



## **Farmers Market 2022 Application**

Copperas Cove Chamber of Commerce & Visitors Bureau

Every Friday

May 6, 2022 – October 28, 2022

4:00pm – 7:00pm

First Friday on the month: 4:00pm-8:00pm

Corner of Ave D and 2<sup>nd</sup> 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:

K'Dajah Williams  
204 E. Robertson Ave  
Copperas Cove, TX 76522  
Phone: 254-547-7571

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

***All applicants must read the policies before filling out application.***

# Copperas Cove Farmers Market

## Rules & Regulations 2022

### General Vendor Guidelines

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1. **All** products sold at Copperas Cove Farmers Market (CCFM) shall be grown, 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 2022 season.
7. **Specialty vendors** 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 2022, and may alter operations of the market at any time.
12. Hours of operation are 4pm–7pm each Friday 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. First Friday Market hours are from 4pm–8pm
14. 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.
15. No vehicles may ever be driven over curbs or into grass or landscaped areas.
16. All vendors, without exception, must sign and submit a vendor application, and agree to provide all necessary documentation to the Market Coordinator on or before the 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 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 Chamber of Commerce 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 2:00 pm; breakdown begins at 7:00 pm and must be completed by 8:00 pm. **Vendors must end sales by 7:00 pm.** (except on First Fridays)
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 CCFM by the vendor.

## **Electricity**

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1. No electricity is provided and if required, vendors must supply their own generator. Noise must be deflected using plywood 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**

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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**

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

- Call or email all the vendors
- Update our Facebook page

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

### **Windy Day Policy:**

- On days with high winds or days with gusts, all free standing 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.

**The Chamber of Commerce is NOT responsible for lost or damaged merchandise.**

# COPPERAS COVE FARMERS MARKET

## 2022 VENDOR APPLICATION

Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Space needed (no more than 10x30 allowed): \_\_\_\_\_

**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 2022 season.

May	June	July	August	September	October
5/6	6/3	7/1	8/5	9/2	10/7
5/13	6/10	7/8	8/12	9/9	10/14
5/20	6/17	7/15	8/19	9/16	10/21
5/27	6/24	7/22	8/26	9/23	10/28
		7/29		9/30	

**All Vendors:** Please provide a description of the product(s) you propose to sell at the market. (Please use the back of the 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 the product(s) for review and approval.

### Cancellation Policy

As outlined in the CCFM Rules & Regulations 2022, CCFM requires a minimum cancellation notice of 24 hours prior to the start time of the market. Vendors may call K'Dajah Williams at (254)547-7571 or email [activities@copperascove.com](mailto:activities@copperascove.com) to cancel.

## Indemnity Agreement

In consideration for The Chamber of Commerce permitting Vendor to participate in the Copperas Cove Farmer Market Program Vendor shall indemnify, save harmless and defend The Chamber of Commerce, 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 Chamber are a contributing cause of such damage but not when the Chamber'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 Chamber. The Chamber of Commerce specifically reserves the right to reject from the Copperas Cove Farmer Market Program, any and all Vendor's employees, representatives or subcontractors, and/or their employees for any cause, should the presence of any such person on the venue's property or their interaction with Chamber employees be found not in the best interest of the Chamber, 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 2022 and the Copperas Cove Farmers Market Rules & Regulations 2022. 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 2022; and
- 2) I shall sell only such items as those listed on my Vendor Application 2022; 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 responsible for all my activities in CCFM, and for those who are assisting me, throughout the term of this season's market, May 6, 2022 – October 28, 2022; 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 2022.

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

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Applicant's Signature

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Date

On behalf of \_\_\_\_\_

Vendor/Farm/Company Name

**COPPERAS COVE FARMERS MARKET**

**2020 VENDOR APPLICATION**