



## Corpus Christi Downtown Farmers' Market Policies and Vendor Rules

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### Application Process

1. Each potential vendor must fill out an online application.
2. The Farmers Market Manager will review the application and may ask for further information regarding the company or products. The review process may take up to two weeks.
3. After review, the potential vendor will be contacted by the Market Manager.
4. Vendors must visit the Market in person before starting their 2 week trial. Food vendors must provide a full list of products they plan to sell and bring a sample of products to the market for the manager and other committee members to taste. This is to ensure the quality of our market products. Pictures of products and booth setup are appreciated but not always required.
5. Upon initial approval by the Committee, a new vendor will be given a two-market trial period at the market to determine if the vendor and its products are a fit for the market community.
6. After two market participations, the Committee will determine whether to offer the vendor permanent membership. If the Committee decides that the vendor is a good fit, but needs minor changes to better fit the community, it may request them at this time.
7. Upon final vote, the Market Manager or a designee will let the vendor know of the decision, the vendor category, and discuss full or part-time status options.

### General Rules

1. All vendors of Corpus Christi Downtown Farmers Market must be current members of GROW Local South Texas. Any business that participates must be a business member.
2. All goods, produce, meats, artisan goods sold at the market must be produced or grown within 200 miles of the 78401 zip code.
3. Resale of commercially, massed produced items is not permitted.
4. Brokered or wholesale products are not permitted.
5. All vendor farms/businesses must be open to market consumers during the farm's normal business hours or upon appointment.
6. All vendors must remain set up and open for business, regardless of quantity of product, during market hours. Pre-sale of merchandise is allowed and encouraged, but products may not be paid for or exchanged at market before the starting bell rings.
7. Each vendor will be assigned a space by the Market Manager or designee. Vendors may not move their booths without prior permission of the Manager or designee. Vendors requiring a space larger than the standard booth size will need to pay an additional booth fee.
8. Vendors in uncovered spaces are encouraged to use a tent to cover their booth space.
9. Per health code regulations, any food vendor offering samples of its product must have a covered booth.
10. Each vendor's booth must have a sign that must include the vendor's business name.
11. Vendors requiring additional resources (electric, direct access, etc.) may be subject to additional fees or requirements.



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12. Vendors unable to attend for four consecutive weeks will be considered inactive. The Farmers Market Manager will inform inactive members of their inactive status. To become active again a vendor must contact the Market Manager before attending markets. It is up to the Market Managers discretion if a vendor can begin regular attendance after becoming inactive. If an inactive member is not allowed to return to the market, the committee will be notified and a vote will be required.
13. Vendors unable to consistently comply with policies will receive a warning. Multiple warnings may result in committee action, up to and including removal from the Market.
14. All written policies may be permanently amended by the Committee to support the needs of the Farmers Market. In addition, policies may be *temporarily* waived by the Market Manager as needed to support field conditions. Temporary waivers shall not exceed one regular market event without committee approval.
15. Curbside vendor unloading is available until 30 minutes before the start of the market. After that time, all vendors must be parked in approved spaces, as available.
16. All vendors must be set up and ready for business at least 10 minutes prior to the start of the market.
17. Reserved vendor parking is available. If there are no spaces available, vendors must park in the overflow parking area.

### Vendor Types

#### Full-Time Vendors

Vendors that dedicate themselves to regular attendance and support of the market are encouraged. Full time vendors receive the following:

- a. Assigned weekly booth location (may be adjusted due to weather)
- b. Discounted booth fees
- c. Extended payment schedules

In addition to following regular market policies, a full time vendor must:

- a. Attend at least five regular markets in any six week period.

#### Weekly Vendors

Weekly vendors are always welcome. In addition to all regular market policies, weekly vendors must pay booth fees each week. Weekly spaces are available on a first-come, first-served basis and may be less than 10' x 10'.

#### Fresh Market Meals

Prepared meals or beverages intended to be eaten on-site are considered Fresh Market Meals. Market Meal vendors will be assigned to a common location that may include eating spaces and other meal vendors. Vendors that are designated as Fresh Market Meals are welcome to start selling up to 30 minutes before the start of the Market.



