

City of Killeen Farmers Market 2021 Handbook



Every Tuesday from May to October

3:00 pm – 6:00 pm (Market hours)

1:00 pm – 2:30pm (vendor set up)

6:00 pm – 7:00 pm (vendor tear down)

Rosa Hereford Community Center
2201 E. Veterans Memorial Blvd.

Recreation Services

Family Recreation Center
1700 E. Stan Schlueter Loop
Killeen, TX 76542

yvalderrama-santana@killeentexas.gov

P: 254-501-6390

All applicants must read the City of Killeen Farmers Market Handbook before filling out the application.

Participation in the COKFM is free.

A completed application and appropriate supplemental items must be submitted and approved by Market staff before applicant is eligible to sell at the Killeen Farmers Market.

Introduction

The City of Killeen Farmers Markets (COKFM) is under the management of The City of Killeen Recreation Services and was established to support local agriculture and businesses. The COKFM operates in accordance with all city, county, state, and federal laws. Products include agricultural produce such as vegetables, fruits, plants, herbs, raw meat, cut flowers, nuts, refreshments, and other specialty items that supplement produce sales such as honey, eggs, and baked goods. All produce and related items must be grown and/or produced in Texas.

Market Season

The City of Killeen Farmers Market runs from May to October, every Tuesday from 3:00 pm – 6:00 pm. The Market is held at Rosa Hereford Community Center, 2201 E. Veterans Memorial Blvd. Killeen, TX, 76542. Participation and application are free.

Weather Policy

The City of Killeen Farmers Market takes safety seriously and tries to control as much as possible (with the cooperation of vendors) to avoid harmful incidents. However, weather is very difficult to predict. COKFM has a set of general guidelines for severe weather events and we ask that vendors look to market leadership's discretion for any alterations that need to be made to the market's activities during severe weather events.

COKFM is a "**rain or shine market**," meaning it should be assumed we are open during regular hours when rain is in the forecast. COKFM aims to provide vendors with as much information about upcoming markets as possible. Exceptions to the "rain or shine" rule are when severe weather creates a serious risk to the safety of market vendors, staff, and patrons. This will likely take shape of a severe thunderstorm (with lightning) in the immediate vicinity, high winds, or a tornado warning. Other less common weather events include icy road conditions or flooding. Since many vendors travel from miles away, COKFM leaves them with the decision to attend the market in these circumstances. Proper notice will be required.

Definitions

- **Agricultural Products:** includes meat (except fish, fowl and feral animals) and produce that have been grown or animals born and bred from animals on the producers' land (including leased land). Dairy products such as cheese and yogurt or processed meat products, such as bacon, jerky and sausage that are produced with vendors' products or at his/her commercial kitchen, butcher or processing plant are also included.
- **Approved Product:** a product that has been approved by Recreation Services.
- **Artisan Producer:** is one using materials from outside the area of the farmers' market integrated with other local products or when assembled by a local artisan.
- **City of Killeen Farmers Market Coordinator (COKFM Coordinator):** Recreation Services representative at the City of Killeen Farmers Market.
- **Dumping:** Selling at substantially less than market averages.
- **Local Product:** any product grown or produced in Texas.
- **Naturally Grown:** this grower practices organic principles of soil enrichment and are certified by a collection of peers involved with www.naturallygrown.org. The use of synthetic fertilizers or synthetic fungicides, pesticides or added hormones is prohibited. Certified Naturally Grown farmers reflect a commitment to work within the natural biological cycles that are necessary for a truly sustainable farming system - a system that works in harmony with micro-organisms, soil flora and

fauna, plants and animals, to maintain and increase the long-term fertility of soil, leaving it even more vibrant and alive for the next generation of farmers.

- **Non-Agricultural Producer:** is one practicing the culinary art of creating the product offered for sale. This process includes changing the form, flavor, and/or the substance of raw products using as many local and market products as available to make that change.
- **Organic:** this grower practices strict organic principles of soil enrichment and pest control and is certified either by the state or a third-party certification firm. Organic growers may use natural fertilizers, or synthetic fungicides or pesticides allowed by the law when a natural alternative is not available. Organic Value-added vendors must utilize only certified organic ingredients and follow organic labeling requirements.
- **Prepared Food Products:** food and drink prepared in accordance with local, county, state, and federal regulations (either on-site or off-site) by chefs, bakers, confectioners, and beverage makers, and sold by these producers at the market.
- **Producer:** the farmer or grower of any raw agricultural product or the person who produces or makes any Value-Added product.
- **Producer Cooperative:** a legally incorporated collaboration of producers or growers who market their produce or agricultural products collectively.
- **Re-selling:** Buying and reselling any item without additional ingredients or modifications to the existing product. Example: 1) farmer selling fruit or vegetable grown by another person or from a wholesale outlet. 2) purchasing balsamic vinegar and repackaging/labeling as your own product. What is acceptable is infusing, blending or adding other ingredients to make it your own.
- **Seasonal Producer:** An agricultural producer that grows only agricultural products that are not possible to grow year-round and are highly seasonal. An example would be a farmer only growing peach.
- **Sustainable:** is a whole-systems approach to food production that balances environmental stewardship, social equity, and economic viability. It is an integrated system of plant and animal production practices with a site-specific application that will over the long-term: preserve and encourage biodiversity, enhance environmental quality and the natural resource base of the land, minimize use of nonrenewable resources, maximize use of on-farm resources, create as little waste as possible, engender the humane treatment of all animal life, and provide fair wages and working conditions to all employees. For more information visit <https://texasfarmbureau.org/>
- **Value-Added Product:** an agricultural product that is processed in order to improve the product for the customer and also results in a higher net worth. The item may be edible, such as jelly or pickles, or it may be inedible, such as a wreath from dried okra pods.
- **Value-Added Vendor:** a vendor who produces food and other products that are derived from agricultural products.
- **Vendor:** a seller at the market.

Type of Vendors

a. Agricultural Producer

- Produce that has been grown on the producer's land (including leased land) located in Texas
- Meat (except fish, fowl and feral animals), that is from animals born and bred on the producers' land (including leased land) and processed at a USDA inspected facility as well as processed meat products such as bacon, jerky and sausage, or products such as eggs, cheese, yogurt, honey, soap or yarn from these animals
- Foraged and wild-crafted items where the producer responsibly wild harvests a raw agricultural product from their own land, leased-land or public land (where foraging is allowed) and packages

the item(s) with minimal additional ingredients. Example products include yaupon tea, chile pequin, henbit or ramps

- Examples: Farmers, Ranchers, Beekeepers, Foragers
- Producer must hold all required permits, licenses, and insurance policies necessary for their business operation
- Vendors must provide a copy of the following documents:
 - Food Handler’s Permit/Card
 - Liability Insurance Policy of at least \$50,000

b. Value-Added Vendor

- Culinary products from any operation that has changed the form, flavor, blend and/or the substance of raw products using as many market products as available, preference given to those vendors who use local products. Organic ingredients must be incorporated when available.
- Examples: Beverage, Hummus, Cider, Dog Food & Treats, food for animals, sauces
- Commercial kitchen must be in Texas
- Value Added vendors operate under the Bell County Public Health District
- Vendor must have a Food Handler’s Permit/Card and the Food Manager’s Certification
- Vendor must hold an insurance policy
- For information on permits and regulations visit the Texas Department of State Health Services (<https://dshs.texas.gov>) and/or Bell County Public Health District (<https://www.bellcountyhealth.org/>)
- Vendors must provide a copy of the following documents:
 - Food Handler’s Card
 - Food Manager’s Certification
 - Liability Insurance Policy of at least \$50,000

c. Cottage Food Vendor

- Selling non-potentially hazardous foods that are made in the home and fall under the Texas Cottage Food law
- Any food, excluding meat, that does NOT require Time or Temperature Control for Safety (NTCS)
- Example: Baked goods that do not require refrigeration, candy, Salsa, Coated and uncoated nuts, Unroasted nut butters, Canned jams and jellies, Fruit pies High acid or acidified fruit butters, Dehydrated fruits and vegetables including dried beans, Cereal, Vinegar, Pickles, Mustard, Roasted coffee or dry tea, Dried herbs or herb mixes, Canned acidified plant-based foods with a pH of 4.6 or less, Fermented vegetables with a pH of 4.6 or less, Pickled fruits or vegetables with a pH of 4.6 or less
- Vendor must have the Food Handler’s Card
- Vendor must hold an insurance policy
- Each product for sale must have a labeled as outlined in the Texas Cottage Food Law
- For more information visit Texas Cottage Food Law (<https://texascottagefoodlaw.com/FAQ/#foods>)
- For information on permits and regulations visit the Texas Department of State Health Services (<https://dshs.texas.gov>) and/or Bell County Public Health District (<https://www.bellcountyhealth.org/>)
- Vendors must provide a copy of the following documents:
 - Food Handler’s Card
 - Liability Insurance Policy of at least \$50,000

