

**City of Paris Main Street
MARKET SQUARE, FARMERS MARKET
OPEN AIR PAVILLION
400 S.W. 1st Street, Paris, Texas
903-784-9234
Vendor Guidelines**

I. HISTORY & MISSION STATEMENT

Mission Statement:

- Bring fresh, local food items to the public.
- Provide local farmers and producers a place to sell their goods.
- To ensure at least 75% of all agriculture products sold are grown in Texas.
- To be a hub of activity and thereby enliven the downtown commercial district.

History:

The facility was built as part of the 1986 Main Street Project. The Paris/Lamar County Market Square was designed and built by the City of Paris for the convenience of both farmers and consumers. The Market Square, Farmers Market is a covered pavilion with 32 designated stalls, equipped with tables, water and electricity.

II. HOURS OF OPERATION AND FEES

SEASONAL MARKET OPEN MAY – OCTOBER: MONTHLY FEE: \$35, DAILY FEE: \$15
PAY FULL SEASON IN ADVANCE AND RECEIVE A DISCOUNTED RATE: \$180 FOR THE SEASON. (\$30 PER MONTH)

VENDORS

SAT. PRIME MARKET: 8:00 A.M. - 1:00 P.M. (OR SELL OUT)

CLOSED SUNDAY'S

AVAILABLE MON – FRI: 8:00 A.M. - 6:00 P.M. FOR VENDORS AND EVENTS *RESERVATION ONLY*

Make Checks payable to:

City of Paris Market Square, Farmers Market
P.O. Box 9037
Paris, Texas 75461

City of Paris Main Street welcomes any volunteers who want to support the Farmers Market activities. For more opportunities to volunteer, please contact Cheri Bedford at cbedford@paristexas.gov or call the City of Paris Main Street office (903) 784-9293 or use the volunteer form located at www.parismainstreet.org

Market Square Property is not responsible for lost, stolen or damaged property. Sale, use or possession of alcoholic beverages or drugs is prohibited on Market Square Property.

No Smoking allowed on City Property by Ordinance, Article III, Section 17-52

III. SPECIAL ITEMS:

1. Beef, pork, seafood and milk products require the appropriate State of Texas permit and approval by the City of Paris/Lamar County Health Department. – Any copies of licenses must be on file with the market manager prior to setting up at the Market Square. Vendors may sell honey, provided new and clean jars are used. Additionally, contents must be identified and the name and address of producer must be attached to the jar.

2. Vendors may sell homemade canned goods provided the appropriate State of Texas permit is obtained and checked by the City of Paris/Lamar County Health Department. –This is not the same as the Food Handlers Course. Food Handlers License visit <https://agrillifelearn.tamu.edu/product?catalog=NUTR-017> or Contact the Health Department (903) 785-4561.
3. Cottage Food Laws Have changed: <https://texascottagefoodlaw.com/sb-572-summary> Please review the newest changes. Any questions please contact the Health Department.
4. Vendors may sell farm eggs provided they are clean and have no cracks. Vendors must have a permit from the Lamar County Health Department (903) 785-4561 and follow proper labeling as required by the Texas Department of State Health Services. The sellers name and address must be on the carton, with the words “ungraded” Temperature requirements in the Egg Law require Eggs be stored at 45 degrees Fahrenheit or less. Reusing cartons is prohibited.
5. Peanuts and pecans are permitted to be sold at the Farmers Market.

Vendors who sell taxable items or have taxable services are required to obtain the appropriate Texas Sales and Use Tax Permits. A copy of the permit must be on file with the Market Manager prior to setting up at the Market Square. For more information on the permit, visit the website www.window.state.tx.us

IV. MARKET RULES AND REGULATIONS

****Any of these guidelines may be amended at the discretion of the Market Manager and the Director of Engineering, Planning and Development without prior notice.**

1. All vendors are required to submit a completed application with a list of items to be sold, and may only sell items on their list. Market Square Farmers Market reserves the right to refuse participation to any applicant.
2. All vendors must register and submit payment to City Hall Annex located at 150 S.E. 1st Street, Paris Texas, Monday through Friday, 8:00 a.m. to 5:00 p.m. prior to setting up at the Market Square. A receipt of payment with the vendor assignment will be issued for the dates. If payment is mailed, call the City Hall Annex to arrange an email with the receipt attached. NO payments for vendor space will be taken at the market at any time. No exceptions, please do not ask.
 - *Any individual or business that sets up in a vendor space without proper payment will be asked to leave immediately by the Market Manager or the designated person in charge. Should that vendor choose to return, a late fee of \$10 will be assessed, plus the \$15 daily set up fee (\$25 total) and will be due in addition to the regular fees to set up at Market Square.*
3. The receipt of payment upon registration must be displayed in the windshield of the vehicle while selling at the Market Square Farmer Market at all times.
4. Monthly fees are accepted month to month, beginning at the first of the month and continue through the 15th day of the month. NO prorated or partial payments will be allowed. Any vendor who wishes to keep the same table space assignment must make payment two (2) weeks prior to the beginning of the next month. However Table spaces are not guaranteed and re-assignment of table spaces may be necessary.
5. Vendors must be ready to sell product by 8:00 a.m. or forfeit their table space to registered vendors in the overflow spaces. Vendors who cannot set up by 8:00 a.m. must be prepared to bring their own tables and display equipment and set up in the overflow spaces.

6. All vendors' spaces are assigned by the Market Manager. In the event of a vendor absence, reassignment of space will be done by the Market Manager consent only. Vendors are not allowed to relinquish their space to another vendor without first consulting the Market Manager.
7. Vendors must furnish their own display equipment in designated stall area. Produce, displays and signage must remain inside this designated area. Space area is defined as the area in which a vehicle will park to the green post on the sidewalk. ***For the safety of our patrons and others, vehicles shall not extend beyond the covered canopy and/or block driveway entrances.** Display containers and produce should be stacked no more than (4) feet off the ground. Electricity is provided for use of small fans, iPads, Square, and small electronic. Vendors with compressors such as refrigerators and freezers or other heavy appliances may not be accommodated. Please indicate on the application in advance power needs.
8. All products shall be clearly priced, and all vegetables shall have listed the COUNTY where they were grown.
9. All Value added goods and services, craftsman and artisan work must be handmade and original by the artist. The mission of the Farmers and Artisan Market is first a place where locally grown food is made available to the public. All artisan items are a valuable part of the market, however will be juried to make sure they fit the criteria listed below:
 - a. Natural materials or agricultural products must be used.
 - b. No prior manufactured product or resale items.
 - c. Photographs of all products will be included in the application.
 - d. Descriptions of the artist work with a summary on how the product is considered original piece of art and one of a kind is required with application.
 - e. A List of all artisan/craftsman work is required in addition to submitting the application and will be reviewed prior to selling at the market.
 - f. Products will be reviewed by farmer's market committee to determine eligibility and duplication of product to prevent saturation.
 - g. **It takes a minimum of ONE WEEK for review process to be complete. Interested artisan/craftsman vendors need to plan accordingly. Artist are not guaranteed table spaces.**
10. Vendors must present their products in a professional and clean manner. Selling stalls must be kept free from safety hazards. Produce unfit for human consumption should be properly disposed of and never displayed to the public.
11. Vendors children brought to the Market must be supervised by an adult at all time. NO EXCEPTIONS.
12. No vendors are allowed to sell retail on the Market Square away from the stall area without the approval of the Market Manager.
13. Trash containers on the Market Square lawn are for public use only. **DO NOT** leave unwanted or unsold produce in trash containers. All boxes must be broken down.
14. Vendors shall maintain a courteous and professional manner at the market. All profane, abusive and discourteous language is prohibited and shall be grounds for termination of selling privileges. No loud hawking of items is allowed. At no time may vendors encourage consumers away from other vendors in any manner, verbally or otherwise.
15. 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. Additionally, any required license must be placed in plain view of the consumers.

16. Vendors may not display sliced, cut or plugged produce unless it is covered with plastic wrap. Machine pea shelling is permitted. Hand shelling is prohibited.
17. Vendors are allowed a maximum of **2 stalls** per day at the approval of the Market Manager. Multiple stalls must be side by side and between the existing support posts on a first come first serve basis.
18. Vendors must be properly dressed. Shirts and shoes must be worn at all times.
19. Vendors are prohibited from leaving vehicles parked overnight under the pavilion. Vendor's vehicles must be parked in their designated stalls only with parking permit properly displayed. **If vendors bring more than one vehicle, please use adjacent parallel parking on 1st SW or on 2nd SW on the west side of Farmers Market or by Skate Park. Leave the parking lot for patrons and customers.**
20. No spitting, tobacco products, smoking, fighting or profanity is allowed in the stall area.
21. No loitering or any other activity that disrupts the buying or selling at the Market.
22. No running, riding bicycles, skateboarding or skates are allowed on sidewalks.
23. Vendors are allowed to sell wholesale to other vendors.
24. Sale or give away of live animals is not permitted anywhere on the property during Market hours. Vendors are to refrain from bringing personal pets to the Market Square.
25. Market Manager reserves the right to do farm visits if necessary.
26. Air conditioners may only be used in produce trailers. No personal cooling devices may be used with exception of a box fan.