

McGregor Farmers Market 2021 Application

Buy Local. Experience Community.

Third Sunday of each month from May through September

10:00 am – Noon (vendor set up)

Noon – 4:00 pm (Market hours)

4:00 pm – 6:00 pm (vendor tear down)

Please return all paperwork to the following contact:

Cassie Thomas, Event Center Manager
The Exchange Event Center
300 S. Jefferson, McGregor, TX 76657
TheExchange@McGregor-Texas.com
P: 254-236-8400

Please allow up to 5 business days for approval to the Farmers Market.

Return all paperwork by ***Monday, prior to a Market Day*** to be considered.

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

**Application is free. Fee for each Booth is \$35.00 per market day. Each booth is approximately 10x10.
(\$175 for all 5 Indoor Farmers Markets. \$210 for all 5 Indoor FM and Christmas Bazaar.)**

A completed application and appropriate informational items must be submitted and approved by Downtown Exchange Board and or staff before applicant is eligible to sell at the McGregor Farmers Market.

Staff Only:

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

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

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

McGregor Farmers Market Application 2021

Name _____ Business Name _____

A. Vendor Type:

All Farmers Market Vendors submit the following items:

- McGregor Farmers Market Application
- McGregor Farmers Market Acknowledgement
- Photo of vendor setup
- 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.

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

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

Examples: Popcorn, Meat, Sandwiches

- McLennan County Food Booth Permit or McLennan County Mobile Food Vendor Permit
- Owner/Manager – Food Manager’s Certification
- All Agents – 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.

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

Direct Sales Products – Selling items as a direct sales consultant will be limited to one individual per company. The number of vendors that are Direct Sales Product cannot comprise more than 1/4 of the total number of vendors at the farmer’s market.

Examples: Essential Oils, Paparazzi, ect.

- Photos of product combined on 1 – 2 pages

B. Business Information

Address (Street, City, Zip) _____

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

E-mail _____ Phone _____

Do you want an indoor or outdoor space? Indoor _____ Outdoor _____

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

**Unless indicated, multiple stalls will be adjacent to each other.*

Does your set up use a propane grill, charcoal grill or gas/battery generator? Yes ___ No___

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.*

D. Special Request: *(Please list location request, proximity requests, ect.)*

E. Dates: *(Please check the dates you plan to attend the market.) Third Sunday of each month from May through September and the Christmas Bazaar.*

May 16 ___ June 20 ___ July 18 ___ August 22 ___ September 19 ___

November 20 (Christmas Bazaar) ___

McGregor Farmers Market Acknowledgement 2021

(Business Name)

_____, (herein referred to as "Vendor") acknowledge that I am applying to become a vendor at the McGregor Farmers Market to be held at The Exchange Event Center, 300 S. Jefferson and agree to the rules and regulations created and enforced by the City of McGregor. Vendor and agents acknowledge selling only those items for which they have been approved. Vendor and agents understand it is the policy of the McGregor 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 sponsors (CITY OF MCGREGOR AND MCGREGOR DOWNTOWN EXCHANGE INC.) 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 MCGREGOR AND MCGREGOR DOWNTOWN EXCHANGE INC. for any action or liability. Arising out of or relating to this event which is caused, in whole or in part, by any act or omission of vendor or any agent of vendor or caused by any product sold or given away by vendor at the McGregor Farmers Market. 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.

Vendor and all agents have read and agree to rules and regulations laid out in the McGregor 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 McGregor 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.

McGregor Farmers Market Texas Ingredients List 2020

Name _____ Business Name _____

Please fill out the list below if you incorporate Texas ingredients in your product.

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

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

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McGregor Farmers Market Handbook 2021

Market Season

The McGregor Farmers Market will be on the third Sunday of each month from May through September. It is open from Noon – 4:00 pm. The Christmas Bazaar is in November on the 3rd Sunday of the month. The Market is held at The Exchange Event Center, 300 S. Jefferson, McGregor, TX 76657. Application is free. Each 10x10 Booth is \$35.00

Mission Statement

The McGregor 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 McGregor Farmers Market Application, Acknowledgment form, photo of booth set up, and supplemental items (see vendor requirements on application) to the Event Center Manager via e-mail (TheExchange@McGregor-Texas.com), mail or drop off in person (The Exchange Event Center, 300 S. Jefferson, McGregor, TX 76657). Please allow up to 5 business days for approval to Market. PLEASE NOTE – Filling out an Application does not guarantee acceptance or participation in the market. **Deadline: Monday prior to Market. One application is sufficient for all 6 markets.**

How to Qualify to be a Vendor

Interested potential vendors complete applications in their entirety and to provide details of products to include flavors, scents, and types. An acceptable list of products might state “potatoes, tomatoes, asparagus, garlic;” “bar soap: lavender, strawberry, natural;” or “cookies: chocolate chip, peanut butter, sugar.”

