



## **2019 VENDOR PACKET**

The El Centro de Laredo Farmers Market takes place every 1<sup>st</sup> Saturday of the month at the historic San Agustin Plaza and on the 3<sup>rd</sup> Saturday of the month at the historic Veterans Plaza in downtown Laredo.

**MARKET HOURS: 9 a.m. - 1 p.m.**

For questions or comments, contact Laredo Main Street at:  
956-523-8817 or [farmersmarket@laredomainstreet.org](mailto:farmersmarket@laredomainstreet.org)

## INFORMATION FOR FARMERS AND VENDORS

We **love** that Farmers Markets bring people together, and provide you the opportunity to make a living doing what you love.

**Our Farmers Market is managed by an established organization and team that has been successfully managing the El Centro de Laredo Farmers Market for 8+ years in Laredo, Texas.** Because of this, many of our market dates are full, but from time to time new spaces open up due to a new market theme, vendor turnover, or other reasons.

**Farmers (Local and/or Certified Producers) can apply to be in markets at any time. Other Non-Agricultural Product/Food Purveyors can apply each year from January to December.** Unfortunately an application is not a ticket into a market as space is limited.

To maintain the **highest quality state-certified Farmers Market**, El Centro de Laredo Farmers Market requires that all Certified Producers and Non-Agricultural Product/Food Purveyors follow our Rules and Regulations. You may contact our office to request a copy.

### ADDITIONAL IMPORTANT RULES AT EL CENTRO DE LAREDO FARMERS MARKET

1. It is illegal for farmers to buy and re-sell agricultural products at a Certified Farmers Market.
2. A Certified Farmers Market may only be operated by a local government, a certified producer or a non-profit organization.

### TIPS TO GET YOUR NON-AGRICULTURAL PRODUCTS INTO THE FARMERS MARKET

**Step 1:** Develop a line of health-conscience products/food. All prepared products/foods must be juried before sales at the Market. Make sure your products/foods and their packaging is something you are proud to present! *(If operating under the Texas Cottage Food Law please adhere to all food safety, handling & labeling rules)*

**Step 2:** Have a Commercial Kitchen, or locate one you can rent. All Non-Agricultural *food products* are required by law to be manufactured in a certified commercial kitchen. *(All cottage food operators must complete an accredited food handler's course and provide a copy of your food handler's card to the Market Manager)*

**Step 3:** Visit Markets you are interested in. Do your' research to find which markets have the crowd and demographics that fit your product. Crowd count information is not available. It is best to go to the market as a customer for a few weeks to determine potential demand for your product.

**Step 4:** Develop a Food Safety Handling Plan. You and all of your employees must be trained and follow your food safety plan.

**Step 5:** Submit a complete application to El Centro de Laredo Farmers Market.

**Step 6:** Acceptance into the El Centro de Laredo Farmers Market. The Market application does *not* guarantee acceptance into our Farmers Market. Submission of the vendor application is followed by a review process (up to four weeks) and if there is an opening for your kind of product, your chance of being selected increases. The Market coordinator will follow-up with a response.

**Step 7:** Health Permits, and Supplies. Please do *not* obtain a health permit prior to this point. Health permits cannot be refunded. When you've been accepted into the Market, you can safely make the investment into the necessary health permits and the Market equipment such as canopies, tables, chairs, safety devices, etc.

**Step 8:** Join the Farmers Market, sell your product and enjoy the experience!

Office Use Only

Application: ☐ Approved  
☐ Declined



## 2019 APPLICATION FOR PARTICIPATION

Business/Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Facebook \_\_\_\_\_ Instagram \_\_\_\_\_ Twitter \_\_\_\_\_ Other \_\_\_\_\_

Please state if you will be cooking on a grill. Yes \_\_\_\_\_ No \_\_\_\_\_

Please list all appliances that you will be using at your booth location(s): \_\_\_\_\_

Circle selling month(s) chosen: **2019** (*the organization reserves the right make any necessary date changes weather/holiday permitting*)

Jan 05/19 - Feb 02/16 - Mar 02/16 - Apr 13 - May 04/18 - June 01/15  
Jul 06/20 - Aug 03/17 - Sep 07/21 - Oct 05/19 - Nov 02/16 - Dec 07/21

### Please attach the following with the Vendor application:

- Product list (*required*)
- List of your employees, family members, and/or authorized representatives (*required*)
- Copy of sales tax permit (*if applicable*)
- Copy of Texas Cottage Food Law permit (*if applicable*)
- Copy of Food Handler's permit (*if applicable*)
- Health Department permit (*if applicable*)
- Fire Department permit (*if applicable*)

*I hereby release and forever discharge Laredo Main Street Inc., El Centro de Laredo Farmers Market, Webb County, and the City of Laredo, Texas from any responsibility, personal liability, loss or damage arising out of or in conjunction with my participation in El Centro de Laredo Farmers Market. Laredo Main Street will not be responsible for any injury sustained by exhibitors or guests while within or around space designated for exhibits. Exhibitors (vendors) agree to hold harmless and release any employees or volunteers of El Centro de Laredo Farmers Market. By signing this application form, applicant agrees to abide by all policies set forth in the rules and regulations of El Centro de Laredo Farmers Market.*

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## 2019 VENDOR LICENSING AGREEMENT

This licensing agreement is by and between Laredo Main Street Inc. 501 c(3), hereinafter referred to as “the market”, and Vendor, hereinafter referred to as “the vendor”.

The vendor agrees to the following:

1. The Market reserves the right to limit and/or reject the choices of items to be sold at the Market. *(There is no exclusivity of types of items being sold.)*
2. Sale of items listed on the 2019 application must be approved by the Market coordinator prior to the Market and adhered to during the Market unless the coordinator approves changes.
3. 2019 Registration fees for 10x10 spots:  
*(The El Centro de Laredo Farmers Market is a year-round, rain-or-shine event. Yearly and monthly booth fees are non-refundable. The vendor is responsible for payment of your reserved dates, whether you attend or not. No credits or make-up dates will be granted for cancellations to the market or for no-shows.)*  
\_\_\_\_ \$60.00 - 2019 yearly registration fee: applies to *all* vendor/members who participate as a vendor with the El Centro de Laredo Farmers Market.  
\_\_\_\_ \$50.00 - 2019 monthly fee for: Specialty Foods vendor/members per stall per market  
\_\_\_\_ \$30.00 - 2019 monthly fee for: Nurseries, Added Value, Texas Cottage Food Law producers, and Non-profit organization vendor/members per stall per market  
\_\_\_\_ \$10.00 - 2019 monthly fee for: Local - Farms, Produce, Eggs, and Honey vendor/members per stall per market
4. Yearly fees are due to the Market coordinator by January 31, 2019 by close of business - 5pm. (If full yearly fee is paid by January 18 Vendor will receive one free market of their choice in 2019).
5. All monthly fees are due to the Market coordinator by the Monday prior to the market by close of business - 5pm. *(Late fee of \$20.00 thereafter)*
6. The Market accepts the following forms of payments:
  - a. Cash
  - b. Business/Personal Checks – Payable to Laredo Main Street *(\$35 fee for returned checks)*
  - c. Major credit/debit cards – *(additional fees apply)*
  - d. Money Order – Payable to Laredo Main Street
7. The Market coordinator may conduct periodic visits and/or may request samples of proposed sale items prior to the Market date.
8. The Market coordinator will make vendor booth assignments in a fair and equitable manner based on the needs of the Market. In an effort to promote mutual respect amongst vendors, all vendors must sell only in their designated booth space and will not be allowed to sell or advertise their products away from their booth.
9. The vendor is responsible for providing their own booth setup; 10x10 canopies/tent, tables, chairs, electrical cords etc. (none will be provided by the farmers market).
10. The vendor should prominently display a sign with the business name and all required City of Laredo permits. *(Signs should be a size of at least 3'x5' and cannot exceed the 10x10 booth space)*
11. The vendor set up time is from 8:00 a.m. to 8:59 a.m. on the day of the event. In order to ensure a smooth event for everyone, vendors that arrive late will not be allowed to set up or sell.

