



City of Harker Heights Farmers Market 2022 Guide

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**

Sara Gibbs, Activities Coordinator

Activities Center

400 Indian Trail

Harker Heights, TX 76548

sgibbs@harkerheights.gov

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

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.

Harker Heights Farmers Market Guide 2022

Market Season

The Farmers Market runs every Saturday from May 7 through October 29, 2022 and is open from 9:00 am – 1:00 pm at the Harker Heights City Hall parking lot on 305 Miller's Crossing, Harker Heights TX 76548. Participation and application are free.

Mission Statement

The Harker Heights 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 Harker Heights Farmers Market Application, Acknowledgment form, photo of booth set up with signage/banner of business name (if using a tent, a photo of tent with tent weights should be included), and supplemental items (see vendor requirements on application) to the Market Coordinator via e-mail (sgibbs@harkerheights.gov), fax (254-953-5658), mail or drop off in person (Harker Heights Activities Center, 400 Indian Trail, Harker Heights, TX 76548). Please allow up to 10 business days for approval to Market. PLEASE NOTE – Filling out an Application does not guarantee acceptance or participation in the market.

Deadlines: *Thursday, April 14, 2022* to sell at first Market day. Vendors are accepted throughout the season and are added to Market days if space is available until *Friday, October 14, 2022*.

All approved vendors are required to participate in ONE Mandatory Meeting with applicable information before they are allowed to participate. The dates for the meetings are below. Each meeting will be held at the Harker Heights Activities Center on 400 Indian Trail.

Wednesday, May 4, 2022 6:00 pm

Thursday, May 5, 2022 6:00 pm

Monday, May 9, 2022 6:00 pm

Vendors applying after April 14, 2022 must meet with Market Coordinator prior to selling at the Farmers Market. This meeting will be coordinated once the application, appropriate forms, photos, and supplemental items have been received and approved.

Once a vendor is approved by Market staff and has participated in one of the mandatory meetings, the vendor is eligible to sell at the Market.

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 Farmers 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.

Non-Profits, student organizations, and Harker Heights business chains, franchises, and/or provide services are invited to attend one Market date. Please contact the Market Coordinator for the Harker Heights Farmers Market Non-Profit, Harker Heights Business, and Student Organization Application.

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. 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. Harker Heights Farmers Market Application
- b. Harker Heights Farmers Market Acknowledgement
- c. Photo of vendor setup with signage/banner of business name (if using a tent, please include tent and tent weights).
- 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 (i.e. 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”, “non-organic”, or “practicing 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, food for animals, sauces, salsa. Butters & pickled items with pH higher than 4.6.*

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

- a. Owner/Manager must have a **current Texas Food Manager's Certification.**
(<https://www.learn2serve.com/> or <https://bellcotx.foodmanagerclasses.com/>)
- b. All agents must have a current Texas or Bell County Food Handler's Permit/Card.
(<https://www.learn2serve.com/>, or <https://bellcotx.foodhandlerclasses.com/default.aspx>)
- 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, granola, food mixes, baked goods, jams, jellies, butters, pickled fruits/vegetables with pH of 4.6 or less.*

- a. Owner/Manager & all agents must have a current Texas or Bell County Food Handler's Permit/Card. (<https://www.learn2serve.com/>, or <https://bellcotx.foodhandlerclasses.com/default.aspx>)
- 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 on-site or kept hot/cold on-site. Foods prepared in stalls or Food Trucks may sell at any or all market days. Preference is given to vendors whose products are comprised of Texas grown/made ingredients and sustainable packaging.

- a. For **Prepared Foods**, vendors must have Harker Heights Food Booth Permit.
(https://harkerheights.gov/images/PDF/Harker_Heights_Food_Vendor_Requirements_RV_2018.pdf)

- b. For **Food Trucks**, vendors must have Harker Heights Mobile Food Vendor Permit. Food trucks may only sell at one Market date within the 2020 season.
([https://harkerheights.gov/images/PDF/Harker Heights Food Vendor Requirements RV 2018.pdf](https://harkerheights.gov/images/PDF/Harker_Heights_Food_Vendor_Requirements_RV_2018.pdf))
- c. Owner/Manager must have a **current Texas Food Manager's Certification**.
(<https://www.learn2serve.com/> or <https://bellcotx.foodmanagerclasses.com/>)
- d. All agents must have a current Texas or Bell County Food Handler's Permit/Card.
(<https://www.learn2serve.com/>, or <https://bellcotx.foodhandlerclasses.com/default.aspx>)

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 **Appropriate** 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.
- Examples of **Inappropriate** items: Copies of photographs and postcards; prints; printed materials; screen printed items; tracings of paint by number; ceramics or pottery from commercial molds; alcohol items; wood carvings using duplicating machines; picture transfers on fabrics, cups, glass, wood or any other medium (i.e. printing a picture from a computer; using a “Cricut” or other cutting machine or hand cutting vinyl and applying it to a store bought item such as a piece of wood, wine glass, plastic cup, etc.); store bought items embellished with other store bought items (i.e. decorating a store bought or mass produced canvas bag, t-shirt, wood item, or basket with beads, sequins, jewels, transfers, etc.); gift baskets that do not contain anything that is hand crafted by the vendor; items made from kits; soaps and lotions made from store bought items; items made or embellished using stencils to paint or draw on any medium.

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.

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, or Prepared Food category. Harker Heights business must not be a chain, a franchise, and/or provides a service and may sell multiple dates. Please contact the Market Coordinator if your business is a chain, franchise, and/or provides a service.

Frequently Asked Questions

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

How long does it take to be approved? A completed application with appropriate forms, photos, and needed supplemental items can take up to 10 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 may only be sold as a part of a non-profit fundraiser for an organization that benefits the Harker Heights Community. Posted signage and representatives of the non-profit organization must be present. Each non-profit organization can set up on 1 Saturday of the season.

How many Market dates can I sign up for/miss? Vendors may sign up for as many dates as they like. Vendors may cancel dates and be excused as long as they have notified the Market Coordinator via email or phone by **Thursday at 4:00 pm** the week of the market that will be missed. If a vendor is not feeling well on the day of a market date the vendor should stay at home and notify Market Coordinator immediately by email or phone. If a vendor fails to notify the Market Coordinator by the deadline, those absences will be considered unexcused. After the third unexcused absence, vendor will be dismissed from current market season.

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.

Our Vendor Viewpoint

The Harker Heights 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 Harker Heights 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. Samples must be handed out in closed to-go packaging.
- 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 Harker Heights 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 available for market goers
3. Tables and chairs
4. Sacks, bags, or boxes for customers purchased items
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 start to arrive at 7:30 am and need to be ready to sell by 9:00 am. The Farmers Market hours will be from 9:00 am – 1:00 pm.

Vendors must end sales by 1:15 pm. **No vehicles can be in the Market area from 8:30 am – 1:15 pm or on the grass at any time.** Vehicles in market area during those times or in the grass may result in dismissal for remainder of current season. Vehicles may enter the market area starting at 1:15 pm.

No trash cans are on site. 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. 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. Grill, battery, or generator must be set up on the parking lot or secured to a 4 ft. x 4 ft. plywood. There are no electrical outlets at the Market. You may bring your own generator if needed, and you must notify Market Coordinator at least two business days before the Market day.

We are unable to accept special requests from vendors other than farmers. This includes location requests. Due to limited spacing, trailers will only be permitted for farmer vendors and must be unhitched. Vendors who are not farmers must park their trailer in the designated parking lot.

A set-up vendor location map will be sent via email the **Friday** before the Market. Stall locations vary based on the number of vendors and may be different each week. The average stall size is 10 ft. x 10 ft. Vendor booths must not encroach on neighboring vendor booth areas or Market goer walkways.

Once arriving at the Market, vendors must **IMMEDIATELY** unload their vehicle and then move their vehicles to the designated vendor parking spot. Vendors should not start setting up their booth until their vehicle has been moved. This will allow room for other vendors to unload.

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.

Most accidents at events involve pop up tents. Please minimize the risks. ***All tents must be weighed down with at least 25 lbs. of weight per leg as seen below.*** 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 Market Coordinator.

Only approved Harker Heights 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 the end of the market time (by 1:15 pm). If you cannot stay for the entire duration of a market day, please do not sign up for that particular date. Vendors may leave early only if they completely sell out of product and can move their stalls without vehicles or it has been previously approved by Market Coordinator. The Market is a **rain or shine event**. Please plan your vendor set-up accordingly. The Market Coordinator will notify vendors of possible bad weather by email the Friday before the Market. Vendors are at liberty to sell or not to sell if they receive a “Bad Weather” email from the Market Coordinator. In that case “no shows” and unexcused absences will not count against vendors.

Vendors notify Market Coordinator via e-mail by **4:00 pm on the Thursday before the Market** if they are going to be absent. Failure to notify Market Coordinator by deadline or not showing when no inclement weather will be an unexcused absence. If a vendor is not feeling well on the day of a market date the vendor should stay at home and notify Market Coordinator immediately for approved absence. Exceeding two unexcused absences or arriving late more than once could result in dismissal from the current season. Vendors will be able to re-apply the following season.

Any requests by current vendors to be added to additional Market dates must be received by Market Coordinator as soon as possible. If market spots are filled for a particular date, then the vendor will be added at the bottom of the wait list.

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 Farmers Market Guide and sign the Acknowledgement form** prior to selling in the Market

Admission of Products

Only items that have been approved on the Market Application Form or via email 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 during the season, the vendor must have products approved at least by **Thursday at 4:00 pm 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 Market Coordinator.

Themed Market Dates

One Saturday per month of the market season will be a Themed Market Day. Vendors signed up for these dates are encouraged to participate with decorations, discounts, special products (pre-approved) or other ideas. Vendors will be notified of the dates and theme for each month via email throughout the season.

Deadlines

| Action | Deadline |
|---------------------------|----------------------|
| Admission of New Products | Thursday by 4:00 pm |
| Notification of Absence | Thursday by 4:00 pm |
| Additional Dates to sell | As soon as possible. |

Non-Compliance and Penalties

Violations of Market rules will result in the following disciplinary action by Market Coordinator. All violations will be determined on a case-by-case basis.

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|--|--|-------------------------|-------------------------|
| No show Failure to show with no inclement weather or contacting Market Coordinator | Written Warning | Written Warning | Dismissed from Market |
| Professional code of conduct violation | Written Warning | Dismissed from Market. | N/A |
| Failure to appropriately weigh down tent | Verbal warning – must weigh down with appropriate weights or take down tent. | Dismissed from Market. | N/A |
| Unexcused absence Failure to provide notice of absence by Thursday at 4:00 pm | Verbal warning | Written warning | Dismissed from Market. |
| Failure to move vehicle after unloading or vehicle is in Market area after 8:30 am or before 1:15 pm | Written warning | Dismissed from Market | N/A |
| Prohibited product Selling products that are not preapproved by Market staff | Written Warning | Dismissed from Market. | N/A |
| Tardy Arriving after 9:00 am or not ready to sell by 9:00 am | Written Warning | Dismissed from Market. | N/A |
| Leaving early Leaving before 1:15 pm without selling out or prior permission | Written Warning | Dismissed from Market. | N/A |
| Any other violation | Verbal Warning | Written Warning | Dismissed from Market. |

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 reduce 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, in closed to-go packaging);
 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

Appropriate
tent weights