



GROGAN'S MILL VILLAGE ASSOCIATION
P.O. Box 7522
The