

City of Killeen Farmers Market 2022 Application



A Recreation Services Program

Every Tuesday from May to October

4:00 pm – 7:00 pm (Market hours)

2:00 pm – 3:30 pm (vendor set up)

7:00 pm – 8:00 pm (vendor tear down)

Location

Lions Club Park

1700 E. Stan Schlueter Loop

Please return all paperwork to the following contact:

Recreation Services

Family Recreation Center

1700 E. Stan Schlueter Loop

Killeen, TX 76542

E: lhaussner@killeentexas.gov • P: 254-501-6557

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

**Return all paperwork by April 18, 2022 to be considered for the 1st Market Day, May 3rd.
After the 1st Tuesday of the season, new applications will be accepted until October 11, 2022.**

All applicants must read the City of Killeen Farmers Market Handbook before filling out the application. Found online at 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 2022 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.

Farmers Market Dates (4:00 pm – 7:00 pm): Check ALL dates you wish to sell at. **ALL DATES**

May 3 May 10 May 17 May 24 May 31 Jun. 7 Jun. 14 Jun. 21 Jun. 28
 Jul. 5 Jul. 12 Jul. 19 Jul. 26 Aug. 2 Aug. 9 Aug. 16 Aug. 23 Aug. 30 Sept. 6
 Sept. 13 Sept. 20 Sept. 27 Oct. 4 Oct. 11 Oct. 18 Oct. 25

Staff Only:

Confirmed By: _____ Date: _____ Photos: _____ List of Products: _____

Food Manager's Exp: _____ Food Handler's Exp: _____ Supplemental Items: _____

Killeen Farmers Market 2022 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 2022 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 2022 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

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
- 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

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
- 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

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
- 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

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

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:

The safety of our citizens is of the utmost importance during our special events. At the discretion of supervisory staff, an event may be cancelled due to the following weather conditions:

- If lightning or thunder is present or pending within the event venue (within a 15-mile radius)
- If a Severe Storm Warning has been issued for Bell County
- If rain, hail, wind or any other weather condition present a safety concern
- If the venue experiences a power outage

Special Events are defined as events hosted by the City of Killeen Recreation Services Department.

Lightning and Thunder

In the event of lightning visibility or within 15 miles, the venue will be evacuated and closed immediately. Guests and Vendors must exit the venue. Would we build into this sentence a delay process i.e. in the event of lightening within our designated distance, said event will go into an immediate closure and (30) minute delay. If/when lightening continues to be within designated distance halfway through our initial delay period staff will communicate another (30) minute delay starting at the end of the initial delay. If during the second delay halfway through staff continues to register lightening within our designated distance said event will be permanently cancelled and further communication will be put out regarding details involving the event. Would also consider adding how we will initiate a “inclement weather hold” i.e. Official declaration of an inclement weather hold will be signaled through staff by blowing n air horn on site (3) times in sequence.

Lightning Detectors

Staff will carry a “Personal Lightning Detector” during all events. The “Strike Alert HD” has 360-degree lightning strike detection and detects lightning up to 40 miles away. This device serves as further security against lightning storms.

City of Killeen Farmers Market (COKFM) “Rain or Shine”

COKFM is a “rain or shine market,” meaning it should be assumed we are open during regular hours when rain is in the forecast. The Market will be suspended/closed immediately if severe weather creates a serious risk to the safety of market vendors, staff, and patrons.

Rain

Special events may take place when rain is in the forecast. Recreation Services will monitor the weather and make a decision dependent on how the rain progresses. Events will be suspended/closed immediately if severe weather creates a serious risk to the safety of event vendors, staff, and patrons.

Tornado Warning

During a tornado warning, all outdoor event users will be asked to take shelter in the respective shelter area at the venue until the warning is lifted.

Suspend an event for the remainder of the day

If we are required to suspend an event due to severe weather, the event will not resume after the severe weather stops.

No Refunds

Texas weather is extremely unpredictable, and we ask that vendors and patrons plan accordingly. Killeen Recreation Services is not responsible for loss due to inclement weather. In case of inclement weather, vendors and patrons will be asked to leave for safety. Due to the unpredictability of Mother Nature, there will be no refund of fees.

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: _____