

Tomball Farmers Market Farm & Food Vendor Application

The Tomball Farmer's Market is the largest year-round weekly farmer's market in Harris County.

- Vendors **MUST** sell products made, grown, or produced by the vendor within **150 miles from Tomball**.
- Farmers may resale product from another farm that is located within 150 miles of Tomball with prior board approval. Items may not exceed more than 20% of total items sold at the booth.
- Farmers/backyard gardeners are required to have a site visit before selling at TFM
- **NO WHOLESALE VENDORS ARE PERMITTED.**
- Vendors **MUST** also hold **ALL** required current permits, licenses, and insurance policies necessary for their business operation.
- Please fill out **all required (*) fields**. Applications that are missing required information will **NOT** be processed.

Our market spaces are in high demand and there is a waiting list. Priority will be given first to farmers, then to food vendors, and lastly crafters.

BASIC VENDOR INFORMATION: (check all that apply)*

Date of Application*:	
Farm/Business Name*:	
Name of Owner or Proprietor*:	
Address*:	
City, State, Zip*:	
E-mail*:	
Website address:	
Telephone number(s)*:	

VENDOR DETAILS: (check all that apply)*

Products: Check all that apply					
<input type="checkbox"/>	Fruits/ Vegetables	<input type="checkbox"/>	Nursery Plants	<input type="checkbox"/>	Prepared Food
<input type="checkbox"/>	Herbs	<input type="checkbox"/>	Eggs	<input type="checkbox"/>	Meat
<input type="checkbox"/>	Dairy	<input type="checkbox"/>	Baked Goods	<input type="checkbox"/>	Other (please specify)

1. Are you a cottage food vendor?	Yes	No	N/A
2. Are your products made in a commercial kitchen?	Yes	No	N/A
3. Do you have a State of Texas Manufacturers License?	Yes	No	N/A
4. Do you have food manager/handler's certification?	Yes	No	N/A
5. Do you carry business liability	Yes	No	*If you do not currently have insurance, you can

insurance? ***This is required to sell products at TFM**

remain on our waiting list without it, but you may not participate in fill in or permanent vending until it is obtained.

Give us a detailed description of your business and all products you will be selling* (*This can be done on another page and attached to your application*)

Tell us what makes your product unique:* (*This can be done on another page and attached to your application*)

List the full names of family members, employees, or agents who may sell for you:

Vendor Attendance:

How often are you able to attend our market?*		
Please check a box below	Times per month you can attend*	1 st , 2 nd , 3 rd , or 4 th Saturday of the month? *
<input type="checkbox"/>	Every Saturday	N/A
<input type="checkbox"/>	3 x a month	1 st , 2 nd , 3 rd , 4 th , 5 th
<input type="checkbox"/>	2 x a month	1 st , 2 nd , 3 rd , 4 th , 5 th
<input type="checkbox"/>	1 x a month	1 st , 2 nd , 3 rd , 4 th , 5 th
<input type="checkbox"/>	Seasonal (For seasonal products only) Tentative Start Date _____ Tentative End Date _____	Circle 1 or more: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sept, Oct, Nov, Dec Circle weekends available 1 st , 2 nd , 3 rd , 4 th , 5 th

- **The Tomball Farmer’s Market is a rain or shine year round market. Priority will be given to applicants who wish to be full time vendors.**
- **Vendors are obligated to vend for the days submitted on this application. Vendors can cancel up to 10% of those days without incurring a Commitment Penalty if cancellation rules are followed.**

***MUST PROVIDE COPIES OF ALL LICENSES AND PERMITS**

Complete application must be submitted before vendor is permitted to sell at the market. This may include the following: food manufacture license, nursery permit, organic certification, dairy permit, mobile food license, sales tax permit, food manager’s certification, insurance policies (limits page), growers statements, health department permit and other permits required for your particular business.

Please contact the Harris County Health Department if you have any questions about what type of food permit you will need for our market. It is your responsibility to know which are required for your particular business and to secure the necessary insurance and certifications required by the state or county for your specific business.

Contact Person:
Evelin Pollock
epollock@hcphes.org

All Permits MUST be submitted with your application.

Admittance to the Tomball Farmers Market depends on approval by the TFM vendor committee and Tomball Farmers Market Board of Directors. You will be updated by email after each committee meeting.



Check box if electricity is needed. This will be an additional \$5 each weekend, must be approved, and will be limited.

Signature: _____

Print Name: _____

Date: _____

You may email or mail in your application paperwork. Email is the preferred way to submit your application and gets you a faster reply.

Mailing Address for Application paperwork	Email Address for application paperwork and/or questions
Tomball Farmers Market Attn: Tomball Farmer’s Market Vendor Committee 14090 FM 2920 Suite G163 Tomball, Texas 77377	tfmvendorapps@gmail.com

VENDOR FEES

Tomball Farmers Market is a year round market run weekly, every Saturday from 9am to 1pm. Fees are \$25 per Saturday per each 10’x 10’ space. Fees are collected electronically.