d. Prepared Food Vendor

- Vendors offer freshly made food and drinks available for sale and immediate consumption on-site at COKFM. These products may be hot or cold ready-to-eat foods or drinks. Products must use as many market products as available, preference given to those vendors who use local products. Organic ingredients must be incorporated when available
- Examples: Waffles, Brisket, Iced Beverages, Tacos, Burgers
- Commercial kitchen must be in Texas
- Vendor must have the Food Handler's Permit/Card and the Food Manager's Certification
- Vendor must hold an insurance policy
- For information on permits and regulations visit the Texas Department of State Health Services (<https://dshs.texas.gov> and/or Bell County Public Health District (<https://www.bellcountyhealth.org/>)
- Vendors must provide a copy of the following documents:
 - Food Handler's Permit/Card
 - Food Manager's Certification
 - Liability Insurance Policy of at least \$50,000

e. Artisan and Crafter Vendor

- Materials from outside the area of the farmers market when integrated with other local products or created by a local artisan located in Texas
- Selling art and items that are "hand crafted" by the vendor or a member of the vendor's craft unit. The use of stencils, Cricut, or other machines for mass production are not allowed
- Examples: Beauty and skincare products, jewelry, art, ceramics, woodworks, hand painted items, hand/machine sewn items, pottery, candles, furniture, purses, hair accessories, quilts, other fiber arts
- Vendor must hold an insurance policy
- Vendors must provide a copy of the following document:
 - Liability Insurance Policy of at least \$50,000

f. Non-Profit Groups

- Non-profit groups may participate at the market as space permits. Nonprofits who are accepted to participate in the market are identified by criteria determined and discretion of Recreation Services.
- Criteria: community oriented, science, charitable, literary, research, public safety testing, children's safety, and animal cruelty prevention
- Recreation Services and City of Killeen Farmers Market does not partner with political or religious nonprofits, or those affiliated with lobbying entities.
- Examples: Pet adoption groups, blood drives, Girl Scouts

What Can be Sold at the COKFM

- **Agricultural products** grown or produced by the seller, including but not limited to:
 1. vegetables
 2. fruits, nuts, berries
 3. ornamental plants and flowers
 4. eggs
 5. milk and cheese
 6. meat and poultry
 7. seafood, either farm-raised or wild-caught

8. honey
9. edible plants and plant start
 - **Value-Added and Cottage products** produced by the seller, including but not limited to:
 1. prepared foods
 2. jams and jellies
 3. pickles, vinegars, salsas
 4. seasoning mixes, sauces
 5. dried flower arrangements
 6. baked goods
 7. herbal lotions, soaps, teas, etc.
 - **Artisan and Crafter products** produced by the seller, including but not limited to:
 1. beauty and skincare products
 2. jewelry
 3. art, ceramics, woodworks, hand painted items, potter
 4. hand/machine sewn items, quilts
 5. candles
 6. furniture
 7. purses
 8. hair accessories, quilts,

All vendors must comply with all applicable city, county, state, and federal health regulations at all times. Recreation Services will keep in each vendor's file copies of all applicable permits and licenses. It is each vendor's responsibility to provide current copies to Recreation Services, as well as to keep copies with them at the market to be available for inspection by government officials.

Market Operations

- **Requirements for Set Up:** list of items needed to set up
 - ✓ Visible business name signage, product name, and pricing
 - ✓ Trash can
 - ✓ Tables and chairs
 - ✓ Sacks, bags, or boxes for sales
 - ✓ Name Tags (issued by Recreation Services upon approval)
 - ✓ Class 2A-10 BC rated fire extinguisher required for vendors using grills, batteries, generators, or sternos (this includes any battery operated fans, etc)
 - ✓ Class K rate fire extinguisher required for vendors cooking with fats, oils or grease
 - ✓ 10'x10,' clean and serviceable tent with 25 lbs. weights per leg
 - ✓ For Cottage foods vendors, individually wrapped and labeled items see label below:

Business Name
Address, City, TX, Zip Code

Name of Product

This product contains the following allergens:

<input type="checkbox"/> Nuts	<input type="checkbox"/> Soy
<input checked="" type="checkbox"/> Eggs	<input type="checkbox"/> Milk
<input type="checkbox"/> Wheat	<input checked="" type="checkbox"/> Peanuts

This product is made in a home kitchen and is not inspected by the Department of Safety Health Services or a local health department.

