

# WHITEHOUSE FARMERS MARKET BYLAWS

**1) Purpose:** The Whitehouse Farmers Market was created for the purpose of creating business opportunities for local farmers, gardeners, processors, artists and craftspeople.

**2) Market Hour and Dates:** The Market will be open to the public on Saturdays during the Spring, Summer, and Fall, from 9 am until 12 pm. The schedule for the upcoming year will be posted on the market website and to social media prior to the end of the current year.

**3) Contact Information:**

Gena Morrison	Candace Blalock
Market Manager	Market Manager/Vendor Coordinator
(903) 521-7310	(361) 563-6128

WhitehouseFarmersMarket@gmail.com  
WhitehouseFarmersMarket.org

## **4) Membership Application, Precedence and Requirements:**

**A) Application:** All returning and prospective vendors must submit a yearly application. Applications must include all types of products being brought to the Market and must be completely filled out. The applications will be reviewed by the Market Managers and applicants will be notified of the results within 2 weeks of submission. Submitting an application does not guarantee admittance into the Market.

Only approved vendors can sell at the Market; if another family member or friend has a product to sell, that person must also submit an application form in order to sell at the Market. Applications will be considered in the order in which they are received.

The Market Managers reserve the right to make the final approval of all applications and products to be sold by vendors and to impose any additional conditions they reasonably believe are needed to ensure availability of space; to meet product mix preferences; or to meet requirements imposed on it by outside governing or regulatory entities.

Vendors whose applications have been approved will be required to sign the applicable product guideline(s), acknowledge the general rules of the market, and submit any necessary permits/licenses before attending the Market.

**B) Precedence:** Precedence for approval of applications is based on seniority, availability of space, product mix, geographical location of applicant's place of residence and production, and any other consideration which the Market Managers reasonably believe is necessary to maintain a successful farmers' market.

**C) Vendor Residence and Place of Production Requirements:** All vendors should have a part in growing or producing the products that are brought to the Market. Resale of purchased products is prohibited. All products must be grown or produced within a 50 mile radius of the Market address of 109 E. Main St., Whitehouse TX. The Market Managers reserve the right to make exceptions to the above residence and place of production requirements to give precedence to those applicants whose product or presentation is of exceptional and consistent quality and is of particular value in enriching the general mix of products at the Market.

**D) Product Requirements:** Only handmade, homemade or homegrown products, produced or harvested by the vendor, can be sold at the Market and must be approved by the Market Managers. Resale of purchased products and raffles are prohibited. The Market Managers reserve the right to prohibit anyone from selling or any product from being sold and are not responsible for potential loss of revenue. Additional requirements may apply depending on the product category.

**5) Product Mix Requirements:** In order to maintain a sustainable Market for the vendors and the public, the maximum number of vendors allowed to attend at any given Market will vary depending on product category. Vendors who offer products pertaining to more than one category will be subject to the limits of the category with the strictest requirements. Vendors are encouraged to limit their product offerings to one or two categories to avoid customer confusion if possible.

## **6) Vendor Categories:**

**A) Agricultural Producer:** Fruit, nuts, produce, flowers and/or plants that have been grown on the producer's land (including leased land) located within 50 miles of the market location. Meat and poultry (excepting fish and feral animals), that is from animals born and bred on the producers' land (including leased land) and processed in accordance with applicable state, county, and/or federal requirements as well as processed meat products such as bacon, jerky and sausage, or products such as eggs, honey, soap, candles, or yarn from these animals. Examples: Farmers, Ranchers, Beekeepers

**B) Value-Added:** Culinary products from any operation that has changed the form, flavor, blend and/or the substance of raw products using as many market products as available, preference given to those vendors who use local products. Organic and non-GMO ingredients are preferred. Commercial or home kitchen must be within 50 miles of the market location. Representative photos with descriptions for all new products must be submitted with the application. Examples: Canned Goods, Dog Food & Treats, Baked Goods, Spices, Locally Roasted Coffee, Candy, Popcorn

