



2018 Imperial Farmers Market Rules and Regulations (page 1 of 5)

We couldn't be more pleased with the success of the Imperial Farmers Market. After much community response, the farmers market has secured a final location at Imperial Park Recreation Center, 234 Matlage Way, Sugar Land, Texas 77478. We look forward to providing our community access to the vendors they know and love, while looking for fresh new businesses to introduce to our local community. We are excited to renew our commitment to shopping local.

Our goal is to continue to provide a top-notch location and a well-run, organized market creating an inviting outdoor festive atmosphere. With first preference given to local farmers and local products, inclusion of value added products, processed foods, prepared foods, artisans and select services will ensure the right mix of vendors for a family market experience. To complement the vendors, the market will also feature local musicians and community spotlights.

Please review the attached rules and regulations. The vendor application is on our website. Any vendor selling a consumable food product MUST complete and return to the Chamber of Commerce a Temporary Food Permit Application for the City of Sugar Land. This permit application is also on the market website. Please be aware that the market covers any permit costs. However, all other health requirements, including hand and ware washing stations, are the responsibility of the vendor. Applications must be completed and returned to the Fort Bend Chamber of Commerce, via the market website (www.imperialfarmersmarket.com), for consideration in the market.

I look forward to welcoming you to the Imperial Farmers Market - Sugar Land and Fort Bend County!

Sincerely,

Keri Schmidt

Keri Schmidt, President/CEO
Fort Bend Chamber of Commerce



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Introduction and Mission

The Imperial Farmers Market (the market) is presented by the Fort Bend Chamber of Commerce at the facilities of Imperial Park Recreation Center.

Our mission is to serve the Fort Bend community by providing a gathering space to promote locally grown, in season, fresh, produce and products, making economic and educational connections between local farmers, local food based companies and urban residents.

The predominant product emphasis will be on farm products from the region, but the market will also, feature value-added products, processed foods, prepared foods, specialty items and select artisans. The Market Manager has the discretion to determine the optimal mix of vendors at each market.

Definitions

Daily-fee vendor – any vendor who is permitted to sell at the market and participates in less than a full season paying on a week by week basis

FMI Committee – the market’s committee, responsible for setting the policies of the market

Local Product – any product grown, produced or manufactured within 180 miles of Sugar Land

Market Manager – the Farmers Market at Imperial staff member who supervises the operations of the market

Producer – the farmer or grower of any raw agricultural product or the person who produces any value- added, ready to eat, or craft product.

Ready- to eat- product – any food or drink prepared on or off site and sold at the market

Season-fee Vendor – any vendor who is permitted to sell at the market and signs for space for the full season in accordance with the fee structure.

Value-added product – a processed agricultural item that is ready for sale at the market, edible or inedible

Vendor – any vendor participating in the market

Who May Sell/Participate the Market?

1. Participation in the Farmers Market at Imperial is determined by the FMI committee.
2. Farmers, growers and producers of local agricultural products providing:

The seller is the producer of local products being offered for sale, from land he owns or rents, with control over the production and harvesting of the products and a financial interest in the products. Family members, employees or designated agents are allowed to sell for the grower, but reselling is prohibited except when approved in advance.

3. Value-added vendors who use agricultural ingredients for processed items providing:

All products are produced, baked (in a certified kitchen) or manufactured (with a food manufacturer’s license) by the seller. No purchase from other manufacturers for resale is allowed except when approved in advance.

4. Artisans and craft vendors with original works providing:
All art or crafts offered for sale are produced in whole by the seller. No crafts shall be permitted that are derived from kits and resale is prohibited except when approved in advance.
5. Ready-to-eat vendors with prepared food items.
6. Services as approved by the FMI committee to provide services for the attendees.
7. Non-Profit groups who provide information and education and are approved by the FMI committee.



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What Products Can be Sold?

Goods and products offered for sale are expected to be of the highest quality. If, in the opinion of the Market Manager, a vendor offers inferior quality products, the vendor may be asked to withdraw the item(s) or to label and price them accordingly.

1. Agricultural products grown or produced by the seller, including but not limited to:
 - vegetables
 - fruits, nuts, berries
 - ornamental plants and flowers
 - eggs
 - milk and cheese (cheeses must be made using pasteurized milk)
 - meat and poultry
 - seafood, wild caught or farm raised
 - honey
 - edible plants, seeds and plant starts
 - fibers, wool, fleece, yarn
 - firewood
 - other agricultural products

2. Value-added products produced by the seller, including but not limited to:
 - prepared foods
 - jams, jellies, syrups
 - pickles, oils, vinegars, salsas
 - spices, seasoning mixes, sauces
 - coffee, teas
 - soaps, lotions, candles
 - baked goods
 - dried flowers and arrangements

3. Artwork and crafts must be high quality and original and examples must be available for review and approval by the FMI Committee.
4. Vendors of other goods and services that may contribute to the mission and success of the market may be permitted at the discretion of the FMI committee.
5. A product category, once approved by the FMI Committee, will generally be re-approved for the following season provided it is marked properly on the member's application. However, the FMI Committee reserves the right to deny an item or product at their discretion. If a vendor would like to sell products significantly different from their previously approved category, the new products must be approved by the FMI Committee.



