



Vendor Handbook

Market Day: 2nd Saturday of each month (excluding January)

Market Open Hours: 9 AM-1PM

Market Setup Hours: 8 AM-9 AM

Market Teardown: 1 PM-2PM

Market Location: Navasota Public Library 1411 E Washington Ave Navasota, TX 77868

----- *Market Vendor Rules & Requirements* -----

- Application must be submitted and approved by the Navasota Farmer and Artisan Market Committee by the 1st Friday of the month. One application per calendar year is required.
- Payment of \$10 per 10' x 10' space must be paid online by 5pm on the Wednesday prior to market day. See "Vendor Fees" section.
- A tent is required to set up at the market. Vendors are required to provide their own tents.
- Spaces are for 10' x 10' tents.
- Tents are required to have weights secured to each leg with a minimum weight of 30 lbs. per leg.
- Vendors requiring a trailer at their booth for sale of their items will be considered, pending space availability. Please indicate need for a trailer on your application, including the amount of space necessary to accommodate the trailer.
- It is the responsibility of the vendor to abide by all state and federal regulations which govern the production, harvest, preparation, preservation, labeling, and/or safety of products offered for sale at the market. Vendors are liable for their own product(s).
- The vendor is responsible for having all required permits, licenses, and insurance policies and have copies with them at the market.
- Vendor releases the City of Navasota from all liability. A signature on the release and indemnity agreement MUST be signed at the time of and included with application submittal.
- Vendor must make or grow their own products. No re-selling of mass-produced products. Resale items are not permitted at the market and vendors found selling unapproved items may be asked to remove their booth from the market and leave immediately.
- Vendors must represent their products in an honest manner at all times. It is expected that vendors or their representative be courteous and professional at all times to customers and other vendors. No hawking of items is allowed.
- No smoking or alcoholic beverages are allowed by vendors and/or their representatives at the market.
- No live animals or vendor pets permitted. Vendors requiring a service animal should notate this need on the application.
- Any vendor producing excess trash in the selling of their product must have their own trash receptacle.
- All vendor produced trash is to be taken off-site for disposal. City trash cans near the market are not for vendor trash.
- Vendors may only sell products listed on their application. However, they can expand their product line by submitting a new application to the City of Navasota at least 48 hours prior to a market day.
- All vendor spaces are assigned by the Market Manager prior to market day. In the event of a vendor absence, reassignment of the booth space will be done with Market Manager consent only. Vendors may not relinquish their space to another vendor without first consulting and receiving written approval of the Market Manager.
- Situations not covered in this document will be determined in the sole discretion of the City of Navasota.

----- Rule Violations -----

- In the event a vendor does not comply with a rule listed in this Vendor Handbook, they will be issued a warning and informed of the rule that was violated. This warning may be issued in-person at the market or via call/email after the market.
- Vendors only receive one (1) warning for non-compliance with any market rule.
- If an additional infraction occurs, for any of the market rules and at any time after the first warning, a vendor may be asked not to return to a future market.
- Serious violations that occur during a market may cause a vendor to be asked to shut down their booth and depart the premises immediately.

Please read this handbook thoroughly and ask questions to help prevent rule violations.

----- Vendor Fees -----

- 10ft x 10ft booth spaces are \$10 each and must be paid online by 5pm on the Wednesday prior to market day. The vendor fee must be paid online at: <https://navasotatx.seamlessdocs.com/f/vendorfee>
- If a late payment of a booth fee is accepted by the Market Manager, a \$5 late fee in addition to the booth fee may be charged.
- If a vendor is absent from a market and does not give notice to the Market Manager by 5pm the Wednesday prior to a market, the paid booth fee is not refunded.
- Any individual or business that sets up in a vendor space without proper payment and/or application approval will be asked to leave immediately.

----- Market Days -----

Arrival & Setup

- Vehicle access to the market begins at 8 am on market day.
- You will receive an e-mail with a map of the market and your assigned booth space on the Friday prior to market day.
- When you arrive, follow this set-up pattern:
 - pull in as close to your booth as possible
 - remove your tent and sale items from your vehicle and place within your booth area - DO NOT set up your booth while your vehicle is in the market!
 - remove your vehicle from the market area
 - parking is available on the side of Library
 - return to your booth and begin setup of your area
- Vehicle access to the market area will end at 9 am on market day.

- Vendors who arrive after 9 am must park their vehicle outside of the market area and bring their items to their booth on foot.
- Vehicles must be removed from the market area by 9 am.

Tear-Down

- Booth tear-down begins at 1:00 pm on market day.
- Please ensure your booth space is clear of all your items and trash is placed in provided trash receptacles no later than 2 pm on market day.

Scheduling & Attendance Policy

- Navasota Farmer & Artisan Market vendors are required to attend the entire market day from 9 am - 1 pm.
- Unless an emergency occurs or you have made prior arrangements with the Market Manager, do not leave or tear-down your booth before 2 pm. We aim to offer our shoppers a full and robust market. If vendors are not present during advertised hours, customers may not come back.
- We understand that things can change, and you may not be able to attend a market that you signed up for. As a courtesy, please let the Market Manager know by 5pm the Thursday before the market (see front for contact information). If notice is not received by 5pm the Thursday before the market, it will be considered a no-show and the fee paid for that day will not be refunded.
- Excessive no-show vendors may not be invited to attend future markets.

Inclement Weather

- We aim to host our market rain or shine. However, in the case of severe weather and safety concerns per the National Weather Service, we will close/cancel the market. Severe weather that may close/cancel a market include excessive levels of rain, high winds, lightning, hail, tornadic activity, hurricane activity, icy conditions, etc. We will notify all vendors as soon as any weather-related cancellations/closures occur.
- If we decide to cancel the market, paid vendor booth fees will be refunded.

----- Vendor Types & Guidelines -----

COTTAGE FOOD VENDORS

Cottage Food Vendors are bakers & producers who sell certain items that are made in a home kitchen. The Texas Cottage Food Law is your primary resource for what you can bring to the market and how to properly sell them. A great resource for information can be found at <https://texascottagefoodlaw.com/>.

Cottage Food Items:

- Cakes, candy, cookies, breads, pastries, and pies that do not require refrigeration
- Un-roasted nuts & nut butters
- Candy
- Dehydrated fruits, vegetables and beans

- popcorn, cereal and granola
- roasted coffee, dry tea, and dried herb mixes
- fruit batters, jams and jellies
- pickled fruits and veggies with a pH of 4.6 or less
- fermented veggies with a pH of 4.6 or less

Per the law, Cottage Food Vendors are REQUIRED to have their food handler’s training. Be sure to keep your certification up to date and able to display

Labeling Requirements:

- Name and physical address of the cottage food production operation
- Name of product (may be handwritten)
- List of all potential allergens in the product (e.g.: wheat, eggs, nuts, soy, peanuts, milk, fish, shellfish)
- Statement of non-inspection: “This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department.”

ARTS & CRAFTS VENDORS

Arts and crafts vendors will be selected based on the quality of the craftsmanship and the source of materials. Preference will be given to vendors who source their materials locally or naturally.

Crafts are required to be handmade; purchased elements must be significantly transformed from their original state to quality for sale at the market. No resale items are permitted.

- Ex: soaps, candles, knitted, crocheted or homemade sewn items, handmade jewelry, etc.

AGRICULTURAL VENDORS

Agricultural vendors are those vendors who sell locally grown or wild-harvested fruits, vegetables, eggs, honey, or meat products.

----- Frequently Asked Questions -----

Taken from: <https://www.dshs.state.tx.us/foodestablishments/farmersmarkets/faq.aspx>

What is the definition of a farmer?

A farmer is a person who has ownership of, or financial and/or productive responsibility for producing, an agricultural product intended for use as a food or raw material. The term usually applies to people who do some combination of raising field crops, orchards, vineyards, poultry, aqua-culture or some other form of livestock. A farm is usually owned by that person or under direct control of that person.

What is the definition of a farmers’ market?

A farmers’ market is a designated location used primarily for the distribution and sale of food directly to consumers by farmers and other producers.

