

2022 Vendor Handbook



AMARILLO COMMUNITY MARKET

2016
Est.
HANDMADE · HOMEGROWN



A project of Center City of Amarillo
1000 S. Polk Street
www.centercity.org
amarillocommunitymarket.com

Table of Contents

Table of Contents	1
About the Market	2
Guiding Principles	2
Vendor Rules & Requirements	3
Membership Fees & Costs	3
Application Fee New Vendors: \$25	3
Application Fee Returning Vendors: \$10	3
(NEW!) Application Fee Junior Vendors: \$25	3
Yearly Membership Fee: \$25	3
Junior Membership Fee: \$10	3
Market Day Fees	4
Payment	4
The Market Community	4
Family	4
Appearance	4
Vendor Spotlights	4
Safety & Security	5
Market Day	5
Arrival & Set-up	5
Market Bell	5
Take-down	5
Trash	6
Scheduling & Attendance Policy	6
Cancellation	6
Drop-ins	6
Inclement Weather	6
Market Booths	8
Booth Spaces	8
Booth Space Assignments	8
Inside Your Booth	8
Sales	9
Permanent Booth Spaces	9
To Qualify	9
Vendor-Specific Guidelines	9
Agricultural Vendors	9
Cottage Food Vendors	10
Cottage Food Items	10
Labeling Requirements	10
Cottage Food Law	10
Sampling	10
Food Trucks & Temporary Food Establishments	10
Beverages	11
Art and Craft Vendors	11
Sales Tax	11
Violations	11
Logo	11
Apply to Become a Vendor	12
Eligibility FAQs	12

About the Market

The Amarillo Community Market is a project of Center City of Amarillo, a nonprofit organization dedicated to preserving and revitalizing downtown Amarillo. The market is governed by Center City's volunteer Board of Directors.

As a project of a nonprofit organization, the market operates on a small budget. In addition to Center City's staff time, we have a paid Market manager and dozens of faithful volunteers. We are endlessly grateful to the volunteers that show up every Saturday to help keep our market running smoothly!

When you join the Amarillo Community Market, you are joining a group of like-minded, creative, productive, passionate entrepreneurs.

For more information about Center City, visit www.centercity.org.

For more information about our staff and founding members, visit [our website](http://our_website_at_amarillocommunitymarket.com) at amarillocommunitymarket.com

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 businesses.
- To encourage local artists to create and sell original, high quality artisan goods.
- To provide a unique destination experience of food, shopping, music and activities in historic downtown Amarillo

Vendor Rules & Requirements

- Vendors must agree to receive e-mails from Amarillo Community Market, and we ask that you promote Market on your social media platforms.
- All items must be grown or created by the person selling them.
- All items must be produced within 150 miles of Amarillo.
 - Exceptions may be made if no local vendor applications are received
- All items must be original – conceived, designed and completed by the maker. No work from kits, copies of other works, or copyrighted materials will be allowed. Fabric items with licensed characters such as Disney are not allowed.
 - If you are a craft vendor, you must have a tax id number. If you do not have one, please go to <https://www.irs-ein-tax-id.com/>
- Your booth space is for selling your approved items only. There is no sharing of booth space.
- Vendors may not sell commercial brands such as Coca-Cola, Sprite, Dr Pepper, Topo Chico or other drinks. No glass containers are allowed for beverages. Vendors may sell plain bottled water only.

NEW – JUNIOR MEMBERS:

- Junior members are for vendors age 10-17.
- Junior members must abide by all regular vendor rules and requirements.
- Junior members must apply for a state sales tax id number if you are selling taxable items. For more information and to apply, go to: <https://www.irs-ein-tax-id.com/>
- You must have adult supervision while selling at the market.
- Your junior booth is for your approved items only. You cannot share a space with a regular vendor.

Membership Fees & Costs

The Amarillo Community Market has an annual membership fee to Center City of Amarillo and daily booth rental fees.

APPLICATION FEE FOR POTENTIAL MEMBERS: \$25

This is a non-refundable application fee for all NEW potential vendors. If you have questions before submitting your application and fee, please call or email the market manager.

APPLICATION FEE FOR RETURNING MEMBERS: \$10

This is a non-refundable application fee for all RETURNING approved vendors from the 2021 season. This does NOT include those who only came in for specialty market days. If you have questions before submitting your application and fee, please call or email the market manager.

APPLICATION FEE FOR JUNIOR MEMBERS: \$25

This is a non-refundable application fee for all JUNIOR potential vendors. If you have questions before submitting your application and fee, please call or email the market manager.

ANNUAL MEMBERSHIP FEE (REQUIRED): \$25

The \$25 membership fee reflects a membership to both the Amarillo Community Market and a Scout level membership to Center City of Amarillo. The membership fee is required with your first market day for all accepted applicants.

ANNUAL JUNIOR MEMBERSHIP FEE (REQUIRED): \$10

The \$10 membership fee reflects a membership to both the Amarillo Community Market and a Scout level membership to Center City of Amarillo. The membership fee is required with your first market day for all accepted applicants.

MARKET DAY FEES

	10'x10'	Trailer
Agricultural Vendor	\$15	\$25
Food Vendor	\$20	\$30
Junior Vendor	\$5	\$10
Craft Vendor	\$30	\$40
Food Truck	\$35	
Sponsorship Booth	\$500	—

PAYMENT

Yearly dues and market booth fees are accepted via the online portal only. Cash or check are not accepted. Payment of all fees must be received through the portal before you will be admitted to Market.

The Market Community

FAMILY

The market is now in its seventh year, and we have developed a strong sense of community. We are all entrepreneurs and makers, and our similarities far outweigh our differences.

During market, you can contribute to this sense of community by introducing yourself to your neighbors - especially new vendors! This is also a great way to share strategies that will help you grow your business.

APPEARANCE

Many of the rules you will read in this Handbook are geared towards maintaining a professional appearance at the Market. We want the look of the market to reveal the sense of pride we all feel in our work. On the planning side of things, this involves making sure that all spaces are filled and do not go empty. People are much more likely to return to the market to shop if they can see what a vibrant and committed community of makers show up every week!

SAFETY & SECURITY

While we have never had a serious issue, it's important to look out for your fellow vendors and our patrons. Please be aware of your surroundings, keep your valuables put away and out of sight, and alert the market staff if you see anything that seems out of the ordinary.

For community safety, the market is permitted and inspected by the Environmental Health Department of the city of Amarillo. All vendors must adhere to all local government regulations regarding food and product safety including labeling.

Due to Covid, and to help us keep our market open all season, all market vendors and customers must follow any rules if they are issued. This may include the wearing of masks and social distancing.

PLEASE NOTE: ALL VENDORS MUST KEEP ALL SIDEWALKS CLEAR AT ALL TIMES DURING SET-UP AND MARKET. THIS IS FOR AMERICAN WITH DISABILITIES ACT COMPLIANCE, AS WELL AS BEING GOOD NEIGHBORS. IF YOU NEED MORE SPACE, PLEASE RENT A SECOND BOOTH SPACE.

Market Day

The Amarillo Community Market will be in front of the historic Bivins home at 1000 S. Polk St. between 10th & 11th. Market hours for 2022 are 8:30 a.m. to 12:30 p.m.

ARRIVAL & SET-UP

- Setup begins at 7:00 AM
 - Check-in will not start before 7:00 AM
- Vendors 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.
 - Traffic on 11th Avenue flows from east to west during set up and takedown for market. After 1:30 PM regular traffic rules apply.
 - The middle lane must remain clear for through traffic at all times.
- For the safety of our market family, the speed limit in the market area is 3 MPH.
- All vehicles must be moved out of the market area 8:15 AM
- All booths and vendors must be off the streets by 1:30 PM

MARKET BELL

The Market bell rings at 8:30 AM, and no sales are permitted prior to the bell. This will be strictly enforced. Violations will result in a temporary suspension. Vendors are only allowed to sell to other vendors before 8:30 AM.

TAKE-DOWN

Vendors will be able to move their vehicles to their booths to load up and leave after 12:30 p.m. To reduce traffic problems, please have your booth taken down and ready to load *before* you bring your vehicle in. All booths must be cleared and vehicles out of the street by 1:30 PM. The street will reopen for traffic at 1:30 PM. Please ensure your booth space is left the same way that you found it and that no trash and debris - like zip ties - are left behind. Vendors may be charged a clean-up fee if they leave trash in their area.

TRASH

Trash cans throughout the market area are for customers only. All vendor trash should be taken to the **Dumpster in the alley behind the Center City building**. Trash bags will be provided by Center City (available when you check in or throughout the day at the market booth). You are responsible for taking your own cardboard and trash to the dumpster or packing it back in your vehicle.

Vendors who leave trash -- including zip ties -- in their area, may be assessed additional clean-up fees .

SCHEDULING & ATTENDANCE POLICY

Vendors are welcome to attend as many or few days as they wish. Vendors will schedule their dates by submitting payment for that day via the website. Payment are accepted through the online portal only. All membership fees and daily fees must be paid before entry into market. Please be careful in choosing what days you plan to attend. **NO REFUNDS or CREDITS will be given.**

CANCELLATION

We understand that schedules change - especially in the summer! As a courtesy, **please send cancellations via email (amarillocommunitymarket@gmail.com) by Thursday at 5PM.** If notice is not received by this time, it will be considered a no-show. **Fees will NOT be refunded or transferred.**

INCLEMENT WEATHER

The Amarillo Community Market is a rain or shine market! When we have or expect a lot of rain, our vendor attendance declines. In this case, vendor spaces will be first-come, first-serve without regard to permanently assigned spaces. This is to keep the market from looking sparse. On those days, we will fill in as best we can. Our goal is to provide a marketplace in the best of times and the worst of times! No refunds or credits are issued for any day the market operates.

