

City of Stephenville Main Street Farmer & Artisan Market Rules, Procedures and Operating Guidelines

To be a vendor all need to complete interest form and email to mainstreet@stephenvilletx.gov

Location:

Downtown Plaza at the corner of W Washington St & N Belknap St but also subject to change due to city wide events.

Hours of operation

The Stephenville Farmers & Artisan Market is held on the 1st Saturday of the month from March to October. The market will be held at the Stephenville Downtown Plaza at W Washington & S Belknap St.

For the safety of our customers, market participants must arrive at the market no later than 8:30 a.m. and may not drive their vehicle in or out of the market parking lot after 8:45 a.m. or before 12:00 p.m. All market participants must be ready to the public at 9:00 a.m. The market will open at 9:00 a.m. and close at 12:00 p.m. each market. Cars are allowed through for unloading but must be parked in the appropriate lots for the duration of the market. Safety is our top priority.

Clean-up

Market participants are responsible for maintaining their space in a clean and sanitary manner with attention to public safety and respect for the use of this public space by others following the end of the market day. Market participants are responsible for cleaning all trash and waste including sweeping up any debris within and around their allotted space that they created. On-site trash receptacles are provided for customer and participant use. If disposing of cardboard boxes, please break them down before placing them in trash receptacles.

Inclement weather

The Stephenville Main Street Farmer & Artisan Market is outdoors and open rain or shine. Participation on market days with severe or inclement weather is at the discretion of farmers, ranchers, growers, or producers. Be sure to notify market personnel of your decision not to participate 48 hours ahead of time. In cases of weather reports predicting inclement weather, such as high winds, severe thunderstorms, tornado warnings, etc., Market Management reserves the right to cancel the market. If Market Management cancels the market, participants will be notified of the closure in a timely manner by email or phone.

Market equipment/supplies

Market Management will supply market canopies, they will be set up on the mornings of and are on a first come basis. If you are set up under one of our tents at the end of the market, if you would please help take it down before you leave. Each farm/business will be responsible for bringing tables, tablecloths, chairs, certified scales, signage, price lists, marketing materials, food sampling supplies, change, and whatever else they need for their sales. Vendors are allowed to bring their own 10x10 tent.

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All Vendors

1. **Market rules** must be read and acknowledged. Please sign and email to mainstreet@stephenvilletx.gov
2. Copies of all proper **permits, certifications, licenses**, etc. must be received by Stephenville Main Street before a vendor can attend any market.
 - Food handlers licenses
3. **Laws, regulations, and rules put forth by the federal, state, city, or county government** must be followed by all vendors.
4. Vendors must be **set up & ready to sell** no later than 15 minutes before the market open. No Driving within market boundaries is permitted 15 minutes before market open and until 15 minutes after the close of market.
5. **Smoking and vaping** is not permitted in market territory. Vendors must leave market boundaries so that smoke or vape does not reach shoppers or other vendors. Cigarette butts must be properly disposed of in safe containers and removed by vendor.
6. Please do not bring your own animals to the Stephenville Farmer & Artisan Market. Service animals are welcome in any case.
7. Vendors must display **signage with prices and vendor information**. Vendors should keep prices fair and reasonable, **no dumping**. Signage should clearly identify family name and/or the name of their farm/business including the city, town, or county where production occurs, as well as Sales Tax Permits and Certificate of Registration for Weights and Measures where applicable.
8. Vendors must contribute to **accessibility** at the market by clearing a fire lane and maintaining an ADA pathway.
9. Non-Discrimination policy: Stephenville Main Street is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.
10. No **disruptive or aggressive marketing** is permitted in the market.
11. All food vendors must comply with Federal, State, Stephenville, and Erath County **Health Department rules**. Texas Cottage law must be followed.
12. **Follow labeling requirements from the State of Texas**, which must label all products with the following information: 1. Contact information: address, phone # and/or email address 2. Contents: Name of item should include common and usual name 3. List of ingredients according to weight. 4. Eight common allergens.
13. **Cottage law vendors** must indicate on product labels this statement: This product is not inspected by any state of Texas or local health department. Find detailed information here: <https://www.dshs.texas.gov/retail-food-establishments/texas-cottage-food-production>

Please Sign and Date

X _____

Date _____

Print Name & Business Name:
