

2023 Vendor Handbook



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

TABLE OF CONTENTS

About the Market	3
Goals	3
Dates	3
Vendor Requirements	3
Fees & Costs /Market Day Fees	4
Payments	5
The Market Community	5
Safety & Security	5
Market Day	5
Market Bell	5
Take Down	5
Scheduling & Attendance	6
Market Booths	7
Inside Your Booth	7
Permanent Spaces	8
Market Sponsor Booth	8
Vendor-Specific Guidelines	9
Sales Tax	11
Violations	11
Logo	11
Apply to Become a Vendor	11
Eligibility FAQ	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 volunteers.

When you are a vendor at the Amarillo Community Market, you are part of a group of like-minded, creative, productive entrepreneurs.

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

For more information about our staff, visit our website at amarillocommunitymarket.com

Goals

- To provide a welcoming space for local producers to sell their goods to 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
- To encourage local artisans to create and sell original, high-quality goods
- To provide a unique destination experience for food, shopping, music and activities in historic downtown Amarillo

Dates

Dates for the 2023 market are June 10 – September 9.

Vendor 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
 - No copyrighted materials are allowed – No commercial logos or fabric with licensed characters, such as Disney, will be allowed

- If you are a craft vendor, you must have a tax id number. If you do not have one, please go to <https://comptroller.texas.gov/taxes/permit/>
- 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. (unless they are approved as a coffee, tea or lemonade vendor)

Fees & Costs

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 fees, please call or e-mail the market manager.

Application Fee for Returning Members: \$10

This is a non-refundable application fee for all RETURNING approved vendors from the 2022 season. This does NOT include those who only came in for specialty markets. If you have questions before submitting your application fees, please call or e-mail the market manager.

Market Day Fees

	10x10	Trailer
Agricultural Vendor	\$15	\$25
Food Vendor	\$20	\$30
Craft Vendor	\$30	\$40
Food Truck	\$35	
Permanent Spaces	Vendor must have participated prior year, and must pay for entire season. Limited number available	
Sponsorship Booth	\$300	

Payments

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

The rules are geared towards maintaining a professional appearance at the Market. We want the market to have a sense of pride we all feel in our work. We also want to make sure that all spaces are filled. People are much more likely to return to the market if they can see what a vibrant and committed community of artisans show up every week.

Safety & Security

- Please be aware of your surroundings
- Keep your valuables put away
- Alert 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.

Please Note: All vendors must keep all sidewalks clear at all times. This is for American with Disabilities Act compliance, as well as being good neighbors to the people who call downtown home. If you need additional space, please rent a second booth space.

Market Day

The Amarillo Community Market resides in front of the historic Bivins home at 1000 S. Polk Street, between 10th and 11th Avenues.

- Market shopping hours are 8:30AM – Noon
- Setup begins at 7AM
 - Check-in will not start before 7AM
- Vendors must enter from the north side of Polk Street at 10th Avenue, and check in at the Market booth
 - Traffic is one-way and flows from the market check-in point, south down Polk Street, then west down 11th Avenue
 - Traffic on 11th Avenue flows from east to west during set-up and takedown. After 1PM, regular traffic rules apply

- The middle lane of both streets must remain clear for through traffic at all times
- Speed limit is 3 MPH
- All vehicles must be out of the market area by 8:15AM
- All booths and vendors must be off the streets by 1PM

Market Bell

The market bell rings at 8:30AM

- No sales to consumers are allowed prior to the bell
 - This will be strictly enforced, and could result in temporary suspension
- Vendor-to-Vendor sales are allowed prior to the bell

Take-Down

- Vendors will be able to bring in their vehicles for takedown at noon when market closes, and the streets are clear of pedestrians
- Have your booth down and ready to load BEFORE you drive your vehicle into the market area
- All booths and vehicles must be cleared and out of the streets by 1PM
- Be sure your booth space is left the same way you found it with no trash or debris, including zip ties
 - You will be charged a clean-up fee if trash and debris are left in your area
- Trash cans throughout the market area are for customers only
- Vendor trash must 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 market day
- You are responsible for breaking down your cardboard and taking your trash to the Dumpster or taking it with you

Scheduling & Attendance

As a vendor, you are welcome to attend as many, or as few days as you wish. You will schedule your dates by submitting payment for that day via the online portal. Payments are **ONLY** accepted through the portal. All membership fees must be paid before entry into the market. Please be careful in choosing your dates to attend, as **NO REFUNDS OR CREDITS WILL BE GIVEN.**

- Cancellations – We understand that schedules change. As a courtesy, please send cancellations via e-mail (amarillocommunitymarket@gmail.com) by

Thursday at 5PM. If notice is not received by this time, you will be considered a no-show. **FEES WILL NOT BE REFUNDED OR TRANSFERRED**

- Inclement Weather – Our 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 permanent spaces. This is to keep the market looking full. **NO REFUNDS OR CREDITS ARE ISSUED FOR ANY DAY MARKET OPERATES.**
 - In case of severe weather, and safety concerns per the National Weather Service, we will close 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 for another market day if available. Credits **WILL NOT** carry over to the next market year.