12. Late fee of \$25 if booth is not set up by 8:59 a.m.
13. The vendor booths shall remain open to the public and adequately staffed throughout the event hours of 9:00 a.m. to 1:00 p.m. on the day of the event no exceptions.
14. The vendor cannot sell or give away the following items: sodas, beer, or other alcoholic beverages of any kind.
15. The vendor is prohibited from selling the following items: novelty guns, novelty knives, novelty weapons, fireworks, any other items that are dangerous and/or considered a threat to the community.
16. Specialty food, beverage, and Texas Cottage Food Law vendors are responsible for providing and wearing a hair net/cap, disposable gloves and setting up a hand-wash station (*water gallon dispenser, bucket, soap, sanitizer, and napkins.*)
17. The use of microphones, speakers, or any other similar devices is not permitted other than by the Market staff.
18. There shall be no soliciting information of any political party throughout the event.
19. The vendor agrees to clean up his/her designated areas at the end of each market day. (*Designated areas include the space inside and behind the booth. Clean up includes the taking down of decorations and attachments to booths.*)
20. Market dispute resolution procedure - Any/all complaints or grievances should be brought to the attention of the Market coordinator. The vendor complaints must be made to the Market coordinator in writing and brought to the Market office in person. The Market coordinator will notify the Farmers Market Advisory Committee, and investigate the issue and address it.
21. *All food product purveyors, are responsible for obtaining the following permit: City of Laredo Health Department Temporary Food Handler's Permit - (unless operating under the Texas Cottage Food Law (HB 970) - all cottage food operators must complete an accredited food handler's course and provide a copy of your food handler's card to the Market coordinator)*

***City of Laredo Health Department Temporary Food Handler's Permit***

Contact: Gilbert Garcia, Environmental Health, 2600 Cedar, Laredo, TX 78040, 956-795-4904

Food preparation and service must be in accordance with the City of Laredo Health Department regulations. The vendor must also fully comply with any requirements set forth by the City of Laredo Fire Department. The vendor must obtain permits prior to the commencement of the festival in order to participate. If the vendor does not obtain a Temporary Food Handler's Permit, the market will have the right to evict the vendor and from the premises, close the booth(s), and terminate sale activities immediately. Proof of Health and Fire Department permits must be displayed at all times.

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Vendor Signature

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Date

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Print Name

## 2019 PARTICPATION AGREEMENT

I hereby acknowledge receipt of and agree to observe and obey the El Centro de Laredo Farmers Market 2019 Vendor Licensing Agreement and Market Rules and Regulations.

I/We hereby agree, as the vendor at the El Centro de Laredo Farmers Market, that I/we will indemnify and hold harmless the sponsors of the Market, Market site, Laredo Main Street Inc., Streets of Laredo Mall Inc., El Centro de Laredo Farmers Market, agents, directors, employees, and volunteers from and against any and all liability, claims, demands, expenses, attorney's fees and costs including expert consultant/witness fees, fines, penalties, suits, proceedings, actions and causes of action of any and every kind and nature arising or growing out of or in any way connected with my/our use or occupancy as a vendor at the El Centro de Laredo Farmers Market.

I hereby agree, as the vendor participating in the El Centro de Laredo Farmers Market, that I will maintain vehicle liability insurance for the vehicle(s) used on the Market day, and where applicable, in effect while I am participating in any El Centro de Laredo Farmers Market(s).

I hereby agree and understand the participation of my business is scheduled on an annual/seasonal basis and my participation is not automatic and is reviewed each year. Selling privileges of my business are renewed each year provided no negative compliance occurs. The El Centro de Laredo Farmers Market will base my renewal on many factors including, but not limited to: consistent reserved attendance, cooperation with the Market coordinator, positive relations with the Market coordinator, quality of products, volume sold of similar products, adherence to the Market Vendor Licensing Agreement and the Market Rules and Regulations.

I hereby declare that I have the authority to sign this acknowledgement/agreement as the participant or the participant's representative. By signing this acknowledgement/agreement, I acknowledge that a representative(s) of the Market is hereby given permission to visit the location(s) where my product(s) is/are produced and/or stored to verify compliance with the 2019 El Centro de Laredo Farmers Market, Vendor Licensing Agreement, and the Market Rules and Regulations.

I agree that any dispute that arises between myself and the El Centro de Laredo Farmers Market or between the participating market/organization and any other person(s) and/or entity(ies) related to the participation in El Centro de Laredo Farmers Market shall be resolved by the process as outlined in the 2019 Vendor Licensing Agreement. I waive my right to a court or jury trial and agree to abide by and utilize the Market dispute resolution procedure stated in the 2019 Vendor Licensing Agreement which shall be the sole method of resolving disputes.

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Vendor Signature

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Date

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Print Name