

# **DOWNTOWN SANGER FARMERS' MARKET**

## **WELCOME**

Thank you for considering applying to our hometown market! Please read the handbook below and make yourself familiar with the requirements necessary to become a vendor.

## **MISSION**

The Farmer's Wife North TX, LLC exists to bring farmers, ranchers, and local producers together with local consumers of the Sanger and surrounding communities as well as bring agriculture and agriculture education back to the community.

## **ANTI-DISCRIMINATION POLICY**

The Farmer's Wife North TX, LLC and Downtown Sanger Farmers' Market is committed to a policy of equal opportunity for all vendors, farmers, ranchers, cottage food producers, horticulturists, and companies and does not/will not discriminate on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.

## **2024 MARKET SEASON AND SCHEDULE**

Generally, the market will run 10 months out of the year (mid-March to early December) – The market will be two weekends (Saturday and third Sunday) out of the month (1st Saturday and 3rd weekend)

- Saturday will run from 9 am to 1 pm, and Sunday will run from 10 am to 2 pm. Summer hours will be: Saturday: 8 am to 12 pm, Sunday: 9 am to 1 pm. The summer hours will begin in July and end in September
- The market manager and/or employees/volunteers will be present from 7:30 am to 1:30 pm on Saturday and 8 am to 2:30 pm on Sunday
- Vendors should expect to spend 4-5 hours at a market.
- Vendors will have multiple schedule options to fit their schedules. These options include monthly, Saturdays only, Sundays only, and daily sales.

## **RULES AND REQUIREMENTS**

- The Downtown Sanger Farmers Market is producer-only. This is defined as a market in which all items sold/offered are grown/produced by the producer of the product.

- “Handcraft” is defined as items that have been transformed significantly from their original state. i.e. clay to jewelry, pots, cups, etc., yarn to blankets, wax to candles, etc. These will be determined on a case-by-case basis.
- Reselling of items is not allowed. All vendors are required to produce/grow or handcraft all products they intend to sell.
- MLM products such as ItWorks, Scentsy, PamperedChef, etc. are not allowed
- DSFM will allow companies in the agricultural/horticultural industry to set up a booth at the market. Non-agricultural companies may not be promoted in the market.
- Firearms, ammunition, fireworks, or any other hazardous items are not allowed.
- Although general liability insurance is highly recommended it is not required. In the instance that general liability insurance has been obtained “The Farmer's Wife North TX LLC” must be listed as the additionally insured. All vendors must sign a hold harmless agreement.
- Vendors and their employees are responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products. Vendors providing samples of their products must comply with the rules governing market sanitation and health issues with the Denton County Health Department.
- Vendors are responsible for obtaining a Sales Tax Number if required by the State of Texas as well as collecting and paying any sales tax that may be assessed on their products. The vendor shall be responsible for filing any returns required by the State of Texas concerning sales tax collection. The Downtown Sanger Farmers Market and The Farmer's Wife North TX, LLC does not involve itself in the collection, audit, or other related sales tax activities

## APPLICATION AND REVIEW PROCESS

- The application process could take up to two weeks
- Vendor applications will be reviewed by the Market. Products will be reviewed based on product type, the current quantity of vendors selling similar products, and product quality. Except for produce and agricultural products, we strive to have no more than 3 very similar items on a single market day. This will be determined on a case-by-case basis by the Market.
- Any new products that will be added **must** be approved by the Market; **no exceptions.** This is to help monitor what items are being sold and to keep the same products to a minimum. These items can be added via Marketspread under “products”.
- Your application may be put under “waitlisted” or you may be asked to alternate days to help keep the same number of products being sold to a minimum.
- You must verify that you plan on attending your next scheduled market day at least **two weeks** in advance. This will ensure that anyone on the waitlist will get a chance to sell if applicable, and that an accurate vendor list will be given to the general public.
- If you are unable to make your scheduled market day due to an illness or emergency, please let us know within three days so we can make the proper adjustments to the vendor list and map.