- **Other useful items (not required):**

- ✓ Cash box for change and/or credit card device
- ✓ Receipts
- ✓ Business cards/contact info
- ✓ Fans

- **Vendor Set-Up Logistics**

1. Vendors can arrive as early as 1:00 pm and need to be ready to sell by 2:30 pm
2. Vendor is responsible for all & any set up needs: tables, chairs, shade devices, set up, tear down, staffing, materials, lighting if needed, keeping area clean, disposing of trash, etc
3. The average stall size is 10 ft. x 10 ft. Vendor booths must not encroach on neighboring vendor booth areas or Market goer walkways. A set-up map will be sent via e-mail the ***Friday*** before the Market. Stall assignment requests will be honored on a first come, first serve basis
4. No vehicles are permitted in the event area unless you are a food truck, or it is part of the vendor booth 30 minutes prior to event start. Vendors must **IMMEDIATELY** unload and then move vehicle to a parking spot outside the event area
5. Vendor tear down begins shortly after the event ends. Vendors must stay during the duration of the event and are asked to not leave early. Vehicles will be allowed in event area shortly after the event ends and once the crowd has cleared
6. If you have a grill or sternos as part of your vendor set up ***you must have a Class 2A-10 BC*** rated fire extinguisher ***on site and within reach of your booth*** during the event at all times. The fire extinguisher must have current inspection and be fully charged. If you use fryers, a class K extinguisher will be required on site and within reach of your booth
7. There are no electrical outlets at the Market. You may bring your own generator if needed, and you must notify COKFM Coordinator at least five business days before the Market day
8. If vendor chooses to use a tent it must be clean and well working. We prefer vendors to have a 10 ft. x 10 ft. EzupTent or Zshade Tent. Most accidents at events involve pop up tents. It is your job to minimize the risk. Tent must be weighted down. ***NO EXCEPTIONS.*** Tents must be ***weighted down with at least 25 lbs of weight per leg.*** If you show up and do not have weights, you may not use a tent. (Gallon water jugs and single bricks are not safe. Professional grade tent weights including PVC pipe filled with concrete or tent weight sandbags are safe ways to weigh down tents. Strong gusts come up without warning at any time before, during or after the event. Tying tents to tables, coolers, or any other object that is not a weight provides tripping hazards and frequently does not provide adequate weight.) Vendor safety is just as important as event goer safety.

NOT ACCEPTABLE WEIGHTS



ACCEPTABLE WEIGHTS



Restrictions

Vendors must abide by the following restrictions. Failure to comply will result in immediate forfeiture of permit(s):

1. Vendors are not allowed to sell or distribute alcohol
2. Vendors cannot leave a vehicle or cart unattended
3. Is prohibit to park at a designated spot overnight
4. There is NO DRIVING ON PARK GROUNDS permitted during event time
5. NO smoking, vaping, chewing, or any tobacco products of any kind is permitted by vendors and/ or their agents
6. Vendors are not allowed to have pets/live animals for sale or accompanied by vendors at the Market unless they are used as a service animal or it is previously approved by Recreation Services
7. No fires except in barbecue grills and/or kettles
8. Selling bottled water is permitted with a price of no more than \$1.00 each
9. Only generators at or below a decibel level of 60 are permitted at the market to minimize noise pollution
10. Providing samples at the Market is permitted under the Farmers' Market Bill (HB 1382) Sampling at Farmers' Markets guidelines:
 - Distribute the samples in a sanitary manner (for example, by providing toothpicks for individual servings);
 - Have potable water available (for example, by having a jug of drinking water);
 - Wash any produce intended for sampling with potable water to remove any visible dirt or contamination.
 - When preparing the samples, either wear clean, disposable plastic gloves or observe proper hand washing techniques immediately before preparation.
 - Use smooth, nonabsorbent, and easily cleaned (i.e. metal or plastic) utensils and cutting surfaces for cutting samples, or use disposable utensils and cutting surfaces;
 - Keep samples of cut produce or other potentially hazardous foods at a temperature of 41 degrees or colder or dispose of the samples within two hours after cutting or preparation.
 - Meat or poultry products must come from animals processed in compliance with the regulations for livestock processing. (Texas Health & Safety Code Chapter 433).
11. Vendors are required to stay for the entire market (until 6:00pm), even if they sell out early

Only approved City of Killeen Farmers Market vendors may participate in the Farmers Market. Vendors may advertise their own Farmers Market related business within their stall space. Vendors may not solicit, pass out fliers, or provide samples within the Market aisles.

Additional Agents

Sales or representation of business by vendor and family members and/or employees, also known as "agents," is permitted. **Each agent must read the handbook and sign the Acknowledgement form** prior to selling and wear name tags given by the Market.

