



# City of Harker Heights Farmers Market 2022 Application

*Buy Local. Experience Community.*

**Saturdays, May 7 – October 29, 2022**

**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**

**Please return all paperwork to Sara Gibbs, Activities Coordinator**

Activities Center

400 Indian Trail

Harker Heights, TX 76548

sgibbs@harkerheights.gov

P: 254-953-5493 / F: 254-953-5658

Return all paperwork by **Thursday, April 14, 2022** to be considered for the 1<sup>st</sup> Saturday of the season.  
After the 1<sup>st</sup> Saturday of the season, new applications will be accepted until **Friday, October 14, 2022.**

All applicants must read the Harker Heights Farmers Market Guide 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.*

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

# Harker Heights Farmers Market Application 2022

## 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 of business name (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\*, sauces, salsa. Butters & pickled items with pH higher than 4.6.*

- ☐ 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

*\*Food for animals only need to submit Texas Ingredients List and Food Handler's Permit for owner/manager and all agents.*

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

*Examples: Candy, granola, food mixes, baked goods. Jams, jellies, butters, pickled fruits/vegetables with pH of 4.6 or less.*

- ☐ 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.**

*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.)*

[illegible]

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

**ALL DATES** \_\_\_\_\_

May 7 ____	May 14 ____	May 21 ____	May 28 ____	June 4 ____	June 11 ____	June 18 ____	June 25 ____
July 2 ____	July 9 ____	July 16 ____	July 23 ____	July 30 ____	August 6 ____	August 13 ____	August 20 ____
August 27 ____	September 3 ____	September 10 ____	September 17 ____	September 24 ____	October 1 ____		
October 8 ____	October 15 ____	October 22 ____	October 29 ____				

**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 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 the 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, vendor will provide notice by Thursday at 4:00 pm the week of the market to be missed. Failure to provide notice of absence, failure to show up, or arriving late 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 Guide 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 Guide (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 2022

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.**

Product: _____	
List <b>TEXAS</b> Ingredients in product	List where you purchase Texas Ingredient

Product: _____	
List <b>TEXAS</b> Ingredients in product	List where you purchase Texas Ingredient

Product: _____	
List <b>TEXAS</b> Ingredients in product	List where you purchase Texas Ingredient

Product: _____	
List <b>TEXAS</b> Ingredients in product	List where you purchase Texas Ingredient

Product: _____	
List <b>TEXAS</b> Ingredients in product	List where you purchase Texas Ingredient

Product: _____	
List <b>TEXAS</b> Ingredients in product	List where you purchase Texas Ingredient

Product: _____	
List <b>TEXAS</b> Ingredients in product	List where you purchase Texas Ingredient

Product: _____	
List <b>TEXAS</b> Ingredients in product	List where you purchase Texas Ingredient

Product: _____	
List <b>TEXAS</b> Ingredients in product	List where you purchase Texas Ingredient

Product: _____	
List <b>TEXAS</b> Ingredients in product	List where you purchase Texas Ingredient