

City of Harker Heights

Special Events 2026 Guide

Questions on Rules, Application Requirements events@harkerheights.gov 254-953-5657	Questions on Filling Out Application Recreation Center 307 Miller's Crossing Harker Heights, TX 76548
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Application can be accessed through CivicRec. A completed application and supplemental items must be submitted and approved by Event staff before applicant is eligible to sell at the Harker Heights Special Events.

How to Qualify to be a Vendor

Interested potential vendors complete applications in their entirety and provide details of products. An acceptable list of products might state “potatoes, tomatoes, asparagus, garlic;” “baked goods: cookies, brownies, cake pops”, “jewelry and accessories: bracelets, rings, necklaces”, or “skincare and haircare products: soap, bath bombs, lotions, shampoo”.

Vendor Requirements

All vendors are required to submit the following items:

- a. Harker Heights Special Event Application via CivicRec.
- b. Harker Heights Business Registration Certificate for your business – this is through the Harker Heights Planning and Development Department (305 Miller's Crossing in Harker Heights, their number is 254-953-5648) The city has a new requirement for all vendors to obtain a Business Registration form through our Planning Department. You may do so by completing the City's business registration form (attached) OR input the information into MGO an online system the city uses to track registrations and permits. Here is the link <https://www.mgoconnect.org/cp/portal> to complete the online form. Most of the questions will not pertain to you as a hobbyist and may be left blank but the

form is still required to be submitted. This process can take 10-14 days to be approved. There will be a \$10 fee when you pick up your certificate from the Planning Department.

- c. Additional supplemental items listed below based on vendor type.
- d. If vendor is using a tent, a photo of the tent weight must be submitted as a supplemental item.

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). Resale of produce is prohibited. All agricultural products must be of merchantable quality.

Examples of products: Eggs, Herbs, nursery products/plants, fruits/veggies (practicing organic), fruits/veggies (certified organic), fruits/veggies (non-organic), honey, raw meat.

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.

Examples of products: Jerky, beverages, food for animals*, fresh salsa. Butter & pickled items with pH higher than 4.6. *Food for animals only need to submit 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 Certificate. (<https://www.learn2serve.com/>, or <https://bellcotx.foodhandlerclasses.com/default.aspx>)

Cottage Food:

Sells non-potentially hazardous foods that are made in the home and fall under the Texas Cottage Food law (<https://www.dshs.texas.gov/retail-food-establishments/texas-cottage-food-production>). These baked and prepared foods do not need refrigeration. Examples: Candy, granola, food mixes, baked goods. Jams, jellies, butters, sauces, 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 Certificate. (<https://www.learn2serve.com/>, or <https://bellcotx.foodhandlerclasses.com/default.aspx>)
- b. 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 events.

- a. For Prepared Foods, vendors must have Harker Heights Food Booth Permit (through the Harker Heights Fire Department – 401 Indian Trail in Harker Heights, 254-699-2688.)
- b. For Food Trucks, vendors must have Harker Heights Mobile Food Vendor Permit (through the Harker Heights Fire Department – 401 Indian Trail in Harker Heights, 254-699-2688.)

- 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. Products must be original, excellent workmanship in quality and design and show incapacity for mass production.

- Examples of Allowed 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, prints from original painted or drawn artwork, laser engraved items with original artwork, laser cut kits/designs from original designs, original art screen printed on items.

Photos of products must be submitted with application. Please provide photos that are the best representations of the items you sell. For multiple photos, please place them onto a Word Document as a collage and send the document by email.

Harker Heights Local Business:

Locally owned brick and mortar business in Harker Heights that wishes to sell would fall under category based by vendor type. Value Added, Cottage Food, Prepared Food, or Hand-Crafted category. Please contact the Event staff if your business is a chain, franchise, and/or provides a service.

How to Submit Supplemental Items: Staff will need to review supplemental items, including photos of handcrafted items, permits, certificates, and tent weights. Please email items to events@harkerheights.gov. PLEASE NOTE: Applications are NOT APPROVED and considered incomplete until all supplemental items have been received and reviewed.

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.

I am a direct sales consultant. Can I setup? (i.e. Scentsy, Mary Kay, etc.)

Companies such as- Paparazzi, LulaRoe, Scentsy, Avon, Pampered Chef, Color Street, Plunder, Mary Kay, MLM businesses, CBD, Vaping & Tobacco products are prohibited.

How many special events can I sign up for/miss? Vendors may sign up for as many events as they like. Vendors may cancel dates please notify Event Staff via email by Thursday at 4:00 pm the week of the event that will be missed. If a vendor has an emergency on the day of the event and is unable to participate, please let Event Staff know immediately by email.

I am a non-profit and want to sell baked goods as a fundraiser. Do I need a Food Handler's certificate/card? Yes. Any vendor will need to obtain a Food Handler's certificate/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.