

# Mount Vernon Farmers Market: 2024 Vendor Application



If you would like to be considered as a vendor for the **2024 Season** of the **Mount Vernon Farmers Market**, please complete and submit the following application. **Thursday evenings 5pm to 9pm at Little Creek Park.**

## VENDOR INFORMATION

<b>Vendor Business Name</b>		
<b>Primary Contact Name</b>		
<b>Primary Contact Email</b>		
<b>Primary Contact Phone</b>		
<b>Business Address</b> (street/city/state/zip)		<b>1 County</b>
<b>Business Website</b> (if applicable)		
<b>Business Facebook Page</b> (if applicable)		
<b>EIN</b> (Non-Profit Organizations only)		
<b>Vendor Type</b> (Indicate your vendor type "X"; refer to Market Guidelines for more detail)	<b>TYPE</b>	<b>DESCRIPTION</b>
	<b>Farmers Market</b>	Sell items that are locally grown or produced by the vendor (no reselling)
	<b>Specialty Retail</b>	Sell items made or repurposed by the vendor; exceptions for unique items
	<b>Wine/Beer</b>	Sell wine or beer from their winery or brew pub
	<b>Concessions</b>	Sell food items packaged to-go (Must meet Texas Cottage Law requirements)
	<b>Non-Profit Org</b>	Attend for promotion, donation, and/or education purposes
<b>Vendor Information</b> (Any other detail you may want to provide, such as your background or other services offered. Featured Non-Profit Organizations may also include your mission statement, goals, current needs, etc.)		

**NOTE:** The Market Manager will **primarily use email** for weekly follow up with all market vendors, with Facebook as an alternate method. Please monitor the email account listed above for market updates. Contact the Market Manager for other options if needed.

## PRODUCT INFORMATION

<b>Product Description</b> (list all items you plan to sell and specify growing methods/ingredient types where applicable, such as: conventional, certified organic, organic farming practices, chemical-free, grass-fed, pastured, cage-free, etc.)
<b>Will you need electricity?</b>

## PARTICIPATION DATES

Farmers Market vendors may attend any dates listed below. Please indicate when you plan to attend by placing an "X" next to the date.

MAY		JUNE		JULY		AUGUST		SEPTEMBER	
ATTEND	DATE	ATTEND	DATE	ATTEND	DATE	ATTEND	DATE	ATTEND	DATE
	2 <sup>nd</sup>		6 <sup>th</sup>		4 <sup>th</sup>		1 <sup>st</sup>		5 <sup>th</sup>
	9 <sup>th</sup>		13 <sup>th</sup>		11 <sup>th</sup>		8 <sup>th</sup>		12 <sup>th</sup>
	16 <sup>th</sup>		20 <sup>th</sup>		18 <sup>th</sup>		15 <sup>th</sup>		19 <sup>th</sup>
	23 <sup>rd</sup>		27 <sup>th</sup>		25 <sup>th</sup>		22 <sup>nd</sup>		26 <sup>th</sup>
	30 <sup>th</sup>						29 <sup>th</sup>		

Please note this is for planning purposes only and you are not obligated in any way to attend the dates selected.

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## INDEMNITY AGREEMENT

Vendors are responsible for the quality and safety of what they sell and agree to not hold Mount Vernon Farmers Market, Mount Vernon Main Street Alliance, and the City of Mount Vernon, including its employees, representatives or volunteers, responsible for any claims arising from the sale of any products, the failure to obtain any necessary licenses or permits, the negligence of any vendor or their employees, representatives or agents, or for any claims and demands for injuries, damages or loss arising out of the sale of my product or my presence on the Market site.

## VENDOR STATEMENT

By submitting this 2024 Vendor Application, I hereby acknowledge that I have read the **Mount Vernon Farmers Market Guidelines** and agree to abide by them. I further verify that I am responsible to obtain all necessary licenses, permits and have met all requirements to distribute or offer for sale all products listed on this application.

I have read and agree to the above **Indemnity Agreement** and **Vendor Statement**. For email applications, if the Authorized Vendor Representative listed below is the same person who sent the email, no signature will be required.

Authorized Vendor Representative	Date
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## APPLICATION SUBMISSION

Completed applications may be submitted using one of the following methods:

**Email:** [mountvernonmainstreet@comvtx.com](mailto:mountvernonmainstreet@comvtx.com) (preferred for quickest response)

**Mail:** City of Mount Vernon, Attn: Mount Vernon Farmers Market, P.O. Box 597, Mount Vernon, Texas 75457

You will be contacted to confirm your application was received and of the approval decision. Please note that applying does not guarantee approval. Plan accordingly to allow for enough time for review and approval **prior** to your first desired attendance date. For same week approval, your application must be received no later than end of day Thursday.

**This application fee will be \$10 per week or \$100 per season.**

## QUESTIONS

Please email Market Manager, at [mountvernonmainstreet@comvtx.com](mailto:mountvernonmainstreet@comvtx.com)

For Use by Market Manager Only:

Application Received	Applicant Informed of Decision
Application Decision	Added to Website

# Mount Vernon Farmers Market: Vendor Guidelines



## MISSION STATEMENT

To provide an outlet for the community to meet and support their local farmers and producers in a seasonal, open-air market that allows them to shop for fresh, regionally-grown and produced items. To provide a monthly event series, which features an expanded market, local artisans, specialty retailers, live entertainment and family-friendly activities.

## MARKET GOALS

1. Introduce high-quality, seasonal produce and food products to the local community.
2. Bring additional artisans, entertainment and activities to create an expanded market experience monthly.
3. Partner with local farms, producers, and artisans to assist with promotion and access to the local market.
4. Educate the community about the health and economic benefits of buying local and seasonal products.
5. To promote the Historic Main Street Districts and business within.

## MARKET GUIDELINES

### Vendor Application Process

1. All vendors must complete the application process to be eligible to sell their products, which includes:
  - a. Submission of a completed application form to the Market Manager
  - b. Obtaining application approval from the Market Manager **prior** to attending a Market
2. Vendors under the age of 18 must have a parent/guardian approval on the registration form and be accompanied by an adult while at the Market.
3. New applications will not be accepted the day of the Market - please plan accordingly to obtain approval, prior to your first planned Market attendance day.
4. Applying does not guarantee approval.
5. Market Manager reserves the right to reject any vendor application, or specific item listed on the application, which is deemed unsafe, inappropriate for family viewing, or not in character with the spirit of the Market.

### Vendor Spaces

1. Booth spaces, including premium plaza spaces, are assigned on a first-come basis, with exception of:
  - a. Winery and Brew Pub vendors, which must follow TABC regulations with an assigned space
  - b. Select booth spaces reserved by the Market Manager.
2. Booth spaces are 10' x 10' on the concrete slab and located at the corner of Scott and Rusk Streets
  - a. Requests for larger spaces must be approved in writing by the Market Manager in advance.
  - b. Parking spaces are not considered booth spaces
  - c. Booths may not have any blankets/tarps/sheets obstructing booth or canopy.
3. Electrical power is available at end of the concrete slab. Vendors must bring their own 50 ft. heavy duty extension cord. There is no additional fee to use electricity.
4. Vendors must supply their own tables, chairs, signage, refrigeration, displays, and any other supplies they require for their booth areas or for customer sales.
5. All vendor products and signage must be contained within their booth space.
6. The vendor business name and location (city or county), and product pricing, should be prominently displayed.

# Mount Vernon Farmers Market: Vendor Guidelines



## Market Times

1. The Farmers Market will be open every Thursday Evening, rain or shine, from May through September
2. Vendors may begin setting up no earlier than 4:00 pm, and must be complete, with service vehicles removed, no later than 5:00 pm to be ready for Market Opening at 5:00 pm.
3. The official time of the Market is 5:00 PM – 9:00 PM CST
4. Once the Market closes, vendors must have all items removed, and their booth spaces cleaned, within 45 minutes. Public trash receptacles are not to be used for disposal of produce boxes or unsold produce/products.

## Permitted Products

1. The Market prefers vendors who offer products grown or produced locally (within a 50-mile radius) or regionally (within a 150-mile radius) whenever possible.
2. The following Vendor Types are allowed:

Vendor type	description	Examples (Include; not limited to)
<b>Farmers Market</b>	Sell items that are locally grown or produced by the vendor (no reselling)	EXAMPLES; vegetables, fruits, herbs, poultry, meat, eggs, nuts, plants, and flowers, cheese, yogurt, jams, jellies, pickles, relishes, honey, salsas, sauces, vinegars, breads, pastries, pies, cookies, candy, nut and fruit butters, granola, dry mixes, roasted coffee beans, dry tea, or other prepared, canned or baked goods
<b>Specialty Retail</b>	Sell items made or repurposed by the vendor, evidencing skilled workmanship and high quality; other carefully selected retail items may be allowed	EXAMPLES: crafts, jewelry, clothing, accessories, bath and body items, candles, soaps, home decor, furniture, sculpture, woodcarving, blown glass, original photography, drawings, and paintings, original art forms; other boutique or unique retail items at Market Manager discretion
<b>Wine/ Beer</b>	Wineries and Brew Pubs selling their wine and beer	
<b>Concessions</b>	Sell for items for <b>consumption on-site or</b> packaged to go	Cooking on-site, food trucks, non-profit fund raisers should all be directed to City Hall for further direction and permitting
<b>Non-Profit Org</b>	Tax-exempt organizations who attend for promotion, donation and/or education purposes	EXAMPLES: Mount Vernon Animal Shelter, United Way of Franklin County, Mt. Vernon Cares, Community Food Bank of Franklin County, Friends of the Franklin County Library, etc.

3. Special exceptions to sell small farm animals (chicks, ducklings, rabbits) may be allowed with prior approval from the Market Manager (sanitary considerations will apply).

# Mount Vernon Farmers Market: Vendor Guidelines



## Vendor Conduct

1. Vendors shall conduct themselves in a professional and courteous manner.
2. Vendors shall ensure their booth spaces are kept clean and free from safety hazards.
3. Vendors shall respect the City property and local businesses.
4. Vendors shall not use loud or aggressive promotion techniques. All sales activity must occur within their own booth space.
5. Vendors are liable for their own products, including compliance with applicable federal, state, and health regulations which may govern their products and applicable sales tax requirements.
6. Vendors are responsible to hold all required permits, exemptions, licenses, and insurance policies for their business, which must be visibly presented, should the Texas State Comptroller visit and request this evidence.
7. Vendors selling food items must follow Texas Cottage Food Law in regards to product labeling, and types of products. <https://texascottagefoodlaw.com>
8. Vendors who receive customer complaints regarding conduct or quality, or fail to adhere to these guidelines, may have their registration and selling privileges revoked for a limited time, the whole season or indefinitely.

## General Guidelines

1. The Market is dog friendly to friendly dogs, but they must be on a leash.
2. Mount Vernon Main Street is not responsible for lost, stolen, or damaged property.
3. Market Manager reserves the right to refuse participation to any applicant or to revoke selling privileges for failure to adhere to these guidelines.
4. Market Manager reserves the right to visit a vendor's farm or place of production with reasonable notice.
5. Vendors are encouraged to participate in any surveys or questionnaires related to market data collection.
6. Market guidelines may be amended at the discretion of the Market Manager, Main Street Manager, or the City of Mount Vernon without prior notice.

## MARKET CONTACTS

Please contact one of the following with any ideas, questions, concerns, grievances, or for volunteer opportunities:

**Email:** [mountvernonmainstreet@comvtx.com](mailto:mountvernonmainstreet@comvtx.com)