

**City of Copperas Cove
Farmers Market 2020 Application**



Thursdays, May 21, 2020 – October 29, 2020
4:00pm – 7:00pm
Corner of Ave D and 2nd St
Copperas Cove, Texas

The vision of the Copperas Cove Farmers Market is to bring farm fresh food and foods prepared with farm fresh ingredients to the tables of our community and those around us. Thus, promoting healthy options and bringing farmer and consumer face to face in our community.

The mission of the Copperas Cove Farmers Market is to provide a community gathering place where local farmers and entrepreneurs can sell directly to the consumer. Our goals are to improve opportunities for all in our community by promoting local economic development as well as social and community building through educational and family-friendly activities.

THERE IS A \$25 NON-REFUNDABLE APPLICATION FEE. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT PAYMENT

Please return to:

Ashley Wilson, Special Events Coordinator
1206 W. Ave B
Copperas Cove, TX 76522
Phone: 254-542-2719
Fax: 254-547-3738
awilson@copperascovetx.gov

A completed application and appropriate license must be submitted and approved before applicant is eligible to sell at the Copperas Cove Farmers Market.

Applications will be accepted until Friday, July 31st, 2020. All applicants must read the policies before filling out application.

Copperas Cove Farmers Market

Rules & Regulations 2020

General Vendor Guidelines

1. **All** products sold at Copperas Cove Farmers Market (CCFM) shall be grown or produced or created within the geographic boundaries of the State of Texas.
2. **All** products sold at the market should be of a merchantable quality.
3. Vendors are encouraged to use environmentally responsible and sustainable methods of production.
4. **All** products must be labeled as to their origination. Any that are not grown or produced by the vendor themselves must be labeled with the name and location of the source farmer or producer. A fee of \$50 will be assessed if product origination is determined to not be disclosed, or is outside the geographic boundaries outlined in item 1 of these Rules & Regulations. Said fee must be paid by the vendor prior to any future participation at CCFM.
5. **Hand Crafted vendor** products must be of **original**, excellent workmanship both in quality and design. Crafted items must not be produced or embellished using automated equipment or digitally rendered materials.
6. **Non-profit vendor** must be a local organization that benefits the Copperas Cove community, is tax exempt, and wishes to sell an item as a fundraiser or hand out information. Non-profits must provide a copy of 501 c 3 status and may only sell at one market date within the 2020 season.
7. **Specialty vendor** will be considered on a case-by-case basis and must be reviewed and approved by the CCFM coordinator. A limited number of specialty vendor booths will be allowed per market day.
8. Each vendor is responsible for obtaining a sales tax number, if required by the State of Texas, and collecting and paying any sales tax assessed on their product(s). The vendor shall be responsible for filing any and all returns required by the State of Texas with respect to sales tax collection. CCFM does not get involved with tax collections, audits or related activities.
9. The Market Coordinator will have final approval of all vendor participation.
10. The Market Coordinator has final authority on-site to interpret and enforce rules and regulations related to the safe and enjoyable conduct of all vendors, visitors, and employees of the market. Vendors not complying with instructions or rules of the CCFM or the Market Coordinator will be considered in material breach and default of their application, and may be asked to vacate their premises immediately without refund.
11. The Market Coordinator may, at his/her discretion, revise the CCFM Rules & Regulations 2020, and may alter operations of the market at any time.
12. Hours of operation are 4pm – 7pm each Thursday of the market season, **rain or shine**, but may close without prior notice during extreme weather conditions in order to maintain the safety of shoppers and vendors. Please plan your vendor set-up accordingly. Please refer to the Weather Policy for more details.
13. Vendors are discouraged from giving produce or other items away at below-cost pricing, thus undercutting potential sales of other vendors. A range of 20% +/- store prices is suggested.
14. No vehicles may ever be driven over curbs or into grass or landscaped areas.
15. All vendors, without exception, must sign and submit a vendor application, and agree to provide all necessary documentation to Market Coordinator on or before application deadline in order to sell at the CCFM.

Health, Safety and Related Rules

1. Vendors and their employees are responsible for informing themselves about complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, and sale of their products.
2. Vendors preparing hot foods must have a City food establishment permit and be inspected and follow all the Texas Food Establishment rules. For more information, contact Code Compliance at 254-542-8966.
3. Vendors making jellies, cakes, candies, nuts, etc. must label all foods in accordance with the Cottage Act and must have a food handler card. For more information, please contact Code Compliance at 254-542-8966.
4. Vendors selling eggs must have a food establishment permit and the eggs must be maintained at a temperature of 45°F or lower.
5. Pet Food Vendor applicants: All products offered at CCFM for animal consumption must be in compliance with the guidelines set forth by the State of Texas Chemist office.
6. All foods must be properly labeled. Unlabeled packaged and/or processed foods are not allowed.
7. Vendors providing samples of their products must comply with the rules governing sampling, market sanitation, and health issues of the City of Copperas Cove Code Enforcement or other authorities, as applicable. If providing samples, you must also provide a waste basket lined with a plastic bag for sampling preparation waste and sampling distribution waste.

Market Conduct

1. All vendors and their representatives shall conduct themselves in a professional manner while at the CCFM, and in accordance with local, state, and federal laws while at CCFM. All participants of the CCFM must treat each other and customers with dignity and respect. Use of vulgar, abusive, racist, sexist, demeaning or intimidating language will not be tolerated and will be immediate grounds for dismissal from the market, and refunds will not be issued.
2. The vendor is solely responsible for the damages resulting from the sale of unsafe, unapproved or unsound goods.
3. There will be no smoking by vendors, or anyone representing the Farmers Market. Smoking will not be permitted in the designated Market spaces. Market goers are also not allowed to smoke in the market areas or around other market goers. Ordinance No. 2013-26; Sec. 8-2. SMOKING IN PUBLIC PLACES.

Vendor Booths

1. Booth setup on market day begins at 2:30 pm; breakdown begins at 7:00 pm and must be completed by 8 pm. Vendors must end sales by 7:00 pm.
2. The CCFM Market Coordinator assigns booth spaces to vendors and will email them to the vendors the day before the market (every Wednesday) via a map.
3. All canopies and tents, on-site at CCFM during normal market hours, including setup and breakdown, are required to be sufficiently and safely weighted to the ground. Each leg must be anchored down with no less than 15 pounds. Any vendor who fails to properly weight his or her canopy, will either be asked to comply immediately, or must immediately take down and stow their canopy and sell without it, or they will not be allowed to continue selling that day. NO stakes allowed.
4. Vendors are to provide their own tables, chairs, signs, refrigeration, and storage.
5. Each vendor is strongly encouraged to prominently display a sign in their booth, identifying the farm or business name, and the location (county or city) of the farm or business. Signs are suggested to be a minimum of 11"x17". All product descriptions must be accurate and truthful.
6. Vendors shall supply all materials and containers for customer sales.
7. Trash must be placed into suitable containers and hauled off by the vendor; no trash may be left behind. Vendors must clean their space at the end of the market. A fee of \$50 will be levied against a vendor if it

becomes necessary for the CCFM Market Coordinator to clean their booth area after their departure. Said fees must be paid prior to any future participation at CCF by the vendor.

Electricity

1. No electricity is provided and if required, vendors must supply their own generator. Noise must be deflected using ply wood sheets.
2. Vendors requiring generators are responsible for providing their own outdoor extension cords and mats or tape to cover all portions of the cord that lie in any walking area used by market customers.

Cancellations

1. It is requested that you inform the market coordinator as soon as you know you will not be attending a market you have indicated participating in. It is imperative to the success of the market that vendors attend as many markets as possible.

Weather Policies

Our inclement weather policy is determined by staff that there are safety issues that would require cancelling a program, we will do the following to inform participants:

- Call or e-mail all the vendors
- Update our Facebook page

City of Copperas Cove does not have an indoor or covered option to move markets during inclement weather. If there is thunder, lightning, high winds, and/or sever weather, then we are required to cancel the market.

Windy Day Policy:

- On days with high winds or days with gusts, all freestanding display racks, sandwich boards, and shelves must be secured with stakes or weights. If this is not feasible, none of these items will be permitted. Please assess the weather conditions when setting up your booths.
- If the wind starts to destabilize canopies or other display items, all vendors will be required to take down canopies and remove free-standing display items for the remainder of the market day.

City of Copperas Cove is NOT responsible for lost or damaged merchandise.



COPPERAS COVE FARMERS MARKET

2020 VENDOR APPLICATION

Vendor Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ ZIP: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____ Website: _____

Vendors (check all that apply):

Artisan & Craft _____	Food Vendor – Farmer _____	Food Vendor – Prepared Food _____
Specialty _____	**Community Booth _____	Other _____

*Specialty vendor is anyone who does not fall into food, artisan & craft, or community booth categories.

**Can only sell 1 Thursday out of the entire season

Preferred Market Dates

Please Circle the date(s) you would prefer to participate in CCFM during the 2020 season.

May	June	July	August	September	October
5/7	6/4	7/2	8/6	9/3	10/1
5/21	6/11	7/9	8/13	9/10	10/8
5/28	6/18	7/16	8/20	9/17	10/15
	6/25	7/23	8/27	9/24	10/22
		7/30			10/29

All Vendors: Please provide a description of the product(s) you propose to sell at the market. (Please use back of page or attach an additional page if more room is necessary.)

Food Vendors: Do you grow and/or raise all product(s) you plan to sell at CCFM?

If no, please explain:

Food Vendor: Please provide the address or location(s) where product(s) are made, grown, processed or produced.

Food Vendor Prepared Food and Artisan/Craft Vendor: What percentage of the product(s) you will be selling are made, grown, or produced by you?

Artisan/Craft Vendor: Please provide the address or location(s) where product(s) are made, grown, or produced.

Non-Profit: Describe your organization

Organizations must demonstrate support of our mission to be accepted at CCFM. Please provide a description of your organization, how it supports or complements the mission of CCFM, and what you are sharing with others at the market.

Vendor Policy

- **Artisan & Craft Vendors:** While we respect independent sales consultants with direct selling business and organizations, artisan and craft vendor booths are not available for this purpose, regardless of the product category.
- **Food Vendors:** Attach a copy of all licenses, permits, certifications or other contractual agreements pertinent to the products or the production facility.
- **Food Vendors Prepared Food:** Attach a copy of all licenses, permits, certifications or other contractual agreements pertinent to the products or the production facility. If a website is not available for CCFM to review the proposed prepared food product(s), please include example photos of product(s) for review and approval.

Cancellation Policy

As outlined in the CCFM Rules & Regulations 2020, CCFM requires a minimum cancellation notice of 24 hours prior to the start time of the market. Vendors may call Ashley Wilson at (254) 542-2719 or email

awilson@copperascovetx.gov to cancel.

Indemnity Agreement

In consideration for City of Copperas Cove permitting Vendor to participate in the Copperas Cove Farmer Market Program Vendor shall indemnify, save harmless and defend the City of Copperas Cove, its officers, agents, and employees (collectively the "City") from and against any and all suits, actions, legal proceedings, claims, demands, damages (including property damage, injury or death), costs, expenses, attorney's fees and any and all other costs or fees (whether grounded in Constitutional law, Tort, Contract, or Property Law, or raised pursuant to local, state or federal statutory provision), arising out of the performance by Vendor, its officers, agents, and employees, (collectively "Vendor") of any activities related to the Copperas Cove Farmer Market Program. This indemnification shall extend even when the actions or omissions of the City are a contributing cause of such damage but not when the City's actions or omissions are the sole cause of such damage. It is understood and agreed that Vendor and any employee or sub-contractor of contractor shall not be considered an employee of the City. City specifically reserves the right to reject from the Copperas Cove Farmer Market Program, any and all Vendor's employees, representatives or sub-contractors and/or their employees for any cause, should the presence of any such person on City property or their interaction with City employees be found not in the best interest of the City, harassing, or is found to interfere with the effective and efficient operation of the Copperas Cove Farmer Market Program.

I have read the Market Vendor Application 2020 and the Copperas Cove Farmers Market Rules & Regulations 2020. If accepted into CCFM, I understand that this application shall become a binding agreement and, in such event, I agree to the following:

- 1) I shall fully abide by the Copperas Cove Farmers Market Rules & Regulations 2020; and
- 2) I shall sell only such items as those listed on my Vendor Application 2020; and
- 3) I shall sell only on the date or dates for which my application was approved by the CCFM Market Director; and
- 4) I shall be fully responsibility for all my activities in CCFM, and for those who are assisting me, throughout the term of this season's market, May 7, 2020 – October 29, 2020; and
- 5) I acknowledge the authority of the CCFM Market Director to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations, and impose any penalties, including fees, possible suspension or removal from CCFM and
- 6) I agree to allow the CCFM Market Director or representatives of the CCFM at any time to inspect the premises where the products I've offered for sale are produced and
- 7) I understand that failure to allow an inspection constitutes a violation of the CCFM Rules & Regulations 2020.

I certify that the information contained in this application is true and accurate.

Applicant's Signature

Date

On behalf of _____
Vendor/Farm/Company Name