- Three no-shows will remove you from the current market season. “No-shows” can be defined as scheduling for a market day and not showing up, unanswered correspondence between the market manager and the vendor, and last-minute cancellations.
- As this is a family event, we reserve the right to ask you to take down any obscene or offensive display.
- It is the vendor's responsibility to care for their products and maintain required temperatures, etc.
- All vendors are required to have the proper licensing/certification to sell their goods within the state of Texas and Denton County.
- We will accept all new vendor applications throughout the season but will close any applications if booth capacity has been met.
- The Downtown Sanger Farmers Market will strive to have 80% agriculture-based products and 20% producer-made products.
- ❖ “Agriculture-based products” are described as eggs, honey, nuts and seeds, produce, canned goods, bread, and baked goods, planting seeds, outdoor and indoor plants, fruits, beef, and poultry.
- ❖ A few examples of “producer-made products” are described as homemade soaps, knitted or crocheted items, handmade jewelry, pottery, wood crafts, and any handmade crafts or handmade items. Producers may not may not sell work produced with commercial kits, models, patterns, plans, prefabricated forms, or other commercial methods.
- Agricultural producers may not advertise as “organic” unless they are certified organic and meet the guidelines of the National Organic Program. If you are advertising as “organic” at the market you may be asked to show a copy of your certification.
- Small business days: Downtown Sanger Farmers Market will host four “small business days” during its market season. Small business days are for any small business that is outside the spectrum of the products that are listed above. This still excludes firearms, ammunition, fireworks, and other hazardous items. These days will be on November 16th and November 17th as well as December 7th and December 8th.

## **DAILY BOOTH FEES**

- Anyone accepted into the market must pay a \$25 application fee. This application fee will go towards marketing expenses for the market.
- A daily booth fee for each vendor will be \$25. This fee must be paid at least two weeks before the market day you wish to attend.
- Your spot at the market is reserved once payment is received
- Vendors must have paid their invoice by 5 pm on its due date or have written correspondence stating they plan to pay via cash or check on the day of the event or else they will be removed from the vendor list for the day of the event.

- Three last-minute cancellations, no-calls/no-shows, or failed correspondence will have your business withdrawn from the market season to open space for new vendors who wish to attend.
- If you paid for the market but are not able to attend a refund will not be provided. You may use the existing payment as a credit for another day or forgo this expense altogether.
- Full credits will only be given if canceled a week before the market.
- If the market must be canceled due to weather a refund will not be issued. However, you may use that payment as a credit towards another market day within six months of the canceled market.

## **OPERATING GUIDELINES AND DAY OF**

### **VENDOR BOOTHS**

- Vendors are responsible for providing their own 10' x 10' awning, tables, and chairs.
- All items must fit within the 10x10 space.
- All awnings must be secured to the grass with stakes **and** weights. Please make sure you have at least **25 lbs** on each leg. The Market will not be responsible for any damages that occur due to runaway tents. \*\*This step is VERY important. It can get windy at Stephen Baker Field and there have been runaway tents before. Stakes only will not work!\*\*
- Vendors can purchase more than one 10x10 space. If you desire two spaces, please note that on the vendor application and/or Marketspread. You will be charged for both spaces.
- Double spaces may be denied depending on vendor capacity.
- Electricity will not be provided. All vendors will be responsible for maintaining proper temperatures of their products by either ice or by generator.

### **WEATHER POLICIES**

- Downtown Sanger Farmers Market is an outdoor market. We will be open "rain or shine" to be committed to our vendors and customers.
- There are not any indoor or covered alternatives to move the market in the case of inclement weather.
- If severe weather threats (i.e. thunderstorms, lightning, high winds, and/or any severe weather) the event may be delayed or canceled. If the event is canceled then you will be notified by email, text message, and social media 1 hour before the event.
- If severe weather threats **during** the market, we may end up packing things up early. No refund will be given.

### **SET UP AND TAKE DOWN**

- All vendors should be set up and ready by **8:50 am** on Saturday mornings (**7:50** during summer hours) and **9:50 am** on Sunday mornings (**8:50** during summer hours).