TOMBALL FARMERS MARKET

Initial Each Box	Vendor Rules
	<p>1. Booth space (10' X 10') assigned weekly. Vendors must supply and remove signs, equipment, and items needed for sales (such as: tables, chairs, tents, marketing material.) Motorized vehicles are allowed behind booth (where permitted). Vehicles or trailers shall not be utilized as a display or dispensing area. Power is provided in limited areas with approval from the Board and an additional fee.</p>
	<p>2. Due to insurance liability, all Vendors must have 25 lbs. or more weight per each leg of the tent. All tents must be in working order. If the vendor does not have enough weight or if the tent is broken, the Market Coordinator or his/her designee will ask the tent to be taken down.</p>
	<p>3. All signs may not protrude further than 3' from in front of vendor's allotted exhibit space and must not block traffic or pedestrian ingress or egress, or interfere with other vendors' display or views. Market Coordinator or his/her designee will have full authority on sign placement.</p>
	<p>4. Market Coordinator or his/her designee has full authority to re-assign exhibit space if it is necessary to fill in a gap.</p>
	<p>5. Set-up starts at 7:15 am and must be completed by 9:00 am. Arrivals after 9:00am must check in with Market Coordinator before set up. Vendors are responsible for removing all garbage from their stall space area. Each 10' x 10' stall space will be left cleaned. Breakdown starts at 1:00 pm and must be completed, and stalls vacated, by 2:30 pm. If a vendor with a reserved space does not plan to attend, they are required to notify the Market by 4pm on the Thursday before. Any notices received after 4pm Thursday will be counted as a "no show" unless the Vendor pays for the spot.</p>
	<p>6. Produce, food, and crafts made or grown by vendors may be sold. Limited farmer resale permitted with prior board approval. All food products must be sold, displayed, and stored from a surface above the ground. Vendors must utilize tables, shelves, cases or other structures for these purposes.</p>
	<p>7. No soliciting shall be permitted within the Market area. Displays of public interest, such as nutritional, health or consumer information, may be displayed with the permission of the market Coordinator or his/her designee.</p>
	<p>8. Vendors are responsible for collecting and remitting their own sales tax.</p>
	<p>9. The Market Coordinator or his/her designee is responsible for enforcing the Vendor Rules. Vendors selling prohibited items will be asked to remove those items from sale or leave the Market. After 3 violations of vendor rules, this will result in being banned from the Market with no reimbursement of fees paid.</p>

	10. It is the vendor's responsibility to have liability insurance for their business.
	11. Vendor applications must be renewed annually.
	12. Any vendor challenging another vendor's conduct or a product's legitimacy must file a written complaint with the Market Coordinator or his/her designee, giving the name of the vendor and the product or situation they feel may not be in compliance with Market policies. The complainant must date and sign their name and the Market Coordinator or his/her designee will turn over all complaints to the Tomball Board of Directors for a follow-up.
	13. Noise ordinance: Vendor music must not travel outside of vendor booth space. Quiet generators or invertors will be allowed for use during market hours.
	14. All vendors are expected to maintain a professional demeanor towards patrons, other vendors, and market personnel. Drug use, alcohol use, smoking, and vaping are not permitted.
	15. Vendors may prepay for any given month by paying for <u>all</u> committed days for the upcoming month. <u>If a prepaid vendor misses a market, they forfeit their paid space but the absence is not recorded.</u>
	16. Full time/Part Time vendors ONLY (Not Fill-In Vendors): invoices MUST be paid electronically by 4pm on Thursday. If not paid by 4pm ,and vendors still wishes to vend, there will be a \$10 late fee and they will setup wherever TFM assigns.

Commitment to Vend

I understand that I will be obligated to vend for 90% of my commitment. It is my responsibility to notify the Market no later than the Thursday before the market if I am unable to attend the Saturday per my commitment. If I notify the market then I will be counted as absent. If I do not notify the market by 4pm Thursday, it will be counted as a “no show” unless the spot is paid for by the vendor.

My commitment is:

Check box below	Commitment	Absences allowed per year	Choose Weekends Attending
	Every Saturday (50 markets)	5	N/A
	3 x month (36 markets)	4	1 st 2 nd 3 rd 4 th
	2 x month (24 markets)	2	1 st 2 nd 3 rd 4 th
	1 x month (12 markets)	1	1 st 2 nd 3 rd 4 th

Failure to adhere to the Commitment to Vend will result in loss of full time status, a move to the fill in list, and to the bottom of the waiting list.

If you do not cancel by 4pm on the Thursday before the market, you will be counted as a “no show”. You will be given the opportunity to pay for the spot and have the “no show” not be recorded. After 2 no shows, you will be automatically moved from full time to fill in status. After your 3rd no show, you will be removed from our vendor list and can reapply after 3 months. This will result in you being placed at the bottom of the waiting list. If you wish to avoid keeping track of your attendance, prepay for your space each month.

I, the vendor, do hereby agree to the rules provided for the Tomball Farmers’ Market.

Signed: _____ Date: _____

Name (printed): _____

Company Name: _____

TFM Farm and Food Application Checklist

INITIAL EACH BOX AFTER COMPLETION

- Fill out basic vendor information
- Circle the weekends you can vend
- Initial all of the rules
- Fill out the commitment to vend paper
- Provide a copy of your insurance
- For Cottage Food Vendors permits:**
 - Submit your food handler's or managers certification/permit
 - Make sure you have read the Harris County brochure on our website to make sure your foods fall under the cottage law.
- For Pre-Prepared Food Vendor permits:**
 - Submit your State Permit (If you are renting a commercial kitchen, they will provide you with a copy of this)
 - Submit your food handler's certification/permit
 - If your food is not frozen, you will have to purchase another permit from Harris County after you have been accepted as a full time vendor
- For Prepared On Site Food Vendor permits:**
 - Submit your food handler's certification/permit
 - You will have to purchase a temporary event permit from Harris County after you have been accepted as a full time vendor
- For Produce or Honey Only Farmers**
 - No permit needed.
 - Email us at tfmvendorapps@gmail.com to schedule a garden/farm visit
- For Value Added Farmers (Items made or cooked only from what you grow or farm) Cheese, Eggs, Meat, Jam, Sauce, Broth, etc**
 - Farmer's market permit must be purchased from Harris County Health Dept (allow 3 weeks to process). Do not buy this permit until you have been accepted full time.
 - Email us at tfmvendorapps@gmail.com to schedule a garden/farm visit