



The Woodlands Farmers Market at Grogan's Mill

2018 Saturdays 8:00 am – 12:00 noon

Check the quarter you are applying for:

Q1 Jan 6-April 7 Q2 April 9-July 7 Q3 July 8-Sept 29 Q4 Sept 30-Dec 29

Registration Information (please print)

Name _____
 Farm/Business Name _____
 Mailing Address _____
 City, Zip Code _____
 County _____
 Phone _____ Cell Phone _____
 Email address _____

Web Site _____

Credit Cards accepted Amex MC VISA Discover Other _____

Facebook Page _____

ALL FEES ARE DUE ALONG WITH APPLICATION BY the third week of the quarter to be eligible for Discount
All checks must be made to GMVA

Season	Stall Fee	If Paid by 3 rd week
First Time Vendor Application Fee \$25 *This fee MUST accompany application; stall fees payable upon notification of acceptance. NOTE: There is NO app fee for returning vendors		
Full Quarter Market Season (Payment must accompany applications)	\$260	\$240 discounted rate
One-half Quarter Market Season (any 6 weeks)	\$130	
Weekly Booth Fee for occasional vendors not participating for Full or ½ Quarter	\$ 25	

All application and stall fees will be refunded by GMVA if the vendor's application for market not be approved. The Farmers Market Committee has the sole authority to approve or reject a vendor's application. New Vendors will be considered on probation for the first 90-days. Any infraction of market rules will be grounds for vendor being denied future booth space at the market.

Commercial Kitchens are required for all processed foods. All Processed Food vendors MUST provide the Market with a copy of their contract with a commercial kitchen as well as a copy of the commercial kitchen's health permit.

Instructions for Application Submission

Please return your application and stall fees to the address below. Payment of a **\$25 non-refundable (if accepted) one-time processing fee for first time applicants only**. Note: Application fee does not apply to Gardener's Corner and Not for profit Organizations .

Mail application to: The Woodlands Farmers Market or Email application to farmersmarket@gmva.org
 P.O. Box 7522 or Bring your application & payment to the TWFM Coordinator at
 The Woodlands, TX 77387-7522 the Grogan's Mill Village Association's booth

Please make checks payable to "GMVA".



Vendor Information

1) Please circle the category(s) that best suits your product (see attached policies & procedures for explanation).

- "Farmer" (All MUST be grown or raised locally)
 Fresh and dried fruits, vegetables, herbs, flowers
 Top quality plants (flower & vegetable starts, shrubs, trees, hanging baskets)
 Nuts
 Firewood cut by seller
 Eggs - chicken, duck, quail,
 Meat - beef, pork, lamb, goat
 Poultry - chicken, duck, quail, goose, turkey
 Fish - shrimp, saltwater fish, fresh water fish, clams, lobster, oyster, other
 Other

(The Woodlands Farmers Market is not accepting any new meat/poultry vendors at the present time).

- Processor
 Bakery/Confections
 Condiments (honey, jam, pickles) (all items must be produced in a commercial kitchen)
- Gardener's Corner
 Space will be available for community (home) gardeners to sell. The weekly fee will be \$20. Vendors in the Gardener's Corner can sell for a maximum of four consecutive weeks, or six weeks total for the season. If vendor wishes to continue selling at the market they must become a "full-time vendor" in the market. Vendor will then be assigned their own space and pay \$130 for a 1/2 season of six weeks or may choose to continue participating on a per week basis for \$25 per week.
- Artist or Crafter
 Application with explanation and photos of items to be sold must be submitted to Market Coordinator and approval received prior to exhibiting. Advance payment of standard vendor fee as listed on page 1 will apply and artist must supply own tent and other equipment.

NOTE: No Distributors or re-sale of wholesale items are permitted

Vendors may only sell products listed on the application. If a vendor wishes to sell additional products, they must submit such products on an application and receive approval from the Woodlands Farmers Market Committee.

Please use additional sheets of paper for your answers if necessary:

2) What specific products will you sell? _____

3) What is your selling season, if any? _____

4) What are your growing practices?

_____ Conventionally Grown _____ Naturally Grown _____ Sustainable
 _____ Certified Organic Certification #: _____

5) Please include or attach any information about yourself and your product. (Use additional sheets paper if needed)

I certify all items indicated are produced by me on land either owned or leased by me. I also agree to sell only items approved by TW Farmers Market Management. I understand a **\$25 non-refundable (if accepted) processing fee** is payable if accepted as a vendor (stall fees are payable upon notification of acceptance). I understand that the submission of this application does not guarantee acceptance. I acknowledge I have received and read "Vendor Policies & Procedures for TW Farmers Market".