Market Booths

- A standard booth space is 10x10
- Trailer spaces are available for an additional \$10
- Vendors may rent up to two adjoining spaces
- Be respectful of your booth boundaries and ensure the area around your space (including sidewalk) remains free and clear of all merchandise, equipment and trash. This is required by the Americans with Disabilities Act
- Canopies that extend from trailers into the street may not be put up until 8AM to allow traffic to flow freely and for pedestrian safety
- Daily spaces will be assigned in the order of arrival
- Spaces are not transferrable and may not be rented out or occupied by another vendor for any reason
- Vendors with generators will be placed on the south side of 11th Avenue 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 booths
- Chairs and canopies are highly recommended
- Spaces will be on pavement, so 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 the sidewalks
 - If you do not bring weights to secure your canopy, you will be asked to take it down
 - Weights are available at most camping supply stores or online

- Corporate branding is not permitted on tents, tablecloths, or any other booth displays, unless you are the weekly market sponsor
- Make your booth attractive and inviting to guests and step out from behind your table. This encourages repeat customers
- Vendors are not allowed to hire anyone to staff the booth who is not directly involved with making/creating the product being sold

Permanent Spaces

There are a limited number of seasonal permanent spaces available.

- Permanent space requests will be honored at the discretion of the market manager
- Preference will be given to prior year's approved vendors
- Permanent space vendors are subject to the same attendance rules as other vendors
- Vendors will be allowed to enter the market on the east side of Polk Street and bypass the check-in line

To qualify:

- You must have been an approved member of the market the previous year
- You must have all fees and membership paid for the entire season
- You must agree to be in contact with the market manager if you are unable to attend
- If you have not arrived by 7:45 AM, your space will be filled for that day, and you will be given a regular first come/first serve spot
- All fees and membership for the season must be paid through the online portal at least 10 days before the first market day. For 2023, that date is June 1.

Market Sponsor Booths

There will be one sponsored informational booth allowed each week.

- Weekly sponsorship is \$300
- Weekly sponsor will be allowed one 10x10 booth space to be set by market manager
- 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 commercial products
- Weekly sponsor will be promoted on our social media platforms

Agricultural Vendors

Agricultural vendors are those 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 Environmental Health 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:

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

Cottage Food Vendors

Cottage food vendors are bakers and producers who sell certain items that are made in a home kitchen. If you have questions about what is allowed, a comprehensive overview can be found here: <http://texascottagefoodlaw.com> . The market manager is also available to answer any questions about specific items.

Cottage Food Items:

- Cakes, cookies, pastries, bread and pies that do not require refrigeration
- Unroasted nuts and nut butters
- Fruit butters, jams and jellies
- Dehydrated fruits, vegetables and beans
- Popcorn and popcorn snacks
- Cereal and granola
- Roasted coffee, dry tea and dried herb mixes
- Vinegar
- Pickles
- Whole/uncut frozen fruits or vegetables
- Mustard
- Salsa, 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 (ex. 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”

Sampling:

- Samples must be in lidded ramekins that are prepared at your home and labeled. They cannot be made on-site. This is a market rule, not a state law

Food Trucks & Temporary Food Establishments

Food trucks and other Temporary Food Establishments are always welcome. A Temporary Food Permit will need to be obtained from Environmental Health in the Simms Building by Wednesdays at 4PM

- [Temporary Food Establishment Permit Application & 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 are not allowed to sell commercial brands of soft drinks, water, etc.
- Plain bottled water is acceptable
- No glass containers allowed
- Beverage vendors are responsible for the legal disposal of gray water at the end of each market. The City of Amarillo Wastewater rules apply.

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://otscweb.tamu.edu/Laws/PDF/AAFCO_Labeling_Guide.pdf

Art & 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 such as Scentsy, Mary Kay, LuLaRoe, etc. are not allowed at 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 are not sure if your food item is taxable, please refer to <https://comptroller.texas.gov/taxes/sales/>.

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

Go to <https://amarillocommunitymarket.weebly.com/> and click on Vendors

ELIGIBILITY FAQ'S

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, salsa, rubs, etc.), but my packing facility is more than 150 miles from Amarillo. Does my item qualify?

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

Q: I make a great 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. Vendors must keep pH logs readily available for inspection.

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 a physical product to sell. Am I allowed to rent a booth space?

A: Unfortunately, service-only booths are not allowed at 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.