- All staff will be at the market beginning at 7:15 am on Saturday mornings and 8:15 am on Sunday mornings
- When unloading, please refrain from driving down the middle of the aisles.
- At this current time, you may drive your vehicle to your designated spot to unload, but when you are done unloading please drive your vehicle to the designated parking areas unless otherwise stated.
- You may begin taking down around 12:50 am (1:50 pm on Sundays)
- If you are working both Saturday and Sunday you cannot leave your tent or any items overnight. Our agreement with SISD states that no items will be left overnight on the property. Any items left after take-down hours will be subject to disposal at the end of the event. (Please take your things!)
- Vendors are responsible for disposing of their trash
- Vendors are required to stay for the entirety of the market's open hours, even if they sell out of product. This is for the safety of the entire market. Exceptions will be made on a case-by-case basis for emergencies only. Please plan accordingly.

## **FOOD TRUCKS**

- Food trucks must have a current 2024 health inspection report by the State of Texas or by a local city and must be ready to present that report if asked. If no health inspection report is available you will need to speak to the City of Sanger and obtain a temporary health permit. This must be obtained 72 hours before the event.
- You must have a current Food Handlers Certification
- Food trucks will pay \$35 per spot, per market
- Food trucks must also pay the \$25 application fee.
- Food truck vendors will also be subject to the vendor no-show policy. Three no-shows will remove you from the current market season. "No-shows" can be defined as scheduling for a market day and not showing up, unanswered correspondence between the market manager and the vendor, and last-minute cancellations.

## **SALES REPORTING**

- The Farmer's Wife North TX, LLC will ask for your daily sales after a market via Marketspread. This information is used solely to help with marketing now and in the future and will not be shared with anyone except the market manager and its board members. This is completely optional but will benefit the market as a whole with its data.

## **BOARD OF DIRECTORS**

Downtown Sanger Farmers Market has a Board of Directors. The Board will assist in decision-making on Market happenings. This is an unpaid position. Vendors who are members of the Board of Directors will not receive any special consideration for vendor spaces, vendor approvals, business promotion, vendor fees, or any other decisions made by Market staff, volunteers, or the Board of Directors related to their business. The rules of the Handbook apply to all vendors who are members of the market unless in the instance of special circumstances.

## OTHER IMPORTANT STUFF

- The Farmer's Wife North TX, LLC may at its sole discretion revise the Rules and Regulations and may alter operations of the market at any time. You will be notified by email if this happens.
- The Farmer's Wife North TX, LLC and Downtown Sanger Farmers Market wish to create a fun and safe environment for all vendors, staff, and customers alike. Vendors are expected to act professionally and to treat each other with kindness.
- Bullying is strictly prohibited. "Bullying" is defined as any behavior intended or perceived to coerce, intimidate, or cause harm to another.
- Any vendors with repeat complaints will be subject to banning from the market. Consequences for violating the handbook rules and regulations will result in the following:  
First offense: Verbal warning, Second offense: Written warning, Third offense: Suspension from market, Fourth offense: Termination from market. All of these offenses will be in writing.
- Downtown Sanger Farmers Market reserves the right to terminate vendor involvement and is an "at-will" Company. This means that the vendor involvement is for no fixed period and is terminable at will at any time by either party. You and the Company are free to end the vendor/market relationship at any time with, or without, reason and with, or without, notice.
- **Social media:** The Farmer's Wife North TX, LLC will periodically take photos or videos before, during, and/or after the market of vendors to be posted on their social media sites. By signing this handbook, you state that you agree to be posted on any social media site created by The Farmers Wife North TX, LLC (DBA: Downtown Sanger Farmers Market). If you do not want to be posted on any social media platforms please state in writing that you would not like to have your company posted.
- **Virtual Market:** Going forward, we will have a virtual market to help with pre-orders and sales on our off market days! To set this up, you must be a premium member of Marketspread which is \$12/annually. Our virtual store can be found at: <https://dsfm.mymarket.shop/> Marketspread has support articles that will show you how to set this up.

**MARKET CONTACTS:**

For any questions or concerns please direct them to any of the individuals below:

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Amber Whitworth-Spigner	Market Manager/Executive Director	940-206-2707	info@dsfarmersmarket.com
Garrett Spigner	Board Member	817-403-1556	
Lisa Smith	Board Member	940-600-8177	
Kaitlynn Gordon	Board Member	804-898-4849	
Lorraine Truty	Board Member	940-284-4940	
Sydney Anderson	Board Member	575-207-5662	