In case of severe weather and safety concerns per the National Weather Service, we will close the market. We will notify all vendors via email as soon as the decision is made. If we decide to close the market before opening bell, vendors may receive a credit day for another market day if available. Credits do not carry over to the next Market year.

Market Booths

One way that we ensure repeat customers at the market is to make sure that all booths are conveniently located and that the market looks full and professional. The following standards help us achieve that. PLEASE NOTE: ALL VENDORS MUST KEEP ALL SIDEWALKS CLEAR AT ALL TIMES DURING SET-UP AND MARKET. THIS IS FOR ADA COMPLIANCE, AS WELL AS BEING GOOD NEIGHBORS. IF YOU NEED MORE SPACE, PLEASE RENT A SECOND BOOTH SPACE.

BOOTH SPACES

- A standard booth space is 10'x10". Booths may be socially distanced for safety.
- Trailer spaces are available for an additional \$10.
- Vendors may rent up to two adjoining booth spaces.
- Please be respectful of your booth boundaries and ensure that the area around your

space (including the sidewalk) remains free and clear of all merchandise, equipment, and trash. This is required by the Americans with Disabilities Act and respects our neighbors.

- Canopies that extend from trailers into the street may not be put up until 7:45 to allow traffic to flow freely and for pedestrian safety.

BOOTH SPACE ASSIGNMENTS

- Daily spaces will be assigned in the order of arrival on Market day.
- Booth spaces are not transferable and may not be rented out or occupied by other vendors for any reason.
- Vendors with generators of any kind will be placed on the south side of 11th to minimize noise and smell.
- Sampling for food vendors is encouraged, but it must be done within the boundaries of your assigned space and according to Health Department rules.
- **Booth spaces will be assigned by the market manager and daily space requests cannot be honored without documented medical necessity.**

INSIDE 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.

Due to wind, you must provide your own weights and must stay completely off of the sidewalks.

If you do not have weights to secure your canopy, you will be asked to take it down.

Weights are available at most stores that sell camping equipment.

- Corporate branding is not permitted on tents, tablecloths, or any other booth displays, unless you are the weekly market sponsor (see below).
- Please do what you can to make your booth attractive and inviting to guests. It encourages repeat customers!

MARKET SPONSOR BOOTHS **(NEW!)**

New this year, the Market will allow one Market sponsored informational booth each week.

- Weekly sponsorship is \$500
- The weekly sponsor will be allowed one 10x10 booth space
- The weekly sponsor will be allowed to hang a banner at their tent, distribute informational or promotional materials inside their booth, but will not be allowed to sell anything.
- The weekly sponsor will be promoted on our social media platforms.

SALES

All vendors are responsible for being in their own booths. Vendors are not allowed to hire anyone to staff the booth who is not directly involved with making/creating the product being sold. Our patrons come to shop with local producers and this provides an opportunity for them to make connections and learn about what they're buying and who they're buying from. This also allows you to create a lasting impression and cultivate a devoted following. No one can sell your products like you can!

PERMANENT BOOTH SPACES

If the Market is at 1000 S. Polk, there are a limited number of seasonal permanent spaces available. Vendors who qualify for permanent spaces can enter the market on the east side of Polk Street without waiting in the check-in line.

Permanent seasonal space requests will be honored at the discretion of the market manager, with preference given to prior year's vendors.

Vendors with these limited permanently assigned spaces are subject to the same attendance rules as all other vendors.

The market reserves the right to make adjustments to permanent spaces as needed.

TO QUALIFY

- All fees must be paid for a minimum of 12 weeks
- You must have been a member of the market in a previous year to qualify for a permanent space.
- It is the vendor's responsibility to be in contact with the market manager if unable to attend. If you have not arrived by 8AM, your space will be filled for that day. We cannot have the market looking empty.
- All planned market days and fees must be paid for through the online portal at least 10 days before the first market day of the season. **For 2022, that date is May 25th.**

Vendor-Specific Guidelines

AGRICULTURAL VENDORS

Agricultural vendors are those vendors who sell locally grown or wild-harvested fruits, vegetables, eggs, honey*, or meat products. No permits are needed for agricultural vendors, but sampling guidelines from the Environmental Health Department apply.

*The sale of honey is regulated by a law similar to the Cottage Food Law, but is still considered an agricultural product. Specific rules relating to the sale of honey can be found here:

<http://www.capitol.state.tx.us>

COTTAGE FOOD VENDORS

Cottage Food Vendors are bakers & producers who sell certain items that are made in a home kitchen. The Cottage Food Law was vastly expanded during the 2019 Texas Legislative Session, so be sure to read up on all the new things you can bring to market!

