

**Farmers Market Food Safety Guidelines**

1. Vendors producing or manufacturing food products must submit a copy of their manufacturing permit from the TX Dept. of State Health Services. Home bakers must submit a copy of their food handler's certificate approved by the TX Dept. of State Health Services.
2. Vendors selling taxable goods must submit a copy of their sales tax permit.
3. Vendors wishing to sample foods must adhere to the following guidelines:
  - a. Provide hand wash station consisting of: continuous flow spigot for clean potable water, antibacterial liquid soap and paper towels, container to catch dirty water from hand washing.
  - b. Three step ware washing station to be available to wash, rinse, and sanitize utensils.
  - c. Trash can to capture cups/utensils.
  - d. Served while wearing clean or disposable plastic gloves.
  - e. Observing proper hand washing techniques immediately before preparing samples
  - f. Produce intended for sampling is washed in potable water to remove soil or other visible material
  - g. All potentially hazardous food maintained at 41°F or below s/b disposed of w/in 2 hrs. Public time as health control will not be allowed for TCS foods prepackaged/wrapped or otherwise made to be sold whole to the public.
  - h. Utensil and cutting surfaces used for cutting samples are smooth, non-absorbent, and easily cleaned or disposed of.
4. Egg producers selling only ungraded eggs from their own flock may be exempt from the TX Dept. of Agriculture, but must be permitted by the State Health Services. Eggs must be stored under refrigeration at 45 degrees or less. Vendors must provide a thermometer to verify temperature. (Eggs must be labeled as non-graded and sold in new cartons – no previously used cartons).
5. Meat vendors must submit a copy of their State or USDA licensing to ensure that meat is properly processed under State and/or USDA regulations. Specific labeling requirements must also be met ex: safe food handling, name and address of distributor or packer etc. Meat must be stored frozen in a mechanical freezer at 0 degrees or less.
6. Milk vendors must submit a copy of state milk licensing. Fluid milk, dry milks and milk products complying with Grade-A standards shall be obtained and pasteurized.
7. Vendors selling foods requiring temperature control must have equipment onsite in order to maintain proper food temperatures. All refrigeration or freezer units must have thermometers on hand for verifying temperatures.
8. All cottage food products must meet Texas Cottage Law labeling requirements to include the following information: the name and physical address of the cottage food production operation; the common or usual name of the product; if a food is made with a major food allergen, such as eggs, nuts, soy, peanuts, milk or wheat that ingredient must be listed on the label; as well as the following statement: "This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department." Labels must be legible.
9. All cottage food products must be packaged in a manner that prevents product contamination.
10. The following cottage food products may be sold:
  - a. Baked goods requiring no refrigeration, i.e. cakes, cookies, pastries. (No custards/cream fillings)
  - b. Candy (including chocolate, chocolate-dipped pretzels, chocolate-dipped Oreos, etc.)
  - c. Coated and uncoated nuts
  - d. Unroasted nut butters, fruit butters
  - e. Canned jams and jellies
  - f. Fruit pies (including pecan pie)
  - g. Dehydrated fruits/vegetables includes dried beans
  - h. Popcorn and popcorn snacks
  - i. Cereal, *including* granola
  - j. Dry mixes
  - k. Vinegar, pickles, mustard
  - l. Roasted coffee or dry tea
  - m. Dried herbs or herb mixes
  - n. Baked goods requiring refrigeration may not be sold under the cottage food law, i.e. cream pies, meringue pies, cheesecakes, pumpkin pies, chocolate covered fruit
11. TFM vendors are subject to an inspection by the city health inspector

## “The” Farmers Market (TFM) Rules

### Vendor Rules:

1. Vendor applications are subject to review and approval; submission of an application does not guarantee participation. Only approved vendors are allowed to sell at the TFM.
2. Vendors will be considered on a case by case basis.
3. Vendors at the TFM shall agree to the terms of these rules. By signing the agreement, applicant acknowledges the rules of the TFM.
4. All vendors must display a sign in their stall clearly identifying the name of the vendor and their location.
5. Vendors are required to attend the markets they have checked on their application. Vendors missing 3 markets are subject to removal and the application review committee shall contact the next vendor on the waitlist.
6. Vendors shall supply all their own materials and containers for customer sales as well as set up; such as **White, Red or Blue** canopies, tables and chairs, and **Red table cloths** that will cover the table and reach the ground.
7. Vendors **MUST** provide a 25 pound weight on **EACH corner** of their tents.
8. No firearms, alcoholic beverages or drugs will be allowed at the TFM.
9. Vendors must be set up and vehicle removed to designated parking lot by 7:50AM.
10. Vendors must vacate the market by 7 PM.
11. Vendors shall not use public trash receptacles for disposal of produce boxes or unsold produce. If a market representative has to clean your space at the close of the market, vendor may not be able to return to the market.
12. After unloading, vendors shall park in one of the designated vendor parking areas. Please view map for the correct parking areas.
13. Vendors shall not place any form of signs anywhere on property grounds. Only signage is allowed in the 10x10 assigned space.
14. Assume electricity is not available unless verified by application. If electricity is available, vendors must supply their own extension cords and mats or tape to cover any portions of the cord that lie in any walking area used by market customers.
15. Vendors who require electricity to comply with health department requirements have priority over electrical uses not required to ensure product safety
16. Vendors and their employees are responsible for informing themselves about and complying with federal state and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
17. Vendors providing sample of their products must comply with the rules governing market sanitation and health issue from the Hurst Health Department.
18. Manufactured food products must meet Hurst Health Department requirements, including licensing and permitting rules.
19. Foods and food products produced by “Cottage Food Producers” may be sold at TFM pursuant to the rules and regulations established by the State of Texas Department of Health.
20. All foods must be properly labeled. No un-labeled packaged or processed foods are allowed.
21. The vendor is solely responsible and liable for any claims and damages resulting from the sale of unsafe, unapproved, or unsound goods.
22. Vendors must supply all materials and containers for customer sales.
23. Vendors are responsible for obtaining a Sales Tax Number if required by the State of Texas and collecting and paying any sales tax that may be assessed on their products. The vendor shall be responsible for filing and all returns required by the State of Texas with respect to sale tax collection. TFM will not involve itself in collection, audit, or other related sales tax activities.
24. Rules may be subject to change.

Required Permits and Fees

All vendors must receive an approval to attend TFM and food vendors must meet additional Health Department requirements and submit an additional fee.

1. Fees for 10'×10' space:
  - a. One day only = \$50 Fees are collected each day of vendor participation.
  - b. If you refer someone and they attend for 3 weekends, you get a FREE weekend. Pay in advance discount: Pay for 4 weekends and get 15% discount. (weekends are not transferrable unless Pre-approved by TFM Operators)
2. Food Tent – \$75
3. Electricity - \$15/day Limited Availability – not liable for any shorts or damages caused when using our generator. Or you can provide your own generator.
4. Food Truck - \$125
5. Temporary Food Establishment Permit
6. Food Handlers License (if giving out samples or other wise required)

Market Code of Conduct

TFM is a lease of a privately owned and operated facility. TFM has minimum expectations for all market vendors that they be reliable, be set up to greet customers for the opening of the market by 8 am, and keep a good, positive attitude for the duration of the market hours. Market vendors are expected to meet these expectations, in addition to complying with the market rules and regulations, to be allowed to continue to participate at the market. Incidents of unruliness and verbal disdain will not be tolerated and will result in immediate and permanent expulsion from the market.

Concerns or complaints may be discussed with the officers on-site before or after market hours.

1. The market and immediate vicinity is a “Family Friendly” area and all are expected to act appropriately.
2. Vendors are required to wear shoes and shirts at all times. Vendors should wear clean clothing and present a professional appearance.
3. Vendors may not smoke in any vendor area – must go to parking lot to smoke.
4. Foul language, profanity, or other rude behavior is not permitted.
5. Possession of firearms or consumption of alcohol or use of drugs, or operating under the influence is not permitted and is grounds for permanent eviction from the market.

Space Assignment

TFM will work to ensure all vendors have an appropriate booth space. Our goal is to provide a wide variety of goods at the market. The following rules will apply to space assignment:

1. Vendors with a history of good attendance at the market will be given first priority and will receive a regular assigned space. Reserved spaces not occupied 30 minutes prior to the opening of the market may be reassigned.
2. Each vendor will be assigned one 10 x 10 space.
3. Booth spaces not assigned to regular season vendors will be on a first come, first served basis on market days.
4. A vendor forfeits their reserved space if three markets are missed without notifying TFM.
5. If you arrive late or must leave early you will be placed on at the end of the market so as not to disturb market operations.

Market Operation:

1. “The” Farmers Market is responsible for the operation of the market and for enforcing the rules of the market. All vendors are expected to adhere to the market rules.
2. Violation of any provision of the market rules shall be a material breach and default by the vendor. The market representative shall reserve the right to cancel any vendor’s participation at any time if and when the vendor shall be found to be in violation of any market rule or eligibility requirements.

3. Designation and allocation of spaces at the market are determined by the market coordinator and may be changed at any time if the market coordinator deems it necessary.
4. Hours of operation are each Saturday from 8:00 AM until 6:00 PM. Vendors must arrive at the market no later than 7:30 AM to allow enough time to set up and be ready to greet customers for the opening of the market at 8:00 AM.
5. As a safety precaution, no moving vehicles shall be allowed in the Farmers Market area after 7:50AM.
6. Vendors shall clean up their areas at the end of each market and take unused produce and boxes away with them. Vendors are responsible for keeping their space and all areas around their space clean/free of any conditions that might potentially result in or cause injury to vendors and other persons or parties at all times during market hours. Sidewalks must be free and clear of debris/cardboard boxes.
7. TFM will operate rain or shine unless dangerous storms are forecasted. TFM coordinators will use the National Weather Service forecast at 2PM the Friday prior to the Market to notify if closed.

Products Sold at the Market:

1. All products sold at the TFM shall be grown, raised, and/or produced directly by the vendor within the North Central Texas and/or North East Texas regions, with the exception of approved full disclosure of selling another's product with the name, contact info, and location of origin.
2. Vendors shall sell only items the committee has approved for sale. Vendors wishing to add an item(s) to their list must first gain approval from the committee by submitting an amended application.
3. Vendors shall determine the pricing and display of their products.
4. All vendors must abide by the health code and restrictions, rules & laws of the City, County, and State of Texas.
5. All items intended for human consumption shall be kept off the ground at all times and be in safe and sound condition. The seller shall be solely responsible for damages resulting from the sale of unsafe or unsound goods.