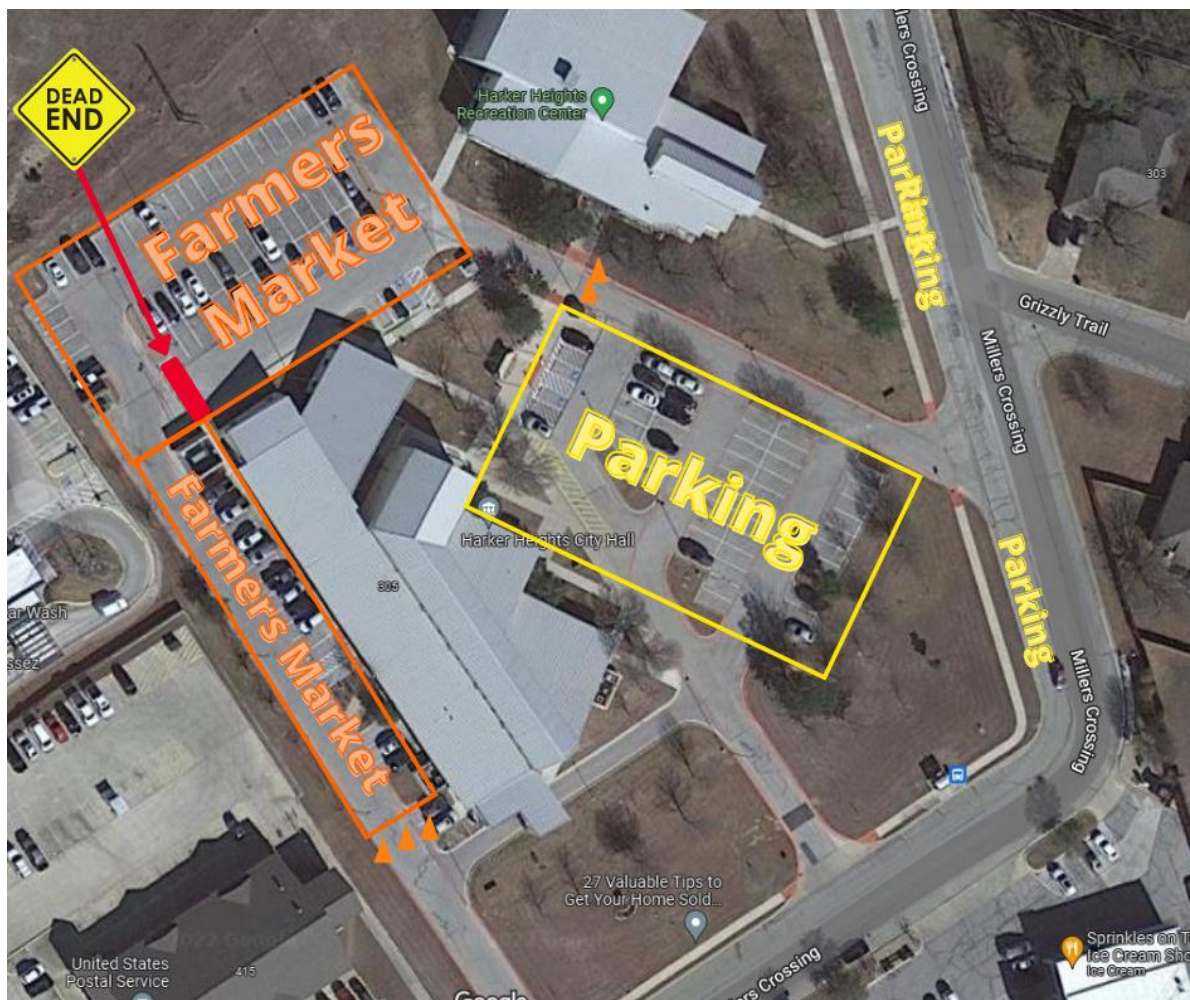
How much does it cost to be a vendor? There is no fee to be a vendor.

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 besides a Lemonade Day entrepreneur will need to obtain a food handler's permit/card or food manager's certification. Please refer to supplemental requirements. Lemonade Day entrepreneurs have a waiver issued by the Bell County Health Department that does not

require them to have a food handler's permit/card for Lemonade Day weekend only. This only applies to lemonade products. Selling any other baked goods or craft items will require the same rules and regulations as other vendors.

I am a Lemonade Day entrepreneur and want to sell at the Market for the entire season. What do I do? If you wish to sell as a regular vendor, you must follow the rules & regulations for that vendor type. You will be required to obtain all necessary items needed.

Market & Parking Location



Vendor and customer parking will be in the front parking lot, side street, and at Carl Levin Park (400 Miller's Crossing).