

Tomball Farmers Market

Food Truck Vendor Application

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

Vendors MUST sell products made, grown, or produced by the vendor within surrounding counties of Tomball or no further than 150 miles from Tomball. NO WHOLESALE VENDORS ARE PERMITTED. Vendors must also hold ALL required permits, licenses, and insurance policies necessary for their business operation.

Our market spaces are in high demand and there is a waiting list. Priority will be given first to farmers, then to food vendors, food trucks, and lastly crafters. **Please fill out all required (*) fields. Applications that are missing required information will not be processed.**

BASIC VENDOR INFORMATION: (This information is extremely important to be kept up to date) *

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

Send in all copies of your permits and/or certificate with your application

1. Do you have a Harris County Permit? Required	Yes	No	
2. Do you have food manager/handler's certification? Required	Yes	No	
3. Do you carry business liability insurance? Required	Yes	No	

Give us a detailed description of your business and the 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:*

Please check a box below	Times per month you can attend
	Every Saturday
	3 x a month
	2 x a month
	1 x a month

- 1. 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.
- 2. Trucks will be allowed to pick which days they come. You will be sent an email with a calendar sign up link once approved.
- 3. Trucks are obligated to vend for the days they sign up. You may cancel with no penalty by Thursday at 4pm. The market **MUST** be notified by email if canceling at tfmvendorcommittee@gmail.com
- 4. Trucks must submit a \$25 deposit check. If you cancel after 4pm on Thursday, your check will be cashed. A replacement check must be given if the first is cashed
- 5. All trucks must set up a tasting time for the vendor committee to try a few menu items, and look at the menu. Set up a time using the email above.
- 6. You will be electronically invoiced. Payment must be paid by 4pm Thursday before market or you will not be placed on the map.

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

Complete application must be submitted and approved before any 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), grower’s 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.

All Permits MUST be submitted with your application.

**Contact Person:
Evelin Pollock
epollock@hcphes.org**

Admittance to the Tomball Farmers Market depends on approval by the Tomball Farmers Market Board and vendor committee. Applications are reviewed once every two months. You will receive an email when your application is reviewed.



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.

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

VENDOR FEES

Tomball Farmers Market is a year round market run weekly, every Saturday from 9am to 1pm. Fees are \$30 per food truck space and are collected electronically.

TOMBALL FARMERS MARKET

Initial Each Box	Vendor Rules
	<p>1. Vendors must supply and remove signs, equipment, and items needed for sales (such as: tables, chairs, tents, marketing material.) Power is provided in limited areas with approval from the Board and an additional fee.</p>
	<p>2. 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>3. 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>4. Set-up starts at 7:15 am and must be completed by 9:00 am. Arrivals after 9:00am must check in with the Market Coordinator before set up. Vendors are responsible for removing all garbage from their stall space area. Each 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 Thursday at 4pm.</p>
	<p>5. Produce, food, and crafts made or grown by vendors may be sold. Resale is not permitted. 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>6. 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>7. Vendors are responsible for collecting and remitting their own sales tax.</p>
	<p>8. 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. Continued violations of vendor rules will result in being banned from the Market with no reimbursement of fees paid.</p>

	9. It is the vendor’s responsibility to have liability insurance for their business.
	10. Vendor applications must be renewed annually.
	11. 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.
	12. Noise ordinance: Vendor music must not travel outside of vendor booth space. Quiet generators or invertors will be allowed for use during market hours.
	13. 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.

Failure to adhere to the Commitment to Vend will result in loss of vending space.

- Trucks are obligated to vend for the days they sign up. You may cancel with no penalty by Thursday at 4pm. The market must be notified by email at tfmvendorcommittee@gmail.com
- Trucks must submit a \$25 deposit check. If you cancel after 4pm on Thursday, your check will be cashed. A replacement check must be given if the first is cashed

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

Signed: _____ Date: _____

Name (printed): _____

Company Name: _____

TFM Food Truck Application Checklist

INITIAL EACH BOX AFTER COMPLETION

- Fill out basic vendor information
- Circle the weekends you can vend
- Initial all of the rules
- Provide a copy of your insurance
- Submit your food handler's or managers certification/permit
- Submit your Harris County permit