COTTAGE FOOD 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
- Canned acidified plant-based foods, fermented vegetables, and pickled fruits or vegetables with a pH of 4.6 or less

LABELING REQUIREMENTS

- Name and physical address of the Cottage Food producer
- Name of the product
- List of 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.

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 manager is also available to answer any questions about specific products you'd like to sell at the Market.

SAMPLING

If you'd like to provide samples of your cottage food items, you must do so in lidded ramekins that are prepared at your home and labeled. This a market rule, not a state law.

FOOD TRUCKS & TEMPORARY FOOD ESTABLISHMENTS

Food Trucks and other Temporary Food Establishments are always welcome at the Amarillo Community Market.

A Temporary Food Establishment permit will need to be obtained from the Environmental Health Department in the Simms Building by Wednesday at 4PM.

[Application for Temporary Food Establishment](#)
[Temporary Event Checklist](#)

Questions about Temporary Food Establishment permitting should be directed to the City of Amarillo [Environmental Health Department](#) at (806) 378-9472 or ehealth@amarillo.gov.

BEVERAGES

Vendors may not sell commercial brands of soft drinks. Plain bottled water is acceptable. Beverages in glass containers are not allowed to be sold for safety reasons.

Beverage vendors are responsible for the legal disposal of gray water at the end of the market. The city of Amarillo Wastewater rules apply. Wastewater must be disposed of legally in a sanitary sewer.

PET TREAT VENDORS

Pet foods and pet treats are not covered under the Texas Cottage Food Law. They are governed by the Office of the Texas State Chemist. Strict labeling rules apply to all pet foods and treats. The legal requirements for labeling are on the Texas State Chemist Website at <https://petfood.aafco.org/Labeling-Labeling-Requirements.org/Labeling-Labeling-Requirements>

ART AND CRAFT VENDORS

Art and craft vendors will be selected based on the quality of the craftsmanship and the source of the materials. 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 LuLaRoe are not allowed at the market.

SALES TAX

Sales tax permits are required for ALL vendors who sell taxable items. Agricultural items and food items are typically not taxed in the state of Texas, but all art and craft items are taxable. If you're not sure if your food item is taxable, please refer to comptroller.texas.gov/taxes/publications.

VIOLATIONS

If a vendor is found to be in violation of any policy in this handbook, they will first be notified verbally to correct the issue. If the problem continues, they will then be notified in writing. Further violations may result in revocation of membership to the Market with no refund of fees.

LOGO

The Amarillo Community Market logo is copyrighted and cannot be used without express written permission from Center City of Amarillo, 1000 S. Polk St., Amarillo, TX 79101.

Apply to Become a Vendor

Our vendor application is all online and easy to use! Visit [our website](#) and click 'Vendors'.

ELIGIBILITY FAQs

Q: I am a designer, but I don't print my own work. Do my items qualify?

A: All items must be personally crafted by the maker, so items printed by someone else do not qualify for sale.

Q: I use vinyl stickers on my products. Can I apply?

A: Vinyl stickers sold on their own or applied to any items that are not handmade do not qualify for sale at the market. (i.e. using a cricut or other vinyl machine).

Q: I created the recipe for a food item (spices, salsas, rubs, etc.), but my packing facility is more than 150 miles from Amarillo. Does my item qualify?

A: Items packaged or created outside of the 150-mile radius do not qualify for sale.

Q: I make a killer salsa from my home kitchen. Can I be a vendor?

A: YES! In 2019, Texas changed the law to allow for the sale of canned acidified plant-based foods with a pH value of 4.6 or lower. Read up on these guidelines [here](#).

Q: Can I sell jerky?

A: Yes! In order to sell beef jerky, you must be operating out of a commercial kitchen inspected by the Environmental Health Department. Jerky is not permitted under the cottage food law.

Q: I offer a service (massage, painting lessons, etc.), but don't have physical products to sell. Am I allowed to rent booth space?

A: Unfortunately, service-only booths are not allowed at the market. If you have something to demonstrate (i.e. yoga, Zumba, martial arts, etc.) please get in touch – we can set a time for you to come out and demonstrate something wellness-related, plus it will promote your business!

Q: Are hemp products allowed at the market?

A: Yes, and no. This is a tricky one. If you sell hemp products, you must manufacture them yourself in order to qualify for market guidelines. For the most up to date information regarding hemp laws in Texas, visit [this website](#).

Q: I buy fabric that has licensed characters such as Spiderman or Disney. Can I sell items with this fabric at market?

A: No. All copyright and trademark laws apply to licensed characters even if you purchase the fabric.