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Market Operations

1. The market is located in the parking lot of the Imperial Park Recreation Center, 234 Matlage Way, Sugar Land, Texas 77478. This is located one block from the intersection of Brooks and Kempner Streets in Sugar Land. The market operates during the dates and times specified in the application packet for each year's market.
2. The Market Manager is responsible for the daily operations of the market and enforcing the rules and regulations.
3. Vendors may arrive as early as 7:00 am to begin setup. Vendors selling consumable food products must be in place for inspection by the health department at 8:30 am. Vendors shall not begin to transact business with the general public until the designated market opening time, however vendor to vendor sales are allowed before opening. Vendors must stay through the close of the market and have their market sites dismantled, packed up and cleaned one hour after the market closure. Exceptions will be considered by the Market Manager. *Repeated lateness, absence or early exit may result in the loss of assigned location or removal.*
4. Vendors are required to notify the Market Manager no later than 8:00 AM on market day of their intended absence at the market. Failure to do so will result in forfeiture of stall fee and affect future approvals.
5. Cancellation of the Market or early closure due to dangerous or severe weather conditions shall be at the sole discretion of the Market Manager. Notifications to vendors will be made by text message and email. Updates will also be available on the market website.
6. A completed application and temporary health permit if applicable **must** be received and approved prior to the admission into the market.
7. A standard stall at the market is 10 X 10 feet. Expanded spaces are available with assignments made at the discretion of the Market Manager.
8. Vendor stalls are available on a FIRST COME FIRST SERVE basis. While the FMI tries to keep vendors in the same approximate areas from week to week, same stall spaces are not guaranteed. A completed application and Temporary Food Permit from the City of Sugar Land, if applicable, **must** be received by the Tuesday prior to the Saturday market.
9. All vendors must pay prior to market booth fee with credit/debit card. Vendors are encouraged to pay online and in advance of the market.
10. Participating vendors shall allow market representatives to inspect their farm/kitchen/production facility prior to selling and from time to time.
11. Participating vendors/services and non-profits must hold all required permits, licenses and insurance policies necessary for their business operation.
12. Each vendor/business must have a business license and tax id number.
13. All vendors must comply with all applicable city, county, state and federal resale and health regulations at all times and supply the Market Manager with current copies of applicable permits and licenses.
14. Each vendor must provide a sign identifying, at a minimum, the name and location of their farm or business.
15. Vendors are responsible for all equipment and supplies for the setup of their booth. Displays must be organized and appealing. All vendors must provide a white 10x10 tent.
16. Vendors will determine their own pricing.
17. Free samples may be offered to customers provided this is done in a sanitary manner and is in accordance with local Department of Health requirements. Exception to this include fresh fruit and eggs. (Any vendors that provide samples must provide, or be within a 10' distance of a wash station.)
18. All vendors must keep their stall in a safe, clean and hazard free condition. At the end of the sale day, the vendor's area must be clean and any refuse taken home by the vendor or disposed of as directed by the Market Manager. Public trash barrels are for customer use only.
19. Vendors are expected to follow the highest business and ethical standards at the market. Each vendor shall remain on his own market space when selling products. Sales should be conducted in an orderly business manner. No shouting, hawking or other objectionable means of soliciting shall be tolerated. Vendors shall exhibit courtesy and cooperation to customers and other vendors. Fraudulent or dishonest practices are prohibited and will be a basis for removal by the Market Manager.



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Market Operations, continued

20. Consumer inquiries regarding pesticide and herbicide use and other farm practices must be answered factually without misleading information. The FMI Committee and Market Manager reserve the right to limit vendors' claims regarding farm practices that cannot be verified.
21. Disagreements with customers, fellow vendors and the Market Manager must be handled in a respectful manner so as not to disrupt the market.
22. Illegal discrimination is not permitted at the market.
23. No smoking or illegal drugs are allowed at the market.
24. Individuals working in the place of vendor owner must be informed of all the market rules and regulations and the vendor is responsible for resolving any problems that may occur in their absence. These individuals must demonstrate thorough knowledge of the products they are selling.

Non-Compliance and Penalties for Violation of Rules and Regulations

Non-compliance with market rules or a violation that jeopardizes the mission of the market, the health of a customer, vendor or others will result in disciplinary action at the discretion of the Market Manager and may include exclusion from the market for a period of time or termination of the vendor's participation in future markets.

- All complaints by vendors need to be submitted to the FMI Committee or the Market Manager in writing. At such time, the Market Manager will review the complaint and address the issue and respond in writing to the parties involved.
- If a vendor has a complaint which they feel the Market Manager has not sufficiently addressed, they may appeal in writing to the FMI Committee.
- Minor issues between vendors should be addressed in a respectful manner to work out an agreeable solution.

Fort Bend Chamber of Commerce

The advocate for business excellence in Fort Bend County