The 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. Preference is given to vendors whose products are comprised of Texas grown/made ingredients and sustainable packaging. Please include the Texas Ingredients List form if you incorporate Texas grown/made ingredients in your product.

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. CBD items are prohibited. The sale of bottled water is permitted with a price of no more than \$1.00 each.

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

- a. McGregor Farmers Market Application
- b. McGregor Farmers Market Acknowledgement
- c. Photo of vendor setup
- d. 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 (ie. Co-Op or neighborhood farm). *Examples of products: Herbs, nursery products/plants, fruits/veggies (practicing organic), fruits/veggies (certified organic), fruits/veggies (non-organic), honey, raw meat.* Resale of produce is prohibited. All agricultural products must be of merchantable quality. All vendors must post a sign at their booths advertising their produce as either “organic” or “non-organic.”

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 (such as eggs). Preference is given to vendors whose products are comprised of Texas grown/made ingredients and sustainable packaging. *Examples of products: Eggs, jerky, beverages, animal food, pickled items, juice, sauces, salsa.*

- a. Owner/Manager must have a **current Texas Food Manager’s Certification.** (<https://www.learn2serve.com/> or <https://www.statefoodsafety.com/CustomPortal/Waco#/>) (not required for animal food vendors)
- b. All agents must have a current Texas or McLennan County Food Handler’s Permit/Card. (<https://www.statefoodsafety.com/CustomPortal/Waco#/>)
- c. Vendors complete a Texas Ingredients List form.

Cottage Food: Sells non-potentially hazardous foods that are made in the home and fall under the Texas Cottage Food law (<http://texascottagefoodlaw.com>). These baked and prepared foods do not need refrigeration. Preference is given to vendors whose products are comprised of Texas grown/made ingredients and sustainable packaging. *Examples: Candy, pickles, granola, food mixes, baked goods, jams, jellies, butters.*

- a. Owner/Manager & all agents must have a current Texas or McLennan County Food Handler’s Permit/Card. (<https://www.statefoodsafety.com/CustomPortal/Waco#/> or <https://www.learn2serve.com/>)
- b. Vendors complete a Texas Ingredients List form.
- c. 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, kept hot/cold on-site, and can be eaten at the Farmers Market. Foods prepared in stalls may sell at any or all market days. Food trucks may sell at only one market day per season. Preference is given to vendors whose products are comprised of Texas grown/made ingredients and sustainable packaging.

- For Prepared Foods, vendors must have McLennan County Food Booth Permit
- For Food Trucks, vendors must have McLennan County Mobile Food Vendor Permit.
[https://www.waco-texas.com/userfiles/cms-healthdepartment/file/MOBILE%20FOOD%20VENDOR%20INFORMATION%20PACKET%20%26%20APPLICATION%20\(Updated%206%2026%2019\).pdf](https://www.waco-texas.com/userfiles/cms-healthdepartment/file/MOBILE%20FOOD%20VENDOR%20INFORMATION%20PACKET%20%26%20APPLICATION%20(Updated%206%2026%2019).pdf)
- Owner/Manager must have a **current Texas Food Manager’s Certification.**
<https://www.learn2serve.com/> or
<https://www.statefoodsafety.com/CustomPortal/Waco#/>
- All agents must have a current Texas or McLennan County Food Handler’s Permit/Card.
<https://www.learn2serve.com/>, or
<https://www.statefoodsafety.com/CustomPortal/Waco#/>

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.

Examples of **Acceptable Hand Crafted** 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 and any other items which clearly reflect originality of design and incapacity for mass production.

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. Photos must be printed or sent via e-mail.

Direct Sales: Sells art and items that are “hand crafted” by

How much does it cost to be a vendor? \$35.00 per 10x10 booth space per market day.

How long does it take to be approved? A completed application can take up to 5 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 are limited.

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.

Can I sell CBD items? CBD items are prohibited.

Our Vendor Viewpoint

The McGregor 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 McGregor 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.
- 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 McGregor 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
3. Tables and chairs
4. Sacks, bags, or boxes for sales
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 arrive as early as 9:00 am and need to be ready to sell by Noon. Vendors must end sales by 4:15 pm.

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 for outdoor booths. 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. No vehicles are not permitted in the grass at any time, for outdoor booths.

Stall assignments vary based on number of vendors. The minimum stall size is 10 ft. x 10 ft, some may be slightly larger. Vendor booths must not encroach on neighboring vendor booth areas or Market goer walkways. A set-up map will be sent via e-mail the Friday before the Market. Stall assignment requests will be honored on a first come, first serve basis.