What is a farm stand?

A farm stand is defined as a premise owned and operated by a producer of agricultural food products at which the producer or other persons may offer for sale produce or foods.

Is a farmers’ market a food service establishment?

No. A farmers’ market is not a food service establishment.

Do I need a temporary food establishment permit to sell food at a farmers’ market?

A temporary food establishment permit is not required to sell whole, intact unprocessed fruits and vegetables and pre-packaged non-potentially hazardous food/time temperature for safety foods.

A temporary food establishment permit is required to sell all other potentially hazardous food/time temperature control for safety foods.

What is a potentially hazardous food/temperature controlled for safety food (PHF/TCS)?

A potentially hazardous food (PHF) is a food that requires time and temperature control to limit pathogen growth or toxin production. In other words, a potentially hazardous food must be held under proper temperature controls, such as refrigeration to prevent the growth of bacteria that may cause human illness. A PHF/TCS is a food that: contains protein, moisture (water activity greater than 0.85), and is neutral to slightly acidic (pH between 4.6 -7.5).

May I provide/distribute samples at a farmers' market?

Yes.

To provide samples of food at a farm or farmers' market, you must:

- Distribute the samples in a sanitary manner
- Have potable water available
- Wash any produce intended for sampling with potable water to remove any visible dirt or contamination
- When preparing the samples, either wear clean, disposable plastic gloves or observe proper hand washing techniques immediately before preparation.
- Use smooth, nonabsorbent, and easily cleaned (i.e., metal or plastic) utensils and cutting surfaces for cutting samples or use disposable utensils and cutting surfaces.
- Samples of cut produce and other potentially hazardous foods shall be maintained at a temperature of 41°F or below and discarded within two hours after cutting or preparation.
- A permit is not required to provide samples at a farmers' market.

What is a sample?

A sample is defined as a bite size portion, not a full serving.

Do I need a temporary food establishment permit to provide samples at a farmers' market?

No. A temporary food establishment permit is not required to provide samples at a farmers' market.

What are proper hand washing techniques?

- Vigorous friction on the surfaces of the lathered fingers, fingertips, areas between the fingers, hands and exposed arms (or vigorous rubbing the surrogate prosthetic devices for hands and arms) for at least 10 to 15 seconds, followed by;
- thorough rinsing under clean, running warm water; and
- immediately following the cleaning procedure with thorough drying of cleaned hands and arms (or surrogate prosthetic devices) using individual, disposable towels

What are the requirements for performing a cooking demonstration at a farmers' market?

For a farmers' market cooking demonstration, the following is required:

- A person with a certified food manager's license supervising the demonstration; and
- Compliance with the requirements for a temporary food establishment permit.

What are the requirements for providing sample as a part of a cooking demonstration at a farmers' market?

A farmers' market may distribute samples as part of the cooking demonstration if:

- the samples are a part of the "bona fide educational purpose;" and
- the samples are disposed of within 2 hours of preparation.

Do I need a temporary food establishment permit to perform a cooking demonstration at a farmers' market?

Cooking demonstrations conducted by a farmers' market for a "bona fide educational purpose" are exempt from having to obtain a temporary food establishment permit.

What is a 'bona fide educational purpose'?

A bona fide educational purpose means the cooking demonstration made in good faith or made with earnest intent to instruct and educate.

Can raw milk be sold at a farmers' market?

No. Raw milk cannot be sold at a farmers' market.

Will the Department of State Health Services conduct inspections at farmers' market?

Yes. The Texas Department of State Health Services has the authority to conduct inspections of all food vendors who are required to obtain a temporary food establishment permit at a farmers' market.

Will the Department be required to write rules concerning farmers' markets in a separate chapter outside the Texas Food Establishment Rules?

Yes. The department is in the process of developing the rule concerning the regulation of farmers' markets to comply with the requirements of Senate Bill 81 of the 2nd Legislative session and House Bill 1382 of the 83rd legislative session.

Do I need to have food handler's card or food manager certification to sell food at farmers' market?

No. A temporary food establishment operating under the jurisdiction of the Department of State Health Service is not required to obtain a food handlers card or a certified food manger certificate. If the food vendor is associated with a 'bona fide' cooking demonstration, the farmers' market must have a certified food manager.

Can a cottage food production operation sell food at a farmers' market?

Yes. Foods produced at a cottage food production operation (CFPO) may be sold at farmers' market. The CFPO must comply with the guidelines as required in the law concerning Cottage Food Production Operations.

Can I sell yard eggs at a farmers' market?

Yes. To sell farm eggs at a farmers' market the following is required:

- You must have a temporary food establishment license; and
- Eggs must be maintained at an ambient air temperature of 45°F and below; and
- Eggs must be properly labeled as "ungraded" with safe handling instructions.

May I sell honey at a farmers' market?

Yes. Honey may be sold at a farmer's market. In order to sell honey as food in Texas, you will need to follow the rules for Good Manufacturing Practices (GMPs) 25 TAC §§229.210-229.222 and obtain a food manufacturing license.

Also, a small honey production operation may sell honey directly to consumers at the beekeeper's home, a farmer's market, a farm stand, or a municipal, county, or nonprofit fair, festival or event according to the Health and Safety Code Chapter 437, Section 437.001(7). The honey sold or dispensed must be labeled in accordance with Subchapter E, Chapter 131, Agriculture Code. The label must include: the net weight of the honey expressed in both the avoirdupois and metric systems; the beekeeper's name and address; and the statement, "Bottled or packaged in a facility not inspected by the Texas Department of State Health Services."

May I sell my own cattle or poultry that I have slaughtered at a licensed and inspected facility?

Yes. Meat or poultry products must come from animals processed in compliance with the regulations for livestock processing (Texas Health & Safety Code Chapter 433) and a temporary food establishment permit is required.

May I sell fish and other aquatic species at a farmers' market?

Yes. Commercial fishermen must possess a license from the TPWD, or the fish and other cultured species must be produced and raised in a facility that has an aquaculture license from TDA and a temporary food establishment permit is required.

The City of Navasota reserves the right to dismiss a vendor temporarily or permanently when the Committee has determined that a vendor has not adhered to the above rules.

----- 2021 Navasota Farmer & Artisan Market Days -----

March 13

April 10

May 8

June 12

July 10

August 14

September 11

October 9

November 13

December 11



COVID-19 Guidance for Farmers' Markets **March 22, 2020**

To help limit the spread of the Coronavirus, the Texas Department of State Health Services (DSHS) urges Farmers' Market Operators to monitor and implement federal, state, and local health recommendations concerning the spread of COVID-19.

DSHS Recommends that Farmers' Market Operations:

- Restrict on site food preparation.
- Restrict sampling of unpackaged foods.
- **Place signs** reminding customers and vendors to:
 - Maintain physical distance—at least 6 feet—between persons.
 - Wash all produce before consumption.
 - Engage in good handwashing practices, washing hands with soap and hot water for at least 20 seconds.
 - **Remain at home if they are ill, even with mild symptoms.**
 - Make hand sanitizers available for use.
 - Encourage patrons to adopt physical distancing.
 - Provide adequate spacing between vendor stalls to help facilitate physical distancing.
 - Provide hand-wash or hand-sanitizer (minimum 60% alcohol solution) stations for customers and vendors adjacent to restrooms and produce stalls. If possible, the stations should include hot and cold water, soap, single service disposable towels, and conveniently located waste receptacles.
 - Ensure that hand-wash stations remain stocked with soap and towels.

The use of gloves is not a substitute for proper hand-washing with hot water and soap!

- Employees should frequently (at least once per hour) clean and sanitize all "high touch" surfaces, to include table-tops, counters, hand-wash fixtures and counters, and waste receptacles.
- Use EPA-registered products that effectively clean and kill pathogens. Always follow label instructions of commercial cleaners and sanitizers/disinfectants.

For questions, call the DSHS Public Sanitation and Retail Food Safety Unit at 512-834-6753 or by email:
foodestablishments@dshs.texas.gov

