



Vendor Handbook

Guiding Principles

- To provide a welcoming space for local producers to sell their goods to local consumers
- To support entrepreneurship, sustainability, and responsible stewardship of the land that makes the Panhandle special
- To strengthen the local economy by offering entrepreneurs a chance to incubate and grow their small business with limited barriers to entry

Rules & Requirements

- The Amarillo Community Market is a producer-only market. All items sold at the market must be grown or created by the vendors.
- All items must be produced within 150 miles of Amarillo.
- Items with purchased elements must be significantly transformed from their original state to be eligible for sale at the market.
- Resell of items is not permitted
- Antiques and distributor items like Scentsy, Origami Owl, Avon, etc are not eligible for sale at the market.

Environmental Stewardship

The Amarillo Community Market strives to be a place that promotes and embodies sustainable living and environmental stewardship

- Trash bins and bags will be provided
- To encourage the use of recyclable bags, vendors are permitted to sell branded reusable bags even if they are not made locally

Membership Fees & Costs

The Amarillo Community Market has a once a year membership fee and daily booth rental fees. These fees are used for market operations. Our goal is to keep the fees as low as possible to encourage aspiring and established entrepreneurs to use the space for local commerce.

Application Fee: \$10

This is a non-refundable application fee for ALL potential vendors.

Yearly Membership : \$40**Market Day Fees***10'x10' booth space: \$15*

The booth rental fee is \$15 per Market day for all 10'x10' booth spaces. Vendors are permitted to share booth spaces, but each vendor must be approved through separate applications and pay a separate membership fee.

Small trailer (shorter than 15'): \$20

There are a limited number of small trailer spaces available. Due to space constraints, there is an additional \$5 fee to leave trucks attached to trailers.

Large trailer (larger than 15'): \$25

There are a limited number of large trailer spaces available. Due to space constraints, there is an additional \$5 fee to leave trucks attached to trailers.

Payment

Yearly dues and market booth fees need to be paid online *prior* to each market day through your managemymarket account. All payments are non-refundable.

Market Day

Location

The Amarillo Community Market is located in front of the historic Bivins Building at 1000 S. Polk St. between 10th & 11th. The street is blocked off to allow for pedestrian traffic.

Booth Spaces

- Booth spaces will be assigned by the Market Coordinator
- Spaces are 10'x10'. Please be respectful of these boundaries and ensure that the area around your space (including the sidewalk) remains free and clear of all merchandise, equipment, and trash.

Arrival & Set-Up

- In order to give us enough time to get setup, please do NOT arrive before 7:30 AM
- All vendors that would like to bring their vehicle to their space to unload must enter from the North side of Polk St and check-in at the Market Booth
 - Traffic is one-way and flows from the market check-in point, south down Polk St., then west down 11th St.
- If you don't need to bring you vehicle in, you may begin setting up at 7:30 and check-in with the market manager any time before 9.
- Spaces will be numbered and a volunteer will direct you to your spot and the designated unloading zone

All vehicles must be moved out of the market area by 8:50 AM. Vendors should be ready to greet customers at 9 AM.

Market Bell

The Market bell rings at 9 AM, and no sales are permitted prior to the bell. This will be strictly enforced, and violations will result in a temporary suspension.

Your Booth

- Tables are required for all vendors. Chairs and canopies are highly recommended!
- Booth spaces will be on the pavement, and you MUST have a way to secure your canopy without stakes.
 - If you do not have weights to secure your canopy, you will not be permitted to set it up.
- Please do what you can to make your booth attractive and inviting to guests. It encourages repeat customers!

Take-Down

The market ends at 1:00 PM and vendors will be able to move their vehicles to their booths to load up and leave at that time. The street will reopen for traffic at 2:00 PM. Please ensure your booth space is left the same way that you found it and that no trash or debris is left behind.

Cancellation Policy

We understand that things come up and sometimes you won't be able to attend a market that you signed up for. All cancellations should be received via email no later than 5PM on Thursday before the cancelled date. Cancellations received after this time will result in a charge in the amount of the requested booth space.

No Show Policy

Vendors that do not attend without notice more than 3 scheduled dates will be withdrawn from the market without refund.

Vendors

Produce Vendors

Produce vendors are those vendors who sell locally grown fruits and vegetables that have not been altered in any way. Produce vendors will be given shade priority due to the sensitive nature of the products.

Cottage Food Vendors

Cottage Food Vendors are bakers & producers who are allowed to sell certain items that are made in a home kitchen. You are not required to have access to a commercial kitchen or health inspection, but you are required to have a valid Texas Food Handler Certificate (\$9 Fee). The class and certificate is available online: <http://amarillotx.foodhandlerclasses.com/>

Cottage Food Vendors may sell the following items:

- Cakes, cookies, candy, bread, pastries & pies that do not require refrigeration
- Unroasted nuts & nut butters
- Fruit butters, jams and jellies
- Dehydrated fruits, vegetables & beans
- Popcorn, cereal & granola
- Roasted coffee, dry tea & dried herb mixes
- Pickles
- Honey*

* The sale of honey is regulated by a separate yet similar law. Specific rules relating to the sale of honey can be found here: <http://www.capitol.state.tx.us/BillLookup/History.aspx?LegSess=84R&Bill=SB1766>

Labeling Requirements

- Name and physical address of the Cottage Food producer
- Name of the product
- List all potential allergens in the product (e.g. wheat, dairy, eggs, nuts)
- Statement of non-inspection: “This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department.”

Ingredient List

A complete list of ingredients should be available to the consumer at all times. Please keep this information in a binder at your booth.

Cottage Food Law

If you have any questions about what is allowed, a comprehensive overview & full text of the bill can be found here: <http://texascottagefoodlaw.com/>. The Market Coordinator is also available to answer any questions about specific products you'd like to sell at the Market.

Food Trucks & Temporary Food Establishments

Food Trucks and other Temporary Food Establishments will be welcome at the Amarillo Community Market. All permits and inspections required by the city will need to be obtained prior to Market day. If you have questions about how to obtain a permit or need help determining if you need a permit, please contact the Market Coordinator.

Craft Vendors

Craft vendors will be selected based on the quality of the craftsmanship and the source of the materials, and preference will be given to vendors who source their materials locally or naturally. Crafts are required to be handmade: purchased elements must be significantly transformed from their original state to qualify for sale at the market. Antiques, refinished furniture, books, and distributor products like Scentsy, Mary Kay, and Thrive are not allowed at the market.

Apply to Become a Vendor

Our vendor application is all online and easy to use! Create your vendor profile online at managemymarket.com, and keep an eye out for the opening of our application on January 1, 2017.

If you have a website or Facebook page, be sure to include links so our board has as much information as possible to determine the eligibility of your items.

Application Deadline

Vendor applications are accepted throughout the season!