Vendors must **IMMEDIATELY** unload and then move their vehicles to a designated vendor parking spot marked on the setup map. All loading and unloading must happen at the rear roll up door.

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. Tents can be used in indoor or outdoor spaces.

In outdoor booths All tents must be weighed down with at least 25 lbs. of weight per leg. 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.

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 the Event Center Manager.

Only approved McGregor 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 4:00 pm. Vendors may leave if they completely sell out of product and can move their stalls without vehicles. The Market is a **rain or shine event**. Please plan your vendor set-up accordingly.

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 handbook and sign the Acknowledgement form** prior to selling.

Admission of Products

Only items that have been approved on the Market Application Form or via e-mail can be sold. The Market staff reserves the right to ask for a list of ingredients, visit location where products are made, and

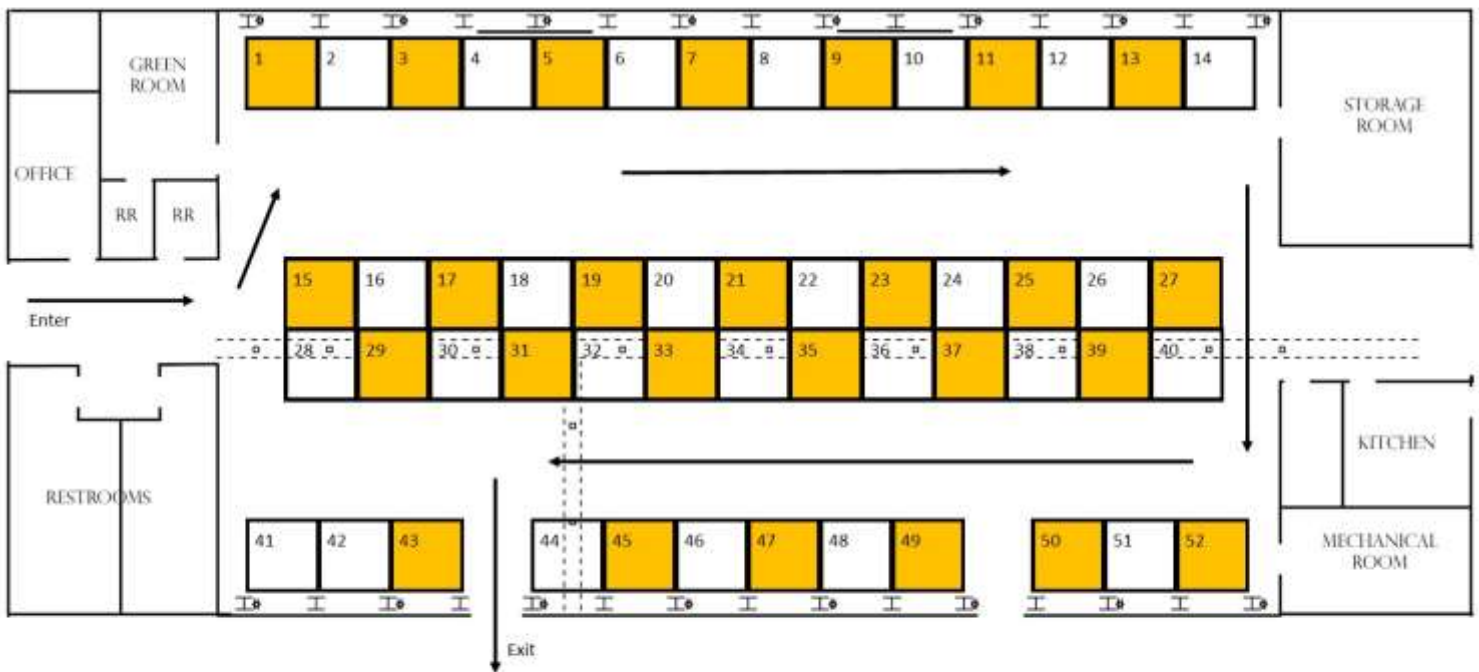
disapprove of any products being sold at any time without reason. If a vendor would like to add items, the vendor must have products approved at least **4 business days prior to a Market day** by Market staff. This needs to be done via e-mail.

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 Event Center Manager.

Deadlines

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Application Deadline Monday, September 21, 2020	Admission of new products.			Map is e-mailed out		FARMERS MARKET

Vendor Booth Set Up
52 total Booths
10'x10' Electricity Included



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 reduces 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, 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).

Example of Vendor Set Up



Signage

Pricing

Tent weights

Market & Parking Location