**C) Artisan:** Materials from outside the area of the farmers' market when integrated with other local products or created by a local artisan located within 50 miles of the market location. Crafts must be handmade by the vendor from individual ingredients. The Market is NOT an outlet for wholesale products. Representative photos with descriptions for all new products

must be submitted with the application. Examples: Artwork, Embroidery, Crochet, Jewelry, Woodwork, Ceramics, Candles, Soap

**D) Non-Profit Groups:** Non-profit groups are allowed for the purpose of education of the public and cannot sell products or raise funds, proselytize, or campaign for their organization. The Market is not a forum for political or religious activities. Examples: Pet Adoption Groups, Voter Registration (if bi-partisan), Blood Drives, Scouts, Government Resources

**7) Licensing Requirement:** Each vendor is responsible for obtaining and maintaining all current relevant city, county, state and federal permits and licenses (may include food handler's and health permits, City of Whitehouse Food Truck License, a tax ID#, and others when applicable). License numbers and/or copies of current licenses, including current government issued identification, and permits must be provided by the vendor prior to attending the Market.

## **8) Vendor Responsibilities:**

**A) Vendor Etiquette:** Vendors are required to act in a courteous, responsible, and professional manner in all Market related interactions including; but not limited to: Market site communications, e-mails, text messages, and telephone conversations. Failure to comply can result in permanent removal from the Market. Formal complaints must be in writing; will be reviewed by all Market Managers, and will be addressed in writing within 2 weeks of receipt. Formal complaints must be emailed to [whitehousefarmersmarket@gmail.com](mailto:whitehousefarmersmarket@gmail.com).

**B) Vehicle Loading/Unloading:** All vendors must be in their assigned booths by 8:45am, and vendors' vehicles must be moved to the designated vendor parking areas. The vendor parking lot is located at the corner of Hwy 110 and Main Street. If you need closer parking for disability reasons speak to a market manager BEFORE the morning of the market. No vehicular traffic is permitted on the site after 9:00 a.m. or before 12:00 p.m. All vendors must wait to begin breaking down until 12pm. A vendor may leave the site prior to 12pm only at the discretion of the Market Manager and only when doing so can be done in a safe manner. Vehicles are not allowed on the grass of the Market site under any circumstances!

**C) Use of Canopies:** Each vendor is required to have a 10x10 or 12x12 canopy covering all assigned booth spaces. All canopies on the Market site during the normal period of operations are required to be anchored to the ground from the time it is put up to the time it is taken down.

**D) Signage:** Each booth space must display a sign identifying the farm or business by name and location (city at a minimum).

**E) Product Display:** Vendors are responsible for providing everything required to display their products (tables, table cloths, displays, peg boards, etc.). Tables must be covered. All print material, including product labels and attire, must be tasteful, family friendly, and nonpolitical.

**F) Maintenance of Space:** Vendors are responsible for keeping their space attractive and free of trash during the market hours. Vendors are responsible for removing all trash and debris at the close of business.

**G) Attendance:** Vendors are responsible for notifying the Vendor Coordinator if they are unable to attend a scheduled market. Unless notification is received by 9:00PM on the Wednesday prior to the market date via text (361-563-6128), the vendor must pay the booth fee for that date. All fees must be paid before the vendor can attend another market.

**9) Booth Fees:** The weekly fees for vending space at the Market are based on product category. Agricultural Producer and Value Added spaces are \$20 per market per space, and Artisan spaces are \$30 per market per space. Approved vendors who pre-purchase 4 spaces will receive the 5th one free. Non-profit spaces are provided without charge on a first come first serve basis with each vendor being limited to reserving a space once per month.

**10) Selling of Animals:** No live animals may be sold or given away at the Farmers' Market. Animals may be marketed and offered for sale; however, all transactions must occur at the seller's domain.

**11) Non-Discrimination Policy:** The Whitehouse Farmers Market opposes discrimination of any kind and expects each vendor and their agents to take appropriate steps to avoid and prevent any and all types of harassment or discrimination, including that based on race, color, creed, sex, religion, sexual orientation, age, or nationality.