

# GLEN ROSE HISTORIC FARMERS MARKET



Est. in 1800's

## 2022 GUIDING PRINCIPLES

The Glen Rose Historic Preservation Commission (GRHPC) has ~~purview~~ ~~preview~~ over the Glen Rose Historic Farmers Market (GRHFM), and set forth these guiding principles to govern the administration, operation and management of the ~~GRHFM Glen Rose Historic Farmers Market~~. In addition to these guiding principles contained herein, the GRHFM has a city of Glen Rose City Code of Ordinances. The GRHPC ~~and City Staff will~~ implements and enforces all rules, and may change, delete or modify the GRHFM guiding principles at any time. The ~~GRHFM~~ GRHPC and City Staff have ~~has~~ the right to refuse vendor space, as well as suspend and/or expel violators of these rules and/or local, state or federal laws, and/or ordinances.

Direct all questions or comments to the Building and Planning Department:

- Phone: 254-897-2272, Ext 109
- Address: 201 NE Vernon Glen Rose, TX 76043
- Email: [buildingofficial@glenrosetexas.org](mailto:buildingofficial@glenrosetexas.org)

## ABOUT THE MARKET

### Welcome

The ~~GRHFM Glen Rose Historic Farmers Market~~ welcomes applicants that meet the standards of the guiding principles set forth in 2022.

### History

It's a farmers market with no strings attached — and it's been a place as long as anyone can remember. The ~~GRHFM Glen Rose Historic Farmers Market~~ on the downtown square ~~pre-dates the city and~~ was likely first organized in the early days of Somervell County. When the ~~GRHFM Glen Rose Historic Farmers Market~~ got its start, it was a common idea in many counties to have a central location for farmers ~~to bring their produce~~ to sell their produce. Everybody gathered on Saturdays. ~~The farmers market pre-dates the city.~~

### The Famers Market Hours

The GRHFM is open 365 days a year, ~~Open rain or shine during the following days and hours:~~ Monday through Sunday, sunrise to sunset. ~~This market is open 365 days a year. The Farmers Market~~ Vendors ~~are will~~ not ~~be~~ allowed to set up during events produced, sponsored or hosted by the city and/or the city's convention and visitor's bureau or any private event taking place in the historic square.

See City of Glen Rose Ordinance 2020.02.10C, sec 5 adopted 02/10/2020. 4.05.034 Farmers Market

#### **4.05.034 Farmers Market**

1. The Glen Rose Historic Farmers Market is located on Elm Street in the parking area adjoining the historic courthouse square.
2. Items that can be sold in the farmers market are homemade, homegrown and/or handcrafted products. No resale items are allowed.
3. The farmer's market area is on a first come basis, with no designated or reserved parking. Times of operation are from sunrise to sunset, Monday–Sunday. Vendors will not be allowed to set up during events produced, sponsored or hosted by the city and/or the city's convention and visitors bureau or any private event taking place in the historic square.
4. Vendors may not utilize any electrical outlets on the square without expressed written permission from the city.

## VENDOR TYPES AND ELIGIBILITY

### Farmers and Ranchers

A farmer/rancher is a person who grows, raises or produces agricultural products and may be a sole proprietorship, partnership, non-profit or corporation that owns or leases land. A single farm/ranch may include family members and employees who assist in the production or sales/marketing of the farm direct products.

### Farm Craft

Farm craft vendors are those who grow the primary ingredients in their products and offer traditional farm home items at the market. While typically not all of the ingredients in these products are possible to grow or make on a farm, they are staples of a home or pantry. The farm-grown ingredients must be the focal point of the products. Examples may include spice mixes, teas, soaps, lotions etc. All vendors must be from Texas and within 150 miles of Glen Rose.

### Artisan food/bakery/coffee

An artisan food vendor is a person who prepares, produces and packages a specialty food or beverage product. Priority is given to vendors that create a value-added food product sourcing directly from local farmers or ranchers. Examples include: herbs and spices, pickles, canned goods, fermented products, breads, pastries, pastas, sauces and drinks and mixes. All vendors must be from Texas and within 150 miles of Glen Rose.

### Arts and Crafts

An arts and craft vendor is anyone who handcrafts a quality and unique products such as textiles, home goods and beauty products. All products will be produced by the person applying to the GRHFM Glen Rose Historic Farmers Market. ~~Some vendors may be grandfathered in due to length of time and history at the Glen Rose Historic Famers Market.~~ All vendors must be from Texas and within 150 miles of Glen Rose.

