



## MINEOLA!

### MINEOLA MAIN STREET FARMERS MARKET VENDOR RULES /REGULATIONS

**Market Location:** Pavilion at 101 W. Front Street west of the Mineola Depot

**Market Dates:** Every Saturday, May through November with special events in December

**Market Hours:** 8 a.m. - 1 p.m. or later (rain or shine). Vendors are asked to remain set up until 1 p.m. unless they sell out.

#### **Registration and Fees**

All vendors must submit a completed and signed release of liability. No fees will be assessed.

The Mineola Main Street Board reserves the right to refuse participation to any applicant.

Vendors must be 14 years of age or older.

Vendors submitting an application must provide a list of items to be sold. The submitted list will be examined and approved or disapproved by the market management.

Applications must be returned to the Main Street Manager AND the Farmers Market Coordinator no later than **noon** on the **Thursday** preceding the market they want to attend.

## Selling Spaces

You may set up between 7 and 7:30 a.m. and should be ready to do business when the market opens at 8 a.m. **New vendors should not set up until the market coordinator assigns them a space.**

Vendors' products and signs must be contained within the selling space unless otherwise approved by the market management. Vendors should bring tables no longer than five-feet long.

Vendors shall maintain a courteous and professional manner at the market.

All vendors must leave their selling space clean. Commercial items cannot be sold at the Main Street Farmers Market unless approved by market management.

## Vendor Rules/Regulations

Producers may sell farm, garden and food products including but not limited to vegetables, eggs, fruit, meat, dairy, nuts, flowers / plants, cheese, jams, jellies, relishes, honey, canned, and baked goods. All others must be approved by the Market Management. There will only be small **agricultural** animals (i.e. chickens, rabbits, ducks) sold at the Farmers Market and they must be approved by the Market Management.

All products must be of high quality. Repeated complaints about the quality of a vendor's product may result in termination of selling privileges. The Farmers Market management reserves the right to the inspection of all items. Vendors are encouraged to present for sale their own homegrown produce. Realizing expectations of farmers market customers is for homegrown items, and in the spirit of transparency, those who purchase produce to sell must state their produce is purchased, which produce is purchased, and where it came from on a sign large enough to be noticed. Only produce from Northeast Texas should be brought in.

Vendors are not permitted to bring pets to the Farmers Market. No smoking is allowed in the pavilion. Vendors who smoke must move at least 20 feet away from the pavilion and other vendors and customers, or preferably, go across the street to smoke.

Newly-arriving vendors **must** check in with the market coordinators. After vendors finish unloading, they should leave the close parking spaces in the depot parking lot available for customers. Vendors can park either west of the pavilion in the grassy area between the Farmers Market and the playground, or, you can also park across the street at the oil company **AS LONG AS no pumps or gates are blocked.**

## Responsibilities

Vendors are responsible for their children and guests at all times. Do not allow your children to run freely through the market, to disrupt other vendors or customers. **Children must be supervised at all times.**

Each vendor will be responsible for obtaining a sales tax number if required by the State of Texas and shall be responsible for collecting and paying any sales tax that may be assessed on his or her products. The vendor shall be responsible for filing any and all returns required by the State of Texas with respect to sales tax collection.

It is the responsibility of each 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 products. The City of Mineola, Main Street Board, and/or the Farmers Market Management shall not be held liable for the products offered by vendors. Product and liability insurance are the responsibility of the producer.

Vendors are responsible for the merchandise, security and liability of their selling space and persons. Vendors shall indemnify and hold harmless the City of Mineola, the Main Street Board, Farmers Market Volunteers and the Farmers Market Management for any and all loss or damages that may occur through their participation with the Mineola Main Street Farmers Market.

### **Other**

The City of Mineola has the right to change the rules as deemed necessary or discontinue its use as approved. The Farmers Market Management shall have supervision and control of the activities of the market and the designated market area, and as such has full responsibility for enforcing all rules and regulations as set forth herein.

Should a vendor or community participant feel their rights at the Main Street Farmers Market have been violated in some way, or feel that another vendor or someone else has acted outside of their authority or in a way that harms the market as a whole, the following steps should be taken:

1. The grievance or concern should be put in writing and include a clear and specific description of the problem and the name(s) of the person involved, a description of the ways in which the person has attempted to resolve the matter (if appropriate), and at least two courses of action that would satisfy the writer (if appropriate). These should include but are not limited to:
  - a. Mediation between involved parties;
  - b. Determine that the issue does not warrant formal steps to resolve it and should be handled through other channels.
2. Copies of this correspondence should be sent to the Mineola Main Street Board, c/o Main Street Manager, 300 Greenville Ave., Mineola, TX, 75773 and to all persons involved in the grievance or concern. This must be a signed correspondence.
3. The city administrator has final authority in deciding the outcome of the grievance.



## VENDOR TIPS FOR A SUCCESSFUL MARKET

### Attractive Booth Displays:

- Name your booth like "Family Farm," Mineola.
- Use a colorful table cover.
- Price your items with signs.
- Use baskets, buckets, boxes, etc. to display items.
- Display items on different levels, add flowers, pictures of your garden or chickens; make it personal.
- Make sure your booth, containers, & display areas are neat and clean.
- If you are giving samples this is really important: Keep them covered and provide utensils for serving (toothpicks, napkins, crackers to scoop, etc.).

### Suggestion for Food Labels:

*Vendor's name (might be company name)*

*Address*

*This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department. It contains the following allergens:*

**Eggs Nuts Soy Peanuts Milk Wheat** (include any which are applicable)

**PRODUCT NAME**

Always be honest about where your product comes from. If you have purchased the product from another area you must tell your customer. Consumers at farmers markets expect homegrown, homemade products.

**OUR GOAL IS A HAPPY, FRIENDLY MARKET WHERE  
EVERYONE HAS A GOOD TIME.**



## MINEOLA MAIN STREET FARMERS MARKET VENDOR APPLICATION

VENDOR COMPANY NAME: \_\_\_\_\_  
Please Print

VENDOR NAME: \_\_\_\_\_  
Please Print (If not the same as Company Name)

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL # \_\_\_\_\_ EMAIL: \_\_\_\_\_  
(Home or Work)

PLEASE LIST THE TYPE OF PRODUCT/ITEMS YOU PLAN TO SELL:

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

I PLAN ON PARTICIPATING IN THE MINEOLA MAIN STREET FARMERS MARKET (**CIRCLE MONTHS**)

MAY \_\_\_\_\_ JUNE \_\_\_\_\_ JULY \_\_\_\_\_

AUG. \_\_\_\_\_ SEPT. \_\_\_\_\_ OCT. \_\_\_\_\_

VENDORS WILL DETERMINE THE PRICES OF ITEMS TO BE SOLD AND PROVIDE THEIR OWN SIGNAGE, A DISPLAY TABLE AND CHAIR IF NEEDED.

IS THIS YOUR FIRST YEAR AT THE MARKET YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Mineola Main Street Project  
903-569-6183 / P.O. Box 179 / 300 Greenville Hwy.  
Mineola, Texas 75773  
Email: [mainstreet@mineola.com](mailto:mainstreet@mineola.com)



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