

LOCKHART FARMERS MARKET CORPORATION

A Texas Non Profit.

www.lockhartfarmersmarket.com

lockhartfarmersmarket@gmail.com

Our Mission: The Lockhart Farmers Market wants to develop programs and recruit vendors to stimulate, support and revive the economy of the community, by planning, providing and improving an environment to bring community awareness to goods and services provided by farmers, homemakers, handcrafters and artists and other local nonprofits.

EXECUTIVE BOARD

PRESIDENT: JOSHUA BAUMAN 7608287704

VICE-PRESIDENT: DORIS VOIGT 5129139194

SECRETARY: JENNIFFER BAUMAN 7607179109

TREASURER: RACHEL MATA

MARKET OFFICERS

ANTONIO MARTINEZ 5126678740

JIMMY SILVA

LOCKHART FARMERS MARKET RULES & PROCEDURES FOR PARTICIPATION

Vendor Fees: \$5 Fee for application, \$15.00 for a single booth. Second booth will cost \$10.00

The money from these fees go to portable restrooms, marketing, advertising, office supplies and/or any expenses the market might have.

Operations: Saturdays 9 a.m. to 2 p.m. Located on the parking spots attached to the Caldwell County Courthouse in Lockhart Texas. Our alternate location is Justice Center 1703 S. Colorado st. Lockhart TX. 78644.

Vendor Categories:

-Agricultural Producer: Produce that has been grown on the producer's land or sourced from local farms (including leased land) located within 30 miles of the market attended;

-Meat (excepting fish, fowl and feral animals), that is from animals born and bred on the producers' land (including leased land) and processed at a USDA inspected facility.

-Honey producers must be in compliance with Chapter 131 of the Texas Agriculture Code and Chapter 71 of Texas Administrative Code. Raw honey must be from within the 20 mile radius. (for more information see the TEXAS Apiary Inspection Service Website)

-Foraged and wild-crafted items where the producer responsibly wild harvests a raw agricultural product from their own land, leased-land or public land (where foraging is allowed) and packages the item(s) with minimal additional ingredients. Example products include yaupon tea, chile pequin, henbit or ramps. Examples: Farmers, Ranchers, Egg Producers, Beekeepers, Foragers.

Value-Added: Culinary products from any operation that has changed the form, flavor, blend and/or the substance of raw products. Examples: Salsa, Hummus, Cider, Baked Goods.

Prepared Food: Vendors offering freshly made food and drinks available for sale at the Lockhart Farmers Market. These products may be hot or cold ready-to-eat foods or drinks. Examples: breads, candies, Iced Beverages.

Artisan: Items created by a local artisan. Examples: Beauty and skincare products, jewelry, art, ceramics.

Healthy Living: No physical products sold. Fitness, wellness and other vendor types that do not fit within the traditional boundaries of the vendor listings above. Not a common vendor type, please check with the managers before applying under this category. -Examples: Workout and fitness-based businesses, nutritional services, chiropractic care.

Nonprofit: Non-profit, non-partisan organizations may apply for complimentary booth space at any market based on availability. -Examples: Pet adoption groups, voter registration, blood drives, Girl Scouts.

Retailer/reseller: A person or business that sells goods to the public in relatively small quantities for use or consumption rather than for resale. A person or company that sells something they have bought to someone else

Market Rules:

1. Market rules must be read and acknowledged by each person working in the booth before vendors attend any market.

2. The market starts at 9:00 a.m. and it ends at 2 p.m. **ABSOLUTELY NO SALES AFTER 2 P.M.**

3. Vendors are to park in the designated areas.

4. Copies of all proper permits, certifications, licenses, etc. must be received by the Lockhart Farmers Market before a vendor can attend any market.

5. Existing vendors are not guaranteed a continued space. Vendors must RSVP no later than Thursdays at 5pm.

6. There is no guarantee of exclusive category for any vendor.

7. Laws, regulations, and rules put forth by the federal, state, city, or county government must be followed by all vendors.

8. The Lockhart Farmers Market operates year-round, shine or shine, we don't like rain. Vendors should prepare for all types of weather including cover for rain or sun and weights for winds. The Market will not set up under hazardous conditions. Example: 100% chance of bad weather as per local weather apps, i.e; electrical storms, high winds.

9. Vendors not attending a market must submit notification of absence to the managers via phone call, text or email no later than the end of day Thursday before weekend markets.

- 10.** Vendors must be set up & ready to sell no later than 15 minutes before the market opens. No driving within market boundaries is permitted 30 minutes before market open and until 15 minutes after the close of market.
- 11.** Vendors may not break down before the end of market even in the event the vendor has sold out. Tables, signage, tablecloth etc. must remain set up in booth space until the end of market.
- 12.** A booth space constitutes a 10'x10' space using straight-legged canopies. Merchandise must be restricted to within the designated booth space and signage must not impede flow of shoppers between booth spaces.
- 13.** At least 40 lb. weights must be securely affixed to each canopy leg at all times. Weights should be set up in a way to avoid injury to any person. The Lockhart Farmers Market reserves the right to request a vendor to take down a canopy at the market at any time.
- 14.** Only the vendor named on the application may sell at market. Vendors must be knowledgeable, how their products are used, grown or produced and be able to communicate these things clearly to the customers. Please don't bring the whole family.
- 15.** Inappropriate language, behavior, clothing, harassment and/or abuse toward anyone at The Lockhart Farmers Market will not be tolerated and may be reason for expulsion.
- 16.** Vendors must completely clean their booth space at the end of the market. Vendors who provide samples or prepared food must provide trash receptacles at their booth. Ice and water brought to the market should not be discarded on site. All vendors are responsible for disposal of their trash off-site. On site trash receptacles should only be for the general public.
- 17.** Booth locations are subject to change. Vendors' booth locations may change week-to-week and vendors are expected to exercise flexibility in the event of relocation.
- 18.** Vendors must display signage with prices and vendor information. Vendors should keep prices fair and reasonable, no dumping. Signage should clearly identify family name and/or the name of their farm/business including the city, town or county where production occurs, as well as Sales Tax Permits where applicable.
- 19.** Vendors are required to comply with state and federal laws concerning firearms and may not openly display firearms while selling at the market.
- 20.** No disruptive or aggressive marketing is permitted at market (No loud or obscene music)
- 21.** The Lockhart Farmers Market is not responsible for product liability, fines, penalties or the paying of sales taxes for individual vendors.
- 22.** Discrimination in any form is prohibited. Discrimination is the treatment or consideration of, or making a distinction in favor or against, a person based on the group, class, or category to which that person belongs, including but not limited to race, color, national origin, age, disability, economic class, sex, gender expression or sexual orientation.
- 23.** Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All vendors including the managers, are expected and required to abide by this policy.
- 24.** Spots are assigned by availability and seniority, once assigned they can not be exchanged unless approved by the managers.
- 25.** Vendors must provide their own source of electricity. Under no circumstance are the vendors to use the County's or City's outlets without permission.
- 26.** Vendors not up to code, have to correct violations before being allowed to set up on the next market date.
- 27.** Nursery-Only Vendors must sell only potted plants, trees or nursery starts that are grown from seed, plug, cutting, bulb or bare-root by the seller. Nursery permits required.

28. A producer selling any meat, must have raised the animals from the ranch herd from birth (excepting poultry or wild, feral animals).

29. Wild fish (from the Texas Gulf coast or Texas lakes) and feral animals (harvested from within the 20 mile radius of the market and slaughtered under all applicable regulations) are acceptable. The Lockhart Farmers Market requires copies of all relevant permits from city, county, state and federal permitting agencies.

30. Artisans will be subject to a jury evaluation of their product by the directors before being allowed to sell at any market. The managers have the right to review any merchandise for sale at any market at any time. Photos of the work must be submitted with the application.

31. No MLM type of businesses will be allowed. Unless they can fit into any of the categories described on the vendor categories. Example of MLM: LulaRoe, MaryKay, Pampered Chef, Paparazzi Accessories, etc. For a complete list you can visit:

<https://laconteconsulting.com/mlm-list/>

Violations

32. Violations of market rules will result in prompt corrective and punitive action. This process is generally constituted by the following steps:

- 1) first verbal warning
- 2) written warning
- 3) Suspension
- 4) Expulsion from the market, subject to variance on a case-by-case basis. If escalated, the local authorities will be called upon to remove the vendor from the market grounds.

Market officers:

The market directors are the executive board that make all the decisions about the Lockhart Farmers Market. Market officers are the authority on matters regarding operations at market and should be acknowledged by vendors as official decision makers in any and/or in the event of an issue arising onsite.

Resolution and Grievances Onsite Resolution:

The Lockhart Farmers Market will make every effort to reach a resolution in the event an issue arises. At the market, the officers will resolve any issues. Please locate a market director and/or market officer discretely inform them of the issue at hand. Market officers may be able to resolve the issue immediately, or they may choose to gather information, meet with the other officers and deliver a solution. Vendors must abide by the final decision of the market directors.

Re-Application of Terminated Vendor: A terminated vendor may reapply to be a vendor at the Lockhart Farmers Market events at any time after the vendor becomes compliant with applicable requirements and rules, subject to the Lockhart Farmers Market standard requirements for new vendors.

Other Definitions

Dumping: Selling at substantially less than market averages.

Handmade: an item made by hand, not by machine, and typically therefore of superior quality.

Homemade: an item made at home, rather than being made in a factory, by machine or in a store.

MLM: Multi Level marketing.

Producer-only farmers' market: A market at which vendors, their family members or their employees are permitted to sell direct to consumer items which they have themselves produced.

Reselling: Buying and reselling any item without additional ingredients or modifications to the existing product
Example: 1) farmer selling fruit or vegetable grown by another person or from a wholesale outlet. 2) purchasing balsamic vinegar and repackaging/labeling as your own product.

Seasonal Producer: An agricultural producer that grows only agricultural products that are not possible to grow year-round and are highly seasonal. An example would be a farmer only growing peaches.

Specialty Producers: A producer that offers items not usually grown locally but a relative or agent brings the items to market. Example: Citrus from South Texas that is to be sold by the grower or his/her employee or family member.

LOCKHART FARMERS MARKET AGREEMENT AND APPLICATION
VENDOR APPLICATION FOR THE LOCKHART FARMERS MARKET- **PLEASE PRINT LEGIBLY**

Name(s)_____

Address_____

Business Name: _____

Contact Phone number: _____

Email Address: _____

Emergency Contact Name: _____

Relationship _____ Phone:_____

What do you sell? _____

Do you have all the relevant permits to sell your product (Leave blank if this doesn't apply)

Do you use social media? if so what platforms and what are your handles_____

After reading the Rules & Procedures for participation, which vendor category do you fit in?

For Non Profit Vendors only. Name of Organization

For Non Profit Vendors only. What is the mission of your organization?

Submitting an application does not guarantee admittance into the market.

By signing the line below, I hereby certify that all the information contained in this application is correct and that I have read and will abide by the market rules and procedures of the Lockhart Farmers Market. False or misleading information will result in automatic dismissal from the Lockhart Farmers Market.

Applicant Signature

Date_____