

# City of Killeen Farmers Market 2021 Application



**Every Tuesday from May to October**  
3:00 pm – 6:00 pm (Market hours)  
1:00 pm – 2:30 pm (vendor set up)  
6:00 pm – 7:00 pm (vendor tear down)

Rosa Hereford Killeen Community Center  
2201 E. Veterans Memorial Blvd.

**Please return all paperwork to the following contact:**

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

E: [yvalderrama-santana@killeentexas.gov](mailto:yvalderrama-santana@killeentexas.gov) • P: 254-501-8873

***Please allow up to 10 business days for vendor approval to the Farmers Market.***

**Return all paperwork by April 26, 2021 to be considered for the 1<sup>st</sup> Tuesday of the season. After the 1<sup>st</sup> Tuesday of the season, new applications will be accepted until October 12, 2021.**

All applicants must read the City of Killeen Farmers Market Handbook before filling out the application. Found online at [www.killeentexas.gov/rec](http://www.killeentexas.gov/rec)

***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.***

All Farmers Market Vendors submit the following items:

- City of Killeen Farmers Market Application
- Photo of vendor setup
- List of Products
- Supplemental items based on vendor type
- Business Representative Application (if applicable)
- Acknowledgment & Waiver

# City of Killeen Farmers Market 2021 Vendor Application

## Business Information

Owner Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address (Street, City, Zip): \_\_\_\_\_

Farm Address (if different from above): \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Website Address: \_\_\_\_\_

**Stall space (Average stall size 10'x10'):** Check how many spaces you wish to have?  1  2  3

**Does your set up use a propane grill, charcoal grill or gas/battery generator?**  Yes  No

**Would you be interested in providing an activity or demonstration as an educational component?**  
 Yes  No

**Farmers Only:** A few stalls allow direct access to trailers. These stalls will be assigned for the entire season on a first come first serve basis. Priority will be given to vendors who agree to attend the most market dates.

**Do you request to bring a trailer unhitched from your vehicle?**  Yes  No Size of trailer: \_\_\_\_\_

## Select the Type of Vendor

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Agricultural Producer | <input type="checkbox"/> Prepared Food Vendor | <input type="checkbox"/> Non-Profit Groups |
| <input type="checkbox"/> Value-Added Vendor    | <input type="checkbox"/> Artisan and Crafter  |  |
| <input type="checkbox"/> Cottage Food Vendor   | Vendor  |  |

## List of Products

List the items that will be sold at the market. Vendors will be expected to sell only what is listed. The application will not be processed without a detailed list of products you will bring to the market. If a vendor would like to add items during the season, the vendor **must have products approved at least 5 business days prior to a Market day** by Market staff. This needs to be done via e-mail.

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**Farmers Market Dates (3:00 pm – 6:00 pm):** Check ALL dates you wish to sell at. **ALL DATES**

- May. 4  May. 11  May. 18  May. 25  Jun. 1  Jun. 8  Jun. 15  Jun. 22  Jun. 29  
 Jul. 6  Jul. 13  Jul. 20  Jul. 27  Aug. 3  Aug. 10  Aug. 17  Aug. 24  Aug. 31  Sept. 7  
 Sept. 14  Sept. 21  Sept. 28  Oct. 5  Oct. 12  Oct. 19  Oct. 26

### Staff Only:

Confirmed By: \_\_\_\_\_ Date: \_\_\_\_\_ Photos: \_\_\_\_\_ List of Products: \_\_\_\_\_

Food Manager's Exp: \_\_\_\_\_ Food Handler's Exp: \_\_\_\_\_ Supplemental Items: \_\_\_\_\_

# Killeen Farmers Market 2021 Business Representative Application

## List of Representatives:

Business owners are required to be present for all COKFM dates. If unable business owners may send a representative that will be present at the COKFM. Please fill out the information below.

Representative Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

# City of Killeen Farmers Market 2021 Acknowledgment & Waiver

## ACKNOWLEDGEMENT

\_\_\_\_\_, (herein referred to as "Vendor") acknowledge that I am applying to become a vendor at the City of Killeen Farmers Market and agree to the rules and regulations created and enforced by the City of Killeen Recreation Services. Vendor and agents acknowledge that they are required to abide by all state and local guidelines including food safety requirements and licenses. If you are required to obtain a food permit, sales & tax certificate or mobile vending license, it is your responsibility to provide a copy of such permit to the market manager on your first day and have it available for possible inspections. Vendors and agents acknowledge that laws, regulations, and rules put forth by the federal, state, city, or county government must be followed. Vendor and agents understand it is the policy of the City of Killeen Farmers Market that products sold at the Farmers Market must be grown by me and/or those affiliated with my operation, prepared by me or crafted by me and/or those affiliated with my operation. Vendors and agents understand that re-selling of any products or goods is prohibited and may result in dismissal for current season. Vendors and agents understand that selling products not pre-approved by Recreation Services may result in dismissal for current season. Vendors and agents understand that Market staff and/or authorized Vendor Representative designee may perform site inspections. Vendor and agents release the City of Killeen from any and all injury, liability, loss or damages that may occur to property or self, while on the premises. Vendor and agents hereby agree to indemnify and hold harmless the City of Killeen for any action or liability which may arise from this event. Vendor and agents understand that upon approval they will be present for all Markets for which they have signed up. Vendors and agents agree to abide the attendance policy. Should vendor have to be absent, at least five business days' notice will be provided. Failure to provide notice 5 days in advance, arriving late, exceeding five absences, or being absent for two unexcused Markets may result in dismissal for current season.

## PHOTO & VIDEO WAIVER

I hereby grant Recreation Services permission to use my likeness in a photograph or video in any and all of its publications, including web site entries without payment or any other consideration. I understand and agree that any photographs or videos taken will become the property of Recreation Services and will not be returned. I hereby irrevocably authorize the market to copy, exhibit, publish, or distribute these photos and videos for the purpose of publicizing the Recreation Services or any other lawful purpose. Additionally, I waive any right to royalties or other compensation arising or related to the use of either photos or videos.

**Vendor and all agents have read and agree to all the rules and regulations laid out in by Recreation Services.**

*I have read and agree to adhere to rules and regulations in the City of Farmers Market Application (Please Initial) \_\_\_\_\_*

*I have read and agree to adhere to rules and regulations in the City of Killeen Farmers Market Handbook (Please Initial) \_\_\_\_\_*

**Point of contact/business owner is responsible for all employees that represent their business or that handle money. All food vendors must submit Food Handlers cards for all employees, and, per law, those employees must have their cards on them at all times**

Owner Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

# **City of Killeen Farmers Market 2021 Rules & Regulations**

## **VENDOR TYPE**

Preference is given to vendors whose products are comprised of Texas grown/made ingredients and sustainable packaging.

### **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 label 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/Community 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

## POLICY

### WEATHER POLICY:

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.

### PROFESSIONAL CODE OF CONDUCT:

In the spirit of professionalism, participants shall conduct themselves in a manner that represents the City of Killeen and the Recreation Services Department with honor, dignity, and respect.

- Discrimination in any form is prohibited. Discrimination is the treatment or consideration of, or making a distinction in favor or against, a person based on the group, class, or category to which that person belongs, including but not limited to race, color, national origin, age, disability, economic class, sex, gender expression or sexual orientation.
- Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected, and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.
- Other standards and conduct: Vendors should be knowledgeable about products, how they are used, grown, or produced and be able to communicate these things clearly to the customers. Products should be displayed in a sanitary, presentable, and attractive manner. Vendors are expected to be courteous, professional, and presentable at all times. Inappropriate language or behavior, clothing, harassment, or abuse toward anyone at any market will not be tolerated and may be reason for expulsion.
- Vendors commit to not publicly disparage City of Killeen Farmers Markets.

### Staff Only:

Confirmed By: \_\_\_\_\_ Date: \_\_\_\_\_ Photos: \_\_\_\_\_ List of Products: \_\_\_\_\_

Food Manager's Exp: \_\_\_\_\_ Food Handler's Exp: \_\_\_\_\_ Supplemental Items: \_\_\_\_\_