



Dear Farmers Market of Grapevine Applicant:

Thank you for your interest in being a vendor at the Indoor Farmers Market! Please follow all application instructions carefully and fill out the forms neatly. Submission of an application does not guarantee acceptance. The Farmers Market of Grapevine owners reserve the right to select or refuse vendors. Considerations may also include prior participation, longevity, reliability and prior reprimands for not following policies. We look forward to working with you!

For consideration, the following items must be completed and enclosed:

- 1) Application
- 2) Notarized Hold Harmless agreement
- 3) Exclusive Agreement
- 4) Attached copy of Manufacturing License and/or Health Permit from a Certified Commercial Kitchen
- 5) Attached copy of Food Handlers License

Incomplete forms are not accepted.

Jack and Racquel Morehead
Owners, Farmers Market of Grapevine
(817) 527-7446
farmersmarketofgrapevine@gmail.com



Please use this area for comments or requests.

Vendor Checklist:

- Exclusive agreement**
- Hold Harmless agreement signed and notarized**
- Completed application**
- Attached copy of manufacturing license and/or health permit from a certified commercial kitchen**
- Attached copy of food handlers license**

I have read and understand the policies and procedures for Farmers Market of Grapevine. I agree to follow all rules and regulations set forth by Farmers Market of Grapevine and understand that failure to do so can result in immediate expulsion. I will have no dogs, cats, or pets of any kind, illegal substances, alcohol or weapons on my person, my table or my vehicle while at the Farmers Market of Grapevine or during any events.

Signature _____ Date _____

Mail, email, or deliver applications to:
Farmers Market of Grapevine
520 South Main Street #203
Grapevine, Texas 76051
farmersmarketofgrapevine@gmail.com

Vendor Policies and Regulations

Please review the following:

1. The Farmers Market of Grapevine is an indoor market that operates 8a.m. to 8p.m. Monday – Saturday and Sunday from 9a.m. to 6p.m. located at 520 South Main Street #203 from January 1st – December 31st.
2. The Farmers Market of Grapevine owners have the final authority on-site to interpret and enforce rules and regulations related to the Farmers Market of Grapevine. Vendors that do not comply with instructions and/or the policies and regulations of the Farmers Market of Grapevine will be considered in default and may be not eligible for future markets.
3. We communicate with all the vendors through the GroupMe app. Once approved, you will receive a text to join the group. Please make sure that you download the app.
4. Application Process:
 - a. You may drop off samples of your product along with your application at the indoor market during business hours. Any samples you may provide will not be returned.
 - b. Samples, labels, packaging, and any other changes must be approved by Racquel Morehead before you can display product.
 - c. You must attach a copy of your manufacturing license and/or your health permit from a certified commercial kitchen to be considered for approval.
5. Approval:
 - a. Once approved, you will need to sample either Saturday or Sunday the week you bring product for at least 2 hours.
 - b. **Barcodes:** Your product MUST have a barcode for it to be in our store. If you do not own any barcodes you may buy them at instantupccodes.com. We use Dymo LabelWriter450 to print labels and the Dymo software that comes with it. The Dymo LabelWriter450 is a thermal printer so it does not need ink. You can buy labels on the Dymo website, Uline, or Amazon. For our large labels we use the 2 5/16" X 4" Address Labels and for the small labels/barcodes we use the 3/4" X 2" Return Address Labels. You can use Avery to make barcodes. You can also contact Impact Signs and Graphics (817-329-3491) to make your barcodes and labels for you.
 - c. You will need a clear plastic container with your label on it to put back stock and samples in. The container needs to be 17"L x 11 1/8" W x 6 1/2" H.
 - d. Please contact Khylla (817-723-2958) if you have questions about your stock. She will keep you updated if your item is running low and you need to restock.
6. Product:
 - a. All changes to size, name, and/or price of the product will need to be emailed and approved prior to drop off.
 - b. We will pull any product that is old or not up to our standards.
 - c. Your product needs to be regularly restocked, gone through, and pulled if necessary. Displays must remain neat and full or your product will be moved.
 - d. Most products need to be sampled, sold, or pulled within 3 days. If you feel your product can last longer, please speak to Racquel Morehead.
7. Payment:

- a. Product is here on consignment. 35% of all sales will go to the Farmers Market of Grapevine.
 - b. You will be paid monthly. Paychecks will be available on the 10th of the month after 5pm.
 - c. Payment will be based on sales, not inventory.
 - d. We do not keep track of your inventory, but we encourage you to.
8. Weekends:
- a. Displays must be full for the weekend.
 - b. Saturdays only: Product MUST be dropped off/displayed before 9am.
 - c. If you would like to sample on Saturday or Sunday, please contact Racquel to check availability. Sampling is scheduled in at least 2 hours increments.
 - d. We sample EVERYTHING on Saturdays. Please make sure that you have samples ready and available on Saturdays.
 - e. If a customer wants to sample your product and you have more than 3 on display, we will sample it out and let you know that we have opened your product.
9. Miscellaneous:
- a. All vendors must have a valid Food Handlers License and proper labeling along with any other necessary business, county, or state permits to participate in the Farmers Market of Grapevine.
 - b. If needed, a Tax ID number can be obtained from the State Comptroller's office. Please visit www.window.state.tx.us for an application.
 - c. All vendors must sign and comply with the rules and regulations of the Farmers Market of Grapevine and agree to follow the instructions of the Farmers Market of Grapevine owners.
 - e. Vendors may only sell items that are listed on their application. Any new items introduced need to have prior approval from the Farmers Market of Grapevine owners before being brought to Farmers Market of Grapevine.
 - f. Absolutely no dogs, cats or pets of any kind will be allowed with vendors on the Farmers Market of Grapevine grounds at any time with the exception of service animals.
 - g. All vendors shall conduct themselves in a professional manner while at the Market. Shoes and shirts are required at ALL times. Profanity or any other inappropriate conduct is grounds for permanent eviction from the market.
 - h. Quality Control: The Farmers Market of Grapevine owners reserve the right to ask a vendor to remove any items of an unacceptable quality from the market.
 - i. Vendor is responsible for any county, state, or local permits required.

Any vendor in violation of these policies may be permanently removed from the Farmers Market of Grapevine.

Exclusive Agreement

Your product must be exclusive to the Farmers Market of Grapevine on Main Street in Grapevine. If we see that you have your product in another store on Main Street, we will pull your product immediately and you will no longer be a vendor at the Farmers Market of Grapevine. By signing this document, you agree to be exclusive to the Farmers Market of Grapevine.

Signature

Date

If you have any questions or concerns, please contact Racquel Morehead at farmersmarketofgrapevine@gmail.com.

Hold Harmless and Indemnity Agreement

**Farmers Market of Grapevine
520 South Main St. #203 Grapevine, Tx. 76051**

I, _____, the Undersigned, binding my heirs, executors, administrators, estate and assigns, do hereby agree to completely and wholly release, indemnify and hold harmless the Farmers Market of Grapevine for any and all claims, damages, harm, personal injury, including death, property damage, lawsuits and judgments, including court costs, expenses and reasonable attorney's fees, and all other expenses resulting from the activities, programs, and events occurring on the above stated date of the stated event in Grapevine, Texas.

It is the understanding of all parties that this release, indemnity, and hold harmless agreement shall apply whether or not the claims, damages, harm, personal injury, including deaths, property damage, lawsuits, judgments, court costs, attorney's fees or any other expense arise from the negligence of whatever nature, omissions, willful or intentional acts of the vendors or vendor's officers, agents, employees, independent contractors, other representatives, invites, licensees, or guests.

If this vendor is other than an individual, vendor certifies, warrants and represents that the individual whose signature appears below is duly authorized to execute this Agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

IN WITNESS WHEREOF, this Agreement has been executed this ____ day of _____,

Vendor: _____

Signature: _____

Printed Name: _____

Title: _____

STATE OF _____

COUNTY OF _____

Before me _____ on this day personally appeared _____ known to me (or proved to me on the oath of _____) or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this ____ day of _____, A.D. _____.

Notary Public In and For The State of _____ (Seal)

My Commission Expires _____.