### Seasonal Vendors

In between Thanksgiving and Christmas, the GRHFM Glen Rose Historic Farmers Market ~~add~~ may add Holiday Market vendors who are approved for only the holiday season. Vendors are based on current needs of the market, and some categories may be expanded specially for the holiday season. The application for the year-round farmers market also serves for the holiday market. Holiday Market vendors may also be invited to other holiday dates, events, or promotions, per the discretion of the market.

# APPLICATION PROCESS

## Overview

~~The application process at the Glen Rose Historic Farmers Market.~~ To become a vendor at the GRHFM, applicants must complete the application ~~either online or in person~~ at City Hall in the ~~Building and Planning Department Building Code~~ Office. At this time there is not an application fee.

The information provided in the application is the information the ~~GRHPC GRHFM~~ uses to evaluate each applicant. It is imperative that the application is filled out with as much detail as is needed to convey the business and products. Applications are reviewed on a weekly basis and applicants will be notified of their status. The ~~GRHPC or City Staff GRHFM~~ will notify the applicant of their status within a week. ~~All~~ Any requested documents, licenses, permits, etc. must be provided before the vendor ~~will be approved~~ ~~able~~ to sell at GRHFM.

## Restrictions of Products

The ~~GRHFM Glen Rose Historic Farmers Market~~ does not allow MLM, network marketing, home based franchises, or other forms of these products to be sold at the GRHFM.

## Approval Considerations

Space availability is contingent upon overall mix and percentage of vendors and products. The ~~GRHPC Glen Rose Historic Farmers Market~~ has the following criteria for approval of vendors and products:

- First priority is given to farmers and ranchers, followed by products made with local farm ingredients, sustainable/compostable products, attractive displays and signage and ~~those these~~ with active social media presence.
- Applicants must have read and agreed to all of the Guiding Principles for understanding and adherence to the mission, rules and regulations.
- ~~Though applicants may not~~ ~~be it is not~~ required to provide all applicable permits, licenses and certificates necessary for vendor sales at the GRHFM ~~before applying~~, it is the vendor's responsibility to know the required permits/licenses and to maintain them while selling at the ~~GRHFM market~~.

## Vendor Requirements

- Items that can be sold in the farmers market are homemade, homegrown and/or handcrafted products. No resale items are allowed.
- If vendors wish to add products to their booth, they must ~~complete a new, updated application and~~ receive ~~approval prior permission~~ from the ~~GRHPC. GRHFM~~. Vendors will be asked to remove unapproved products from their tables.

## FARM/RANCH VISITS

### Product Validity

The GRHPC or City Staff ~~GRHFM~~ may, at any time, question the validity of any product sold at the GRHFM. Proof of a products origin through a visit to the production location and/or additional proof of validity may be requested.

### Food Handlers Certification

Certifications are available online and is a requirement for the Cottage Food Law. Once obtained, they must be ~~presented~~ provided to the ~~GRHPC GRHFM-office~~. The GRHPC ~~GRHFM~~ verifies these licenses throughout the market season. Fines may be issued for missing, expired or incorrect information.

### Sales Tax Number

Some vendors may be responsible for sales tax if required by the State of Texas. The vendor shall be responsible for filing any and all returns required by the State of Texas with respect to sales tax collection.

## APPLICATION

The application process DOES NOT REQUIRE a payment at this time to sell at the ~~GRHFM Glen Rose Historic Farmers Market~~.

- All interested vendors are required to complete the application process.
- Applicants that do not meet the requirements may submit a request to the HPBC to be grandfathered in, due to length of time and history at the GRHFM.

## REGISTRATION FOR MARKET

Vendors must be in good standing before attending the market.

- “Good standing” includes all application, licenses and permits are correctly filed with the GRHPC ~~GRHFM-office~~ and market rules have been adhered to.

## OPERATING GUIDELINES

### Vendor Display

- GRHFM Approval Certificate must be prominently displayed.
- Vendors display and products must remain within one vendor space, defined as one parking space.
- Display products are to be within the designated vendor space. A-frame signs must be within the vendor's space ~~10x10 stall~~, and not in the walkways, in order to prevent interference with customer flow.
- Vendor displays must be assembled in a manner that allows clear access to adjoining stalls.
- Displays may not be left overnight.
- All signage and displays must be attractive, of good quality and look professional, subject to the discretion of the GRHPC and City Staff. ~~Glen Rose Historic Farmers Market team.~~
- Vendors must display prices of items for sale and their return policy.
- Any canopy must have a minimum of a 25lb-weight on each of the four canopy legs - All weights must be fastened to the canopy and approved.
- Tables must have a base spread and locking legs - They are subject to inspection by the GRHPC and City Staff. ~~Glen Rose Historic Farmers Market.~~
- Only temporary attachments such as zip ties, bungee cords or tape may be used to secure/display signs.
- Vendors are required to bring all necessary set-up items (duct tape, dollies, etc.) ~~Set-up equipment is not provided by the GRHFM.~~ - Come prepared for anything and everything that might happen during the market day.

### Good Housekeeping

- Vendors shall keep spaces neat, clean and in a sanitary condition.
- Vendors must remove all booth generated trash and recycling from the GRHFM premises at the close of the market day. Vendors must bring their ~~your~~ own trash bags, and remove trash from the GRHFM premises.
- Animals are ~~only~~ allowed in vendor stalls ~~only~~ with permission from the GRHPC. ~~Glen Rose Historic Farmers Market~~
- All water should be poured into drains and not onto sidewalks, common areas or aisles.
- All places where food is stored, sold, sampled or handled should be maintained and operated in a sanitary manner in accordance with all applicable local, state and federal regulations.

## Business Conduct

- Approval and placement are at the discretion of the GRHPC and City Staff. ~~GRHFM~~
- All vendors are to remain open during market hours.
- Vendors ~~must will~~ close within one hour after advertised market close time.
- Vendors may only sell within the space designated to them by the GRHPC. ~~Glen Rose Historic Farmers Market~~
- Standing in front of spaces, hawking customers or pushing samples ~~will is not be~~ allowed.
- All vendors are required to have their business cards or name and contact information posted and accessible to customers.
- Vendors and their employees are expected to immediately comply with requests of the GRHPC and City Staff. ~~GRHFM~~
- Vendors are an extension of the ~~GRHFM Glen Rose Historic Farmers Market~~ and at all times will maintain a positive, kind and respectful attitude to customers and fellow vendors.
- The ~~GRHFM Glen Rose Historic Farmers Market~~ is committed to providing a space that is free from harassment, in any form, and does not allow discrimination.
- Vendors may not consume alcohol on the property during market hours.
- No vendor, or employee, may be under the influence of illegal drugs or intoxicated while at the ~~GRHFM Glen Rose Historic Farmers Market~~
- Children must remain in vendor space and not disturb others.
- Music played in vendor spaces should not disrupt surrounding vendors and may not contain explicit content.
- Customer and vendor complaints that cannot be resolved amicably should be immediately referred to the ~~GRHPC Glen Rose Historic Farmers Market office~~ for mediation.
- Attire and grooming must be neat, clean and appropriate for work at the ~~GRHFM Glen Rose Historic Farmers Market~~
- Vendors may be asked to leave the market at the discretion of the GRHPC and City Staff. ~~GRHFM~~

## Vehicles

In order to put the customer first, vendors may ONLY park in their display space Any other parking must be outside of ~~designated must utilize parking not in~~ the Farmers Market area.

## Employees

- Employees of vendors may only sell the products that are included in the application and approved by the ~~GRHPC Glen Rose Historic Farmers Market team~~.
- All vendors are responsible for the actions of their employees.

## Product Quality

- It is the responsibility of each vendor to refund or exchange merchandise that is unsatisfactory to a customer.
- All pre-packaged products must be labeled and have weight and measurement declarations.
- All products must be sold at a standard weight and measure. Produce may be sold by the pound, provided scales are certified by the Texas Department of Agriculture (TDA); otherwise produce may be sold by the piece, pint, quart, peck or another generally accepted measure of quantity.

## Complaint Process

- Vendors or customers may file a complaint in writing to the GRHPC ~~GRHFM~~ if they suspect a vendor is violating market rules and regulations.
- Complaints should be submitted to the GRHPC ~~GRHFM~~ in person or via email and include the reporter's name, phone number and a description of the complaint.
- The GRHPC ~~GRHFM~~ will determine any course of action that may be needed in order to resolve the issue.

## Grievances

- All vendors agree that they understand and will adhere to the GRHFM Guiding Principles to participate in the market.
- In the case of infractions that may result in suspension or termination, a written notice of the action to be taken will be provided to the vendor.
- The vendor may appeal, in writing, the action to be taken within 3 days prior to becoming effective.
- The GRHPC and City Staff ~~Glen Rose Historic Farmers Market~~ reserves the right to refuse space to any vendor at any point within the year.