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In addition to regular market policies, meal vendors must:

- a. Follow all appropriate food regulations, including refrigeration or enclosure as necessary.
- b. Design menus to appeal to the Farmer's market customers, including fresh produce and healthy options. All meal vendors are highly encouraged to buy from market vendors whenever possible.
- c. Follow all rules outlined in Fresh Market Meals Policies (separate document)

### Hobby Gardeners

Home or hobby garden spaces are also available. Vendors considered hobby gardeners receive a discounted booth space that is less than 10x10 and:

- a. Sell only whole, uncut produce.
- b. May not attend market more than 3 weeks consecutively.
- c. May not attend more than 15 weeks per year.

Hobby gardeners may also have the option to partner with the Learning Garden for resale.

### Resale

1. Resale of a local producer's goods is allowed, provided that the vendor is knowledgeable about the growing or production practices of the source of the goods.
2. Products resold in this manner must be labeled with the name and/or location where it was sourced.
3. The original producer must fill out a separate application and be approved in the standard manner.

### Prepared Foods Laws

#### Commercial Kitchens:

The Farmer's Market is able to accept any prepared-food vendor who works out of a commercial kitchen and has all the appropriate licenses and permits associated therewith. Because we are regularly inspected by the health department, commercial food-preparers must keep a copy of all necessary licenses and permits at their booths to show to the inspector.

#### Cottage Law:

A law passed by the Texas Legislature in 2013 allows farmers markets to host vendors who prepare their food-stuffs in their homes, provided that the vendor and their product meets certain criteria, including the following:

- a. The vendor may sell baked goods that do not require refrigeration, such as cakes, cookies, breads, and pastries (no custards or cream fillings, etc.); candy (including chocolate, chocolate-dipped pretzels, chocolate-dipped Oreos, etc.); coated and uncoated nuts; unroasted nut butters; fruit butters; canned jams and jellies; fruit pies



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- (including pecan pie); dehydrated fruits and vegetables including dried beans; popcorn and popcorn snacks; cereal, including granola; dry mixes; vinegar; traditional pickled cucumbers; mustard; toasted coffee or dry tea; dried herbs or herb mixes.
- b. The vendor and anyone preparing the food must have a current food handler's card.
  - c. The vendor's product must contain a label with the following information: the name and physical address of the cottage food production operation; the common or usual name of the product; whether the food is made with a major food allergen, such as eggs, nuts, soy, peanuts, milk or wheat; and the following statement -- "This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department.

### Products

#### Produce and Nursery

1. The term "organic" may only be used by farms who are Certified Organic. Vendor must display their certificate at the market. Producers using organic methods that are not Certified Organic are encouraged to discuss their methods with the consumers.
2. All produce and nursery sellers are subject to a farm/garden inspection upon market manager's request.
3. Vendors selling non-vegetable plants must have a nursery certification and a sales tax permit and are responsible for collecting sales tax.

#### Meat, Eggs, and Cheese

1. All meats, poultry, egg and dairy products to be sold at the market must meet Federal, State and local preparation, licensing, labeling and storage regulations.
2. Egg vendors must have the required permit from the City of Corpus Christi.

#### Arts and Crafts

Arts and Crafts are not accepted, unless they are part of a produce vendors' product line. All other craft items must go through the Art Center.

### Vendor Fees

#### Membership

Vendor Membership is \$25 a year. Membership may be waived during 2-week trial by must be paid on or before the first week of attendance after being accepted into the Farmers Market.

Businesses such as food trucks, bakeries, restaurants are required to have a business membership. Business membership is \$100 a year.



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### Full Time Vendors

Regular Vendors - \$75/6 weeks, regardless of attendance

### Weekly

\$15 per space, paid weekly

### Fresh Market Meals

\$50 per space, paid weekly (Includes electric and access as available)

### Hobby Gardeners

\$5 per space, paid weekly