Signed: _____

Date: _____



The Woodlands Farmers Market at Grogan's Mill sponsored by the GROGAN'S MILL VILLAGE ASSOCIATION Vendor Policies & Procedures

Overview

The Woodlands Farmers Market (TWFM) is operated by the Grogan's Mill Village Association (GMVA) as a public service to support the GMVA's philanthropic activities. A committee of the Village Association serves as the Market's Board of Directors (The Woodlands Farmers Market Committee) TWFM. They establish the policies and procedures for the market, advertise and promote, approve vendors and hire a Market Coordinator. The Coordinator, with full support of The Woodlands Farmers Market Committee, will enforce the policies and procedures that have been established. TWFM Committee will interpret these regulations according to the best interest of the Market. These policies and procedures may be revised or amended by TWFM Committee from time to time with or without notice to members, vendors or the public. TWFM reserves the right to deny the acceptance of any application for any reason and reserves the right to revoke membership for any reason. TWFM operates at its current site in the Grogan's Mill Village Center with permission of the owner of the parking lot and has an agreement with Randall's that limits sale of certain products.

The Vendor Contract/Fees

Vendor participation requires a commitment to the market. Your fee covers one stall (the equivalent of 1 parking space). You are required to provide a **WHITE 10' x 10' EZ Up straight-leg tent**, clean and in good condition. All vendors will be responsible for providing weights for their tents; 30 lbs. per corner is required. The asphalt surface will not accommodate any equipment that must be staked. Space is limited and will be assigned on a first come-first served basis after acceptance.

Insurance

GMVA STRONGLY recommends all vendors carry product liability insurance for minimum of \$1 million. Please provide Market Coordinator with a copy of your policy naming the GMVA as an additional insured. Any vendor not carrying insurance will be required to sign a waiver holding GMVA harmless for any claims against such vendor. GMVA STRONGLY recommends all vendors carry product liability insurance but liability for all products rests solely with the vendor producing and selling them. Liability for vendors' actions rests solely with the vendor.

Vendor Categories: Vendors are limited to individuals or single-family units producing products in the following categories only:

"Farmer/Rancher" – persons who raise produce (fruit, vegetables, herbs, flowers or nursery crops from seeds or plants and care for, cultivate and harvest the crops offered for sale). Persons who own, care for, and collect or process poultry or animals on their land.

Fresh and dried: fruits & vegetables, herbs, flowers

Eggs & Meat

Top quality plants (flower & vegetable starts, shrubs, trees, hanging baskets)

Nuts

Firewood

"Processor" – persons offering fresh food products such as baked goods that they have processed, creating and adding value to the product being sold.

Bakery/Confections and prepared foods

Condiments (honey, jam, pickles, other canned goods)

"Gardener's Corner" - room will be available in the selling area for community (home) gardeners to sell in a cooperative manner. The weekly fee will be \$20.

Produce: Vendors must grow their produce locally. All produce vendors must maintain a minimum of 80% of the produce grown by the vendor, and no more than 20% additional produce from other growers. **ALL** produce must

be grown within the State of Texas. Please contact Market Coordinator with questions and to obtain prior review and approval to sell produce other than that grown by vendor. Seasonal alterations to the 80/20 ratio may be taken into consideration, pending approval of the Market Coordinator and GMVA.

****Note:** if vendor sells produce procured from a co-op agreement with another farm, this produce will be considered part of the vendor's 20% additional produce.

Vendors selling produce will prominently display a sign identifying their agricultural practices according to the following categories:

Conventional: grower uses common agricultural practices. They may or may not use chemical or synthetic fertilizers, or synthetic fungicides or pesticides or added hormones. They may be a large or small grower.

Naturally grown: this label is the "grassroots alternative to certified organic"; grower practices organic principals of soil enrichment and is certified by a collection of peers involved with www.naturallygrown.com. They cannot use synthetic fertilizers or synthetic fungicides or pesticides or added hormones. Certified Naturally Grown farmer 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.

Certified Organic: grower practices strict organic principals of soil enrichment and pest control and is certified either by the state or a third party certification firm that has been approved by the Market Coordinator. They may or may not use natural fertilizer, or synthetic fungicides or pesticides allowed by the law when a natural alternative is not available. Food manufactures only utilize certified organic ingredients following organic labeling requirements. Guidelines are available at www.ams.usda.gov/nop/nop/standards.html.

Sustainable: growers using the sustainable label pledge to use only organic products and practices; however, the term Organic is not used on their signage since they are not certified. Consumers are advised to ask these growers any questions they may have about their production practices, since it is hard to know how closely organic principles are followed.

Go-Texan Certified Market: As a Go-Texan Certified market, the TW Farmers Market pledges to promote Texas products to the best of its abilities. Processors and Designer vendors should use local products and/or Texas Products when available and when it is not a hardship for the production of the product.

****The Market Coordinator will make periodic visits to vendor's farms, ranches, or manufacturing location to verify that all market rules and regulations are followed.**

Licenses and Permits:

All vendors are responsible for the necessary licenses and permits required for the sale of their products.

All "processors" **must have** a current Montgomery County Health Permit and Texas Manufactures license.

A copy of these permits must be submitted with vendor's application and updated annually. If you have questions about this, please contact the Montgomery County Health Department at (936) 539-7839.

All vendors are responsible for the collection, reporting, and payment of all appropriate taxes to The Woodlands Township, Montgomery County and the State of Texas.

Sales Reports: Sales reports from each vendor will need to be submitted for management's use on the success of the market. These reports will be due the next Saturday after the end of each quarter. You may submit gross sales numbers via email, fax, or hard copy with your business name. This information will be kept confidential and will not be shared with other vendors or outside parties and is for the use only of the TW Farmers Market Management.

Reselling: No finished products may be bought and resold.

Quality Products: All vendors are inspected prior to selling each day at TW Farmers Market. TW Farmers Market Management will strive to provide a marketplace where fresh and wholesome products are sold and may, at its sole discretion, deny a vendor access to sell his/her products should it be deemed unfit for sale. No refund of vendor fees will be given in these situations.

T

Attendance: All vendors are under contract and must be here to sell every day for which they have committed through the application process.

Vendors are required to respond to texts from the Webmaster on the Wednesday before the Saturday Market to confirm their presence or absence at the Saturday Market. Failure to notify or failure to show once confirmed may result in a charge of \$25 for loss of that booth space.

Vendors are advertised in a weekly Farmers Market email to over 3000 subscribers.

Roll Call / Punctuality: All vendors should arrive for set-up no later than 7:45 am. Vendors should be ready to begin selling at 8:00 am or have made prior arrangements with GMVA Management. If vendors are tardy, their booth space may be relocated to avoid empty booth spaces. Vendors may be assessed a late fee of \$25 for failure to setup by 8:00 am.

Early Departure: The Market strongly discourages early departure from the market. If a vendor absolutely needs to leave he/she is required to notify Market Coordinator prior to leaving. If you have sold out, we recommend you bring literature about your products for the next week's market.

Stall Setup: Vendors may not extend beyond the demarcation of their 10' x 10' stall. Booths must be weighed down with at least 30 lbs. on each tent leg to prevent any potential hazards during windy days. Display or selling techniques must not impair other vendor's ability to sell or impede foot traffic. TW Farmers Market Management reserves the right to ask a vendor to change their setup if deemed inappropriate in any way.

Stall Cleanup: Vendors may not begin breakdown before 12:00 noon. Vendors are responsible for removing their own boxes and refuse from TW Farmers Market and leaving their stall as found by 12:30 pm. If this is not done to the satisfaction of TW Farmers Market Management a written notice will be issued.

Signs: All vendors must provide their own signage for their booth. Banners or signage larger 3' x 10' will not be allowed.

Printed Material: No petitions, political or otherwise may be displayed or distributed at TW Farmers Market. Vendors may have informational materials at their booth on their products/business. These items may not be distributed outside of the booth area.

Pricing: Pricing of goods sold at TW Farmers Market (and any applicable taxes) is the sole responsibility of the vendor. Reasonable pricing is expected from all vendors.

Music: May be used provided they are not played loud enough to be heard by the public or neighboring vendors.

Health Practices: Any vendor found selling contaminated, unfit or illegal items will be suspended from selling at The Woodlands Farmers Market and may be asked to leave immediately without refund of vendor fees. All vendors must wear shirts and shoes.

Smoking: Smoking is not permitted within 30' from the TW Farmers Market area.

Not allowed: Family pets/animals. Unlawful drug/alcohol possession will not be tolerated.

Vendor Suspension

Vendors will be expected to represent and positively promote the TW Farmers Market to customers and other vendors at all times.

Issues or concerns regarding the market should be directed to the Market Coordinator or The Woodlands Farmers Market Committee.

If a vendor has a legitimate concern, they should immediately contact the Market Coordinator. If the Coordinator is not available, the vendor should then contact a member of The Woodlands Farmers Market Committee or the GMVA Board of Directors.

Any vendor maybe suspended from selling by action of the Market Coordinator for failure to comply with the policies and procedures of The Woodlands Farmers Market.

Any vendor who challenges the authority of any staff member, board member, or inspector, or who behaves in a rude, violent, threatening or intimidating manner toward any person at the market may be immediately expelled for the day by the Market Coordinator. The Woodlands Farmers Market Committee may permanently ban such an offender from the Market or impose a lesser penalty at its sole and unlimited discretion.

Weather Policy

The Woodlands Farmers Market at Grogan's Mill is a rain or shine Market.

Only a board member of The Woodlands Farmers Market Committee has the authority to cancel the Market. The decision to close the Market will not be made until 9 a.m.

Rules for Non-Profit Participation at Grogan's Mill Farmers Market

GMVA supports other non-profit organizations in our community. One non-profit will be allowed to exhibit each Saturday at The Woodlands Farmers Market to disseminate information regarding their organization. GMVA Management will choose the non-profits at its discretion. There will be **NO FEE** charged the non-profit organizations.

Each non-profit may only participate at the TW Farmers Market two days of their choosing, depending on availability, per quarter.

GMVA Management will choose the set-up location.

Non-profit will be responsible for their own tent, table, chairs, etc. Market will be happy to loan equipment (if available) but arrangements must be made in advance with the Market Coordinator.

The non-profit must schedule at least two weeks in advance; please notify Market Coordinator at farmersmarket@gmva.org.

Baked goods may only be sold if processed in a commercial kitchen and the necessary documentation is submitted.

Non-profits are not allowed to approach customers or enter buildings to distribute information. Informational materials must be kept at the non-profit's assigned table.