

Received on/by:

Date, initials

Administratively Complete

Fee \$ _____



FARMERS MARKET VENDOR PARTICIPATION APPLICATION

Applications and \$40 fee must be submitted to the Market Manager during regular market hours.

This market complies with all federal, state and county regulations. The Mission of the Market is to provide a community gathering place where: local agricultural and value-added product producers sell a variety of fresh agricultural and related products directly to the consumer; consumers may learn the uses and benefits of quality, locally grown or prepared food products; and consumers may access local services and hand-made crafts as provided in the Market's rules.

Name of Business: _____

Name of Applicant: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Mobile:** _____ **Text Ok?:** _____

Contact Email Address: _____

Physical Address (if different from above): _____

Website Address: _____

Facebook Page Address: _____

Desired Start Date: _____

Types of payment you will accept at the Market (check all that apply):

- Cash Check Credit/Debit

Please note the following costs associated with participation in the Market:

\$40 Application Fee is non-refundable and renewed annually in March.

Booth Fee for a 10 x 10 space (check your preference)

- \$15** (No Electricity) **\$20** (With Electricity)

Booth fees are paid every Wednesday at Market – check or correct change required.

Inspection of vendor operations is included in application fee. However, a mileage fee will be charged for vendor inspection over 50 miles away.

Is your product produced within 150 miles of Dripping Springs? Yes No

If not, please explain:

Where else are your products available? (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Wholesale/Grocery: _____ | <input type="checkbox"/> Restaurants: _____ |
| <input type="checkbox"/> Retail/Farmstand: _____ | <input type="checkbox"/> Other (please explain): _____ |
| <input type="checkbox"/> CSA: _____ | _____ |
| <input type="checkbox"/> Online: _____ | _____ |
| <input type="checkbox"/> Farmers Markets: _____ | _____ |

Are you a Go Texan Member?: Yes No

Are you operating under the Cottage Food Law? Yes No

All vendors must comply with State and City Health Department Rules.

Check and provide copies of all licenses that apply:

- | | |
|--|---|
| <input type="checkbox"/> Food Handlers | <input type="checkbox"/> Nursery/Floral |
| <input type="checkbox"/> Food Managers | <input type="checkbox"/> Poultry Processing |
| <input type="checkbox"/> Food Manufacturer | <input type="checkbox"/> Weights and Measures |
| <input type="checkbox"/> Graded- Egg | <input type="checkbox"/> Texas Department of Health Permits |
| <input type="checkbox"/> Sales Tax | <input type="checkbox"/> Organic Certification |
| <input type="checkbox"/> Alcoholic Beverage Permit | |
| <input type="checkbox"/> Other _____ | |
-
-

Primary Business Type (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Farm (Produce) | <input type="checkbox"/> Pet Treats and Products |
| <input type="checkbox"/> Herbs (Dried or Cut) | <input type="checkbox"/> "Ready to Eat" Foods |
| <input type="checkbox"/> Eggs | <input type="checkbox"/> * Value Added Foods |
| <input type="checkbox"/> Meat | <input type="checkbox"/> Nursery Products |
| <input type="checkbox"/> Fish & Shellfish | <input type="checkbox"/> Personal Care Products |
| <input type="checkbox"/> Dairy | <input type="checkbox"/> Crafts and Arts |
| <input type="checkbox"/> Beverages | <input type="checkbox"/> Service Providers |
| <input type="checkbox"/> Baked Goods | <input type="checkbox"/> Other (please explain): _____ |

* *Value Added products are items made from a raw agricultural product to which some value has been added through preparing, cooking, blending, packaging, or other methods. Such items may be edible, like jalapeno jelly or inedible, like a wreath from dried okra pods.*

Local Ingredients:

Please list all local (Central Texas) or Texas-grown ingredients used in your products:

PRODUCT LIST:

- List items to be sold and approximate dates of season or availability.
- Vendors will be expected to sell only what is listed.
- At any time, should vendors wish to sell new products, a list and description of items must be submitted to the market manager for approval prior to the intended sell date.
- You may list several items on each line. Attach a separate sheet if more room is needed.
- **Attach a copy of each label that will be affixed to products sold at the Market.**

If appropriate, check Cottage Food’s Law, license required (Lic), or label in product list below.

Farm (Produce)				Lic	Label	Dates Available
Herbs (Dried or Cut) Cottage Food Law <input type="checkbox"/>				Lic	Label	Dates Available
Eggs	Type	Graded	Approx. Doz./ Week	Lic	Label	Dates Available

Meat			Lic	Label	Dates Available
Frozen	Cured	Blended			
<input type="checkbox"/> Beef					
<input type="checkbox"/> Poultry					
<input type="checkbox"/> Lamb					
<input type="checkbox"/> Pork					
<input type="checkbox"/> Rabbit					
<input type="checkbox"/> Goat					
<input type="checkbox"/> Wild game					
Fish and Shellfish			Lic	Label	Dates Available
Farmed	Caught Wild				
Dairy			Lic	Label	Dates Available
Beverages			Lic	Label	Dates Available

Baked Goods		<input type="checkbox"/> Cottage Food Law	Lic	Label	Dates Available
Pet Treats and Products			Lic	Label	Dates Available
"Ready to Eat" Foods		<input type="checkbox"/> Cottage Food Law	Lic	Label	Dates Available
Describe	Fresh	Frozen			
Value Added Food			Lic	Label	Dates Available
Nursery Products			Lic	Label	Dates Available

Personal Care Products	Lic	Label	Dates Available
Crafts and Arts	Lic	Label	Dates Available
Service Providers	Lic	Label	Dates Available
Other	Lic	Label	Dates Available

Employee/Agent/Direct Representative Assignment:

The following person(s) may be my employee(s)/agent(s)/direct representative(s) for the Dripping Springs Farmers Market and may sell items on my behalf:

Name:	Phone Number:	Text ok?

I understand that each employee must fill out an **Important Market Rules** sheet before selling. The above listed parties have been contracted or employed by myself, the approved grower/vendor at the Dripping Springs Farmers Market, to sell the products that have been approved for the Market.

Signature of Applicant

Date

PARTICIPATION AGREEMENT:

I agree to allow a representative of the Dripping Springs Farmers Market to inspect my operation.

I, the undersigned, have read and agree to comply and abide by the terms defined in the Dripping Springs Farmers Market Rules and Regulations which outlines the terms of my participation as Participant in the Dripping Springs Farmers Market. I understand, and agree to, the above outlined Fees associated with the Farmers Market. I agree that my booth will only sell the approved items that have been listed in the above application and that I am responsible for the quality and safety of what I sell. I understand that I may be barred from participation if the Dripping Springs Farmers Market's Rules are violated.

Signature of Applicant

Date

APPLICATION SUBMITTAL CHECKLIST:

- Completed and Signed Vendor Participation Application
- \$40 Annual Application Fee (**non-refundable**) cash _____ check # _____
- Read [Rules and Regulations Form](#)
- [Farmers Market Online Bio Form](#)
- Product Labels for all listed Market Products
- Copies of All Current Licenses and Permits
- Printed Map Detailing Directions to Farm/Business Location for Inspection

All required items and information (including all applicable above listed exhibits and fees) must be received by the Market Manager in order for an application and request to be considered complete.

Incomplete submissions will not be reviewed or scheduled for any further action until all deficient items or information has been received. Admittance to the Market is pending the approval of the Market Manager and the Market Board.

By signing below, I acknowledge that I have read through and met the above requirements for a complete submittal:

Signature of Applicant

Date

Make checks payable to:

City of Dripping Springs
PO Box 384
Dripping Springs, TX 78620

With questions, please contact:

farmersmarket@cityofdrippingsprings.com
512-858-4725 (City Hall)
www.CityofDrippingSprings.com

IMPORTANT MARKET RULES

Each agent or representative must complete the following before selling:

Name of Business/Applicant: _____

Name of Representative/Agent: _____

- _____ 1. **SET-UP TIME:** Booth assignment begins at 2 pm. Vendors must be completely set up and ready to sell by 3 pm.
- _____ 2. **TENTS:** You are responsible for the safety of yourself and others around you.

Tents are dangerous! ATTACHED WEIGHTS ARE REQUIRED AT ALL TIMES. Safe set-up and take-down procedures must be followed:

- A. Appropriate weights (minimum 20 lbs per leg) must be in place and ready to attach prior to opening the canopy.
- B. Open canopy WITH HELP until weights are attached and secured.
- C. Take down the canopy the same way.
- D. In dangerous wind conditions, canopies will be prohibited.

Weights are available to rent for a \$10 fee. You will be required to retrieve and return the weights to the storage building.

You are responsible for any damages or injuries incurred as a result of negligence.

- _____ 3. **VENDOR PARKING:** After unloading, vendors must move their vehicles to the vendor parking area (to provide for safe and ample parking for customers)
- _____ 4. **OPENING BELL:** The market opening bell rings at 3 pm. Prior to the opening bell, vendors may only fill pre-orders, distribute CSA boxes, or sell to other market vendors.
- _____ 5. **EARLY BREAK-DOWN:** is NOT permitted for safety reasons.
- _____ 6. **BOOTH FEES:** We are a rain or shine market. Weekly booth fees will be assessed, NO EXCEPTIONS, unless you notify the market manager by noon Tuesday, the day before the market. TEXT is preferred.
- _____ 7. **PRODUCT APPROVAL:** All products offered for sale at the Market must be listed on the Vendor's application. Current market vendors who wish to introduce a new product that is not listed on the originally approved application must notify the Market Manager in writing and must receive approval prior to offering the products for sale. The Market Manager has the authority to approve new products or submit to the Board for approval. The Board or Market Manager may reject a product that does not fit within the mission of the market.

I also agree to, in consideration of being allowed to Participate at the Dripping Springs Farmers Market, indemnify, defend and hold harmless City of Dripping Springs and the Dripping Springs Farmers Market, its agents, servants, employees, and volunteers from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees, regardless of the merit or outcome of any such claim or suit arising out of the use or occupancy of the premises by Participant, its agents, servants, employees, and volunteers in connection with Participant's participation in the Dripping Springs Farmers Market and in the performance of services, work or activities under this Agreement and the Dripping Springs Farmers Market Rules and Regulations.

Signature

Date

Stacy Qualls, Market Manager
Cell/Text 512-633-1765 (put this in your phone!)
City Hall 512-858-4725

FOR OFFICE USE ONLY:

Verification of Market Manager: *(after Board Review and Inspection)*

Application Received Date: _____ Inspection Date: _____

Inspection: Pass Fail If fail, why: _____

Annual Application Fee Received: _____ Cash/Check # : _____

Licenses/Permits: _____

Product Labels Attached?: Yes No

I affirm that the above applicant is accepted into the Farmers Market.

Signature of Market Manager

Date Application Approved

Notes: