



Bastrop 1832 Farmers Market 2024 – 2025 Rules and Regulations

The Bastrop 1832 Farmers Market is a non-profit market, operated in accordance with local, county and state laws and ordinances.

The mission of the Corporation is to create and sustain a market space for small family farmers, ranchers, producers, and artisans, including those who are economically disadvantaged, to sell and promote their own farm and ranch products, artisan wares, ready-to-eat foods, and other homemade products in a family-oriented environment.

In this manner, the Market provides access to local, healthy, affordable food for children and adults of Bastrop and the surrounding area while supporting family farmers and ranchers to create a local, sustainable agricultural economy, preserve farmland, and improve individual health and strengthen the community. When food is produced, processed, distributed, and sold all within the same region, more money stays in the local economy, which leads to economic development and job creation.

The Market also supports and provides donations to local food banks to help those in need have access to healthy food. Additionally, the Market donates to other tax-exempt charities and provides education about and the support of the region's agriculture.

The Bastrop 1832 Farmers Market is a producer's only market: all products offered for sale at the Market are grown, made, baked, or prepared personally by the vendor – no reselling is allowed. Also, no wholesaling to the general public is allowed at the Market, nor is selling for substantially less than Market averages ("dumping").

Market Governance:

The Market is a Texas Department of Agriculture certified farmers market and is governed by a Board of Directors whose function is to provide strategic policy direction and operational oversight for the Market. Board Director members are elected at an annual Vendor membership meeting

and serve a four-year term, until they resign, retire, or until they are removed. The Board includes two non-vendor Directors.

Board Directors are nominated and voted to serve on the Board by current Board Directors. Newly elected Board Directors are introduced to the Vendor Members of the Market and are elected in a finalized vote at the Annual Market Vendor Membership Meeting.

Board member elections occur annually, at the annual Vendor membership meeting. As specified in the Bylaws, Board members are elected by the membership to four-year terms; terms are staggered to ensure continuity.

Board Directors serve a four-year term and may be re-elected by the Board of Directors to serve multiple, consecutive terms. Board officers (a President, Vice-President/Market Manager, Assistant Market Manager, and Secretary/Treasurer) are elected by the Board, upon recommendation by the Board Directors. For further information on the Board and officer duties, elections, and other governance provisions, please refer to the Bylaws. Copies of the Bylaws will be provided to each vendor, upon request.

Market Management:

The Board appoints a Market Manager, who serves as chief administrator of the Market. The Market Manager is responsible for all aspects of the Market operations, and is the main contact for Vendors and customers. The Manager serves at the pleasure of the Board, is also the Vice President of the Board, and acts as President of the Board when the President is not available. In the absence of the Market Manager, the Assistant Market Manager shall perform the same duties of the Market Manager and when so acting shall have all the powers of, and be subject to, all the restrictions upon the Market Manager. The Market Manager shall:

- Receive and review vendor applications to ensure that all applicable licenses and permits have been secured with relevant agencies – State of Texas, County of Bastrop, and the City of Bastrop. **New Vendor Application fees are \$25, which is non-refundable.**
- Review the vendor application to determine that the products are within the approved category guidelines based on the rules established by the Board.

- Approve vendor applications that are complete and consistent with the Market’s purpose and practices and that are compliant with licensing/permitting requirements.
- The Manager may refer to the Board for its review and action any applications that introduce new product categories, present unique vendor requirements.
- The Manager may refer to the Board for its review and action any applications that relate to reinstatement of a vendor whose Market privileges have been previously terminated or otherwise present an exceptional circumstance.
- Monitor approved vendor compliance with health department requirements regarding food safety, including but not limited to food displays, handwashing stations, and safe sampling.
- Assign selling spaces to vendors:
 - Booth assignments will be made by the Manager, based on space availability. Changes for booth assignments will be made at the discretion of the Manager, based on space vacancies.
 - Each “full-time” vendor shall keep the same “assigned” selling space throughout the season, which helps customers know where a vendor will consistently be at the Market.
 - Vendors who choose to participate at the Market “part-time” (not at the Market on a weekly basis) will be assigned selling spaces as determined by the Manager, based on space availability, and may not be the same selling space each time.
 - There is no provision to appeal to the Board with respect to space assignments.
- Exercise supervisory authority over Market operations, including operating rules and regulations.
- Provide all approved vendors, both new and returning, with a copy of the Market Rules and Regulations at the beginning of the membership year (or when subsequently joining as a Market vendor).
- Address violations of Market rules and, if the violation endangers the operation of the Market or public safety, may recommend to the Board revocation of the vendor’s privilege of continued participation in the Market.

Licensing:

All Vendors are required to present copies of all applicable licenses as required by law, including sales tax, and permitting requirements, before being accepted for Vendor membership.

- Food truck vendors are required to obtain a food truck vendor permit from the **Bastrop City Planning Department**.

State and Federal Insurance Requirements:

- All vendors must have liability insurance to be a member of the Market as required by the **Certified Farmers Market Association** and their insurance policies.
- A **Certificate of Vendor Product Liability Insurance with the Market (Bastrop 1832 Farmers Market)** as an extra insured (should be free of additional charge) is also required as part of your membership.

Best resources are:

1. **American National** - we currently have - \$500 for the market association's general liability. \$250-275 upward for vendors depending on total sales for product liability coverage. Contact: Dan Baze.

2. **Campbell Risk Management** - \$300 (same coverage as American National)

<https://www.campbellriskmanagement.com> All info can be filled in online, and after your payment with your credit card, you can immediately print your Certificate of Liability Insurance. Our market purchased this policy this year. The vendor can take the same steps for product liability coverage and print their certificate. (Same price as American National)

3. **Fliprogram Insurance** - \$299 (One of our market associations carries this policy)

With all policies, our vendors are required to carry product liability. Some vendors can add this to their business or farm policy. All three (3) companies above offer Vendor Product Liability.

The Market Year and Membership Categories:

VENDOR MEMBERSHIP FEES AND BOOTH FEE RATES FOR ALL VENDOR MEMBERS:

The Market membership year begins on April 1 and ends March 31. Fees are based on two variables:

1. Vendor members participating throughout the Market year are required to pay an annual membership fee of \$75, which is non-refundable.
2. Vendor Members who join the Market after April 1, with the intention of completing the Market year will be charged a prorated membership fee. Prorated vendor membership fees are as follows:

April through June start date:	\$75
July through September start date:	\$60
October through December start date:	\$50
January through March start date:	\$40

The membership fee for a vendor joining the Market for a specific season, that grows only agricultural products that are product specific, and highly seasonal (watermelons, lemons, or blueberries), and are not possible to grow year-round, will be \$40.

Membership fees may be paid in installments of \$15 or more, payable to the Market Manager at the close of the Market day, in addition to the following fees based on sales.

Proceeds: In addition to the membership fee, vendors will be assessed a daily sales fee, due in full at the close of the Market day, in accordance with the following schedule:

\$5 on sales of \$0-\$49	\$10 on sales of \$50-\$99
\$15 on sales of \$100-\$199	\$20 on sales \$200 to \$299
\$25 on sales \$300 to \$399	\$30 on sales \$400 to \$499
\$35 on sales \$500 to \$600	\$40 on sales \$600 and up

NOTE:

If the vendor chooses to occupy two or more vendor spaces, all sales will be consolidated in determining the fee due. For example, if both vendor spaces total \$150 in sales, fees will be based on the \$150 total.

The vendor will be assessed \$5 for each booth space occupied (e.g., \$5 for one booth, \$10 for two booths).

General Requirements of all Vendors:

- Each vendor must have a signed and submitted vendor application, including copies of required licenses/permits at the Market at least three weeks (or earlier to allow the Manager to make allowances or exceptions) before the vendor may begin selling.
- Vendors **MUST**: display all licenses, sales tax certificates, all required forms to sell any/all items they offer at the Market.
- The Market is not responsible for product liability, fines, penalties, or the payment of sales taxes or any other taxes for individual vendors.
- Vendors who have been inspected and certified by representatives of the Market may sell at the market. Vendors may be represented at the Market by their employees, agents, or family (**the names of all sellers must be on the application**).
- Vendors are required to bring appropriate equipment to the Market for selling, including tables, chairs, tents, ice-chests, and containers;

NOTE: “limited” electrical outlets are available.

- Each vendor is required to contact the Manager **no later than 24 hours** prior to the Market day if the vendor will not be at that Market, which will allow the vendor space to be reassigned.
- In the event of an emergency, each vendor is required to contact the Manager no later than **two hours** prior to the time the Market opens if the vendor will not be at the Market, which will allow the vendor space to be reassigned.
- Should a vendor fail to timely notify the Manager that he/she will not be at the Market at least two hours before the Market start, the vendor at the discretion of the Manager, may be charged for his/her space.
- Should the vendor fail to timely contact the Manager **on three consecutive Market dates, the vendor will forfeit his/her space**, which will be reassigned.
- Normally, Market hours are from 10 a.m. to 2 p.m. Set-up time is 30 minutes before opening time. Vendors must be ready to conduct business by five minutes prior to opening. **All vendors are expected to remain at the Market throughout the hours of operation.**
- **Vendors must wait for the opening time of Market to begin selling unless an earlier notification is given by the Market Manager.**

- Handicapped customers may shop 15 minutes before Market opening time.
- Vendors must keep the entrance and walkways free and clear for customer access and safety.
- Safety around selling area: Tables and products must not extend into customer aisles. A pre-determined fire lane (3 ft.) must be maintained. Any tents, signs, and posts used must be adequately tied and weighted down.
- Each member should have a sign identifying vendor's name (business/farm) and physical location.
- Vendors should be dressed appropriately.
- Vendors must always conduct themselves in a courteous and professional manner and treat customers and other vendors with respect. Vendors should be attentive to customers.
- All food items should be stored at least 6 inches off the ground. Each vendor must provide a trash container at the vendor's space for public use if offering samples or other waste materials.
- Vendors must remove from the Market discarded products, including unsold produce. Vendors must leave the vendor space clean and free of litter, produce and trash.
- All animals brought to Market by customers **MUST** be kept on a leash and away from all food areas.
- Vendors are not permitted to bring pets to the Market, where food items are sold.
- Music is provided by the Market for entertainment. Music playing by a vendor during music provided by the market is not acceptable. On a Market day when music provided by the Market is not available, music may be played by a vendor with the consent of the Manager, if it is not loud, disturbing the other vendors, or disturbing vendor interactions with customers.
- Vendors are not permitted to smoke in the selling area. No consumption of alcoholic beverages is allowed onsite during Market hours. Illegal drugs are never allowed.

Special Requirements for Agricultural Products:

Market Vendor members must:

- Grow the local product that vendor sells.

- Not resell products of any type at the Market, except for value-added products.
- Allow an inspection of the farm or facilities.
- Provide a copy of all required licenses, permits, licenses and insurance policies necessary for vendor's operation, to the Market prior to selling.
- If grown organic, the vendor must be Texas Department of Agriculture certified to be able to advertise that the produce is organically grown and present certification.
- Organic vendors must meet the requirement of the National Organic Program as far as labeling and a copy of the certification must be on file with the Market, and display vendor's booth signs using the word "organic."
- ALL vendors must post their prices in a way that a customer can know the price of items without speaking to the vendor. A printout on the table is acceptable.
- Vendors should keep a fair price on their product. All vendors must respect the prevailing pricing levels set at the Market; "lowballing" is not permitted.
- All vendors will provide their own means of display, necessary bags, approved calibrated scales (if using scales), and keep their space free of trash.
- All produce must be fresh, neat, and attractively displayed.
- All vendors may accept the Texas Lone Star card for food purchases (See attached chart for allowable items). Please have customer fill in Lone Star form available at Scented Pleasures space; the form needs to be returned there to be processed. Vendors are paid every Saturday for their Lone Star sales.

Approved Agricultural Products:

- Any vegetables grown by the vendor from seeds, sets, or seedlings.
- Any fruits, nuts (shelled or unshelled), berries grown by the vendor from trees, bushes, or vines on the vendor's farm.
- Any plant, trees, fresh and dried flowers, herbs, and decorative vegetation grown or legally gathered by the vendor.
- Fresh cut flowers grown by the vendor.
- Nursery and cut flowers require a state inspection from the Texas Department of Agriculture. All vendors selling flowers and nursery

products must also carry a tax identification number for sales tax purposes.

- Bulbs, sprouted seeds and grains propagated by the vendor.
- Mushrooms produced and cultivated by the vendor.
- Eggs produced by the vendor's poultry.
- Fish, meat, or dairy products from animals raised on the vendor's premises.
- Honey produced by the vendor's bees.
- Firewood from vendor's property.

NOTE: Live animals, such as rabbits, chickens, birds, etc., raised/grown by vendors on their farm/ranch, may be sold at the Market, with approval of the Market Manager. Domestic animals such as cats and dogs may NOT be sold at the Market, by Market Vendors.

Special Requirements for Value-Added Products

Vendors may sell value-added products if made in accordance with Market rules and approved by the Manager before they are offered for sale at the Market.

Value-added vendor at the Market must:

- Allow for an inspection of the vendor's facilities.
- Hold all required permits, licenses, and insurance policies necessary for the vendor's operation and provide copies to the Manager.

Value-added products may include:

- Dried herbs, spices, dried tea mixes, beans, grains, fruits, nuts and vegetables grown by the vendor and prepared by the vendor in compliance with all health regulations.
- Shelled nuts from the vendor's trees, including those which have been salted, roasted or flavored.
- Dried flower arrangements and wreaths, produced by the vendor.
- Herbal products including salves, lotions, soaps, teas, etc.
- Other products approved by the Manager and consistent with the Market's purpose to give regional producers direct access to customers.
- Jams, preserves, vinegars, salsas, pesto, oils and flavored oils, baked goods and other edible products that have been prepared by the vendor.

- Cottage law produced foods are permitted at the Market with proper licenses and package labels, as space allows.

Special Requirements for Artisan Products

Vendors may sell artisan products if made in accordance with Market rules and approved by the Manager before they are offered for sale at the Market. An artisan vendor at the Market must produce the product to be offered.

Artisan products may include:

- Ceramics and pottery,
- Glass mosaics,
- Painting,
- Hand-made jewelry,
- Photography,
- Fiber art,
- Wood art,
- Metal art,
- Folk art-baskets, cards (hand-drawn, photographic), soaps and candles.

Standards of Conduct and Market Etiquette

All vendors are expected to maintain high standards of honesty and integrity with respect to the representation and sale of their products and to conduct themselves at all times in a professional, courteous, and helpful manner towards customers, other vendors, and the Manager. Vendors are expected to be Market ambassadors, helping to tell its story, supporting vendor recruitment, encouraging public utilization of the Market and effectively representing the “Grow Local” movement.

The Market makes every effort and takes pride in promoting and providing a cohesive, welcoming marketplace and respect for those whose product is their passion. Discord will not be tolerated. It is a privilege and not a right to sell at the Market.

Each member of the Market should recognize that the Market is essentially a cooperative of equal shareholders. It takes a collective effort to make the Market a success ... in terms of product, of public perception and of securing its place in and value to the community. It requires all to be respectful in dealings with fellow vendors and with Market management.

Issues will inevitably arise. Vendors are encouraged to work through them with the Manager. If the Manager is unable to resolve the problem, the vendor may request an opportunity to be heard by the Board at its next quarterly meeting. If the matter is urgent, however, the vendor may request a special meeting of the Board, called for that purpose.

All customer or vendor comments and/or complaints should be referred directly to the Manager. The Manager will make every attempt to resolve an issue, including discussing the issue with the Board.

Rule Violations

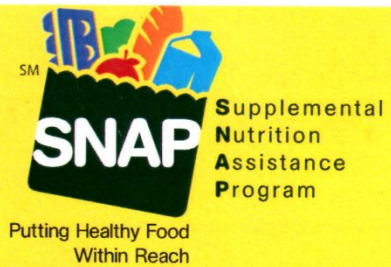
Whenever the Manager believes a vendor has violated the Market rules and regulations, the Manager may talk to the vendor about the rule and the rationale behind it. The Manager may follow up the verbal warning with a written confirmation of the alleged violation with a copy provided to the Board.

Misrepresentation about a vendor's product or discourteous, rude, or disruptive behavior to another vendor or a customer is grounds for immediate suspension from the Market. Other serious break of a Market rule or behavior that undermines the viability or respect of the Market or repeated violations of Market rules may result in suspension or revocation of the vendor's privilege of participating in the Market.

The Board reserves the right to deny the admittance to any vendor's application or to expel any vendor that it believes not in the best interest of the Market.

For additional information contact:
Market Manager: Robert Fajkus
Home: 830-839-4335 or Cell: 512-237-0553
Email: sunsethillfarms@gmail.com

Using SNAP Benefits



SNAP Benefits CAN Buy:

- Foods for you and your household to eat, such as:
 - breads and cereals;
 - fruits and vegetables;
 - meats, fish and poultry; and
 - dairy products.
- Seeds and plants which produce food for you and your household to eat.

SNAP Benefits CANNOT Buy:

- Beer, wine, liquor, cigarettes or tobacco.
- Any nonfood items, such as:
 - pet foods;
 - soaps, paper products; and
 - household supplies.
- Vitamins and medicines.
- Food that will be eaten in the store.
- Hot foods.

Remember:

- Do not exchange SNAP benefits for cash.
- SNAP benefits may not be used to pay a credit account.
- Retailers shall not collect state or local sales taxes on purchases made with SNAP benefits.
- SNAP benefits expand your ability to eat a variety of foods.



For information on applying for SNAP benefits, call 1-800-221-5689

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