Attendance

The City of Killeen Farmers Market is a **rain or shine event**. Please plan your vendor set-up accordingly. The COKFM Coordinator will notify vendors of possible bad and/or Market cancellation. Vendors are at liberty to sell or not to sell only if there is rain. In that case "no shows" and unexcused absences will not count against vendors. If it does not rain, vendors must participate.

Vendors must notify the KFM Coordinator via e-mail by **3:00 pm on the Thursday (5 days) before the Market** if they are going to be absent. Vendors may miss as many as 5 Market dates. Failure to notify the COKFM Coordinator 5 days in advance or not showing will be an unexcused absence.

Vendors exceeding 5 approved absences, exceeding two unexcused absences, or arriving late more than once could result in dismissal from the current season. Vendors will be placed at the bottom of the wait lists for current season and may re-apply the following season.

Any requests by current vendors to be added to additional Market dates must be received by the COKFM Coordinator as soon as possible. If market spots are filled for a particular date, then the vendor will be added at the bottom of the wait list.

Non-Compliance and Penalties

Violations of COKFM rules and regulations will result in the following disciplinary action by COKFM Coordinator. All violations will be determined on a case by case basis.

Violation	1st Offense	2nd Offense	3rd Offense
No show (Failure to show with no inclement weather)	Written Warning	Dismissed from Market.	N/A
Exceeding approved absences (Vendor having more than 5 approved absences)	Written warning at beginning of fifth approved absence	Dismissed from Market	
Professional code of conduct violation	Written Warning	Dismissed from Market.	N/A
Failure to weigh down tent by 3:00 pm	Verbal warning – must weigh down or take down tent.	Dismissed from Market.	N/A
Unexcused absence (failure to provide notice of absence 5 or more days prior)	Verbal warning	Written warning	Dismissed from Market.
Failure to move vehicle after unloading or vehicle is in Market area after 2:30 pm or before 6:00 pm	Dismissed from Market.	N/A	N/A
Prohibited product (Selling products that are not preapproved by Market staff)	Written Warning	Dismissed from Market.	N/A
Tardy (Arriving after 3:00 pm or not ready to sell by 2:30 pm)	Written Warning	Dismissed from Market.	N/A
Leaving early (Leaving before 6:00 pm without selling out or prior permission)	Written Warning	Dismissed from Market.	N/A
Any other violation	Verbal Warning	Written Warning	Dismissed from Market.

Amendment

The City of Killeen Farmers Market rules and regulations may only be amended with the approval of the City of Killeen Recreation Services. The City of Killeen Recreation Services may update market procedures and criteria at their discretion.

Application Process

Potential vendors must submit a completed COKFM Application, photo of booth set up, List of products, and supplemental items. to the COKFM Coordinator via e-mail (yavlderrama-santana@killeentexas.gov), mail or drop off in person (Family Recreation Center, 1700 E. Stan Schlueter Loop Killeen, TX 76542). Please allow up to 10 business days for approval.

PLEASE NOTE - Filling out an Application does not guarantee acceptance to the market.

Deadlines: April 26, 2021 to sell at first Market day (May 4, 2021). Vendors are accepted throughout the season and are added to Market days if space is available until Tuesday, October 26, 2021.

All Vendors must attend **ONE of the following Mandatory Meetings:**

Tuesday, April 27, 2021 3:00 pm

Thursday, April 29, 2021 5:00 pm

Held at the Rosa Hereford Community Center (Room 200), 2201 E. Veterans Memorial Blvd.

Vendors applying after **April 26, 2021** must meet with COKFM Coordinator prior to selling at the Market. This meeting will be coordinated once the application has been received and approved.

Once a vendor is approved and has attended one of the mandatory meetings, the applicant is eligible to sell at the Market.

Requirements

Vendors may sell only what they grow or produce. Resale of produce, value added goods, or artisan products that are purchased from another business or farm is not allowed.

All Farmers Market vendors are required to submit the following items:

- City of Killeen Farmers Market Application (<https://www.killeentexas.gov/177/Recreation-Services>)
- Photo of vendor setup
- List of Products
- Additional supplemental items listed below based by vendor type

Deadlines

Action	Deadline
Admission of New Products	5 business days in advance (Thursday)
Absent	5 business days in advance by 3:00 pm (Thursday)
Additional Dates to sell	As soon as possible.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	FARMERS MARKET		Admission of new products. Notification of absence by 3:00 pm	Map is e-mailed out		

Vendor Set Up Samples:



Signage

Pricing



Signage

Tent weights

Killeen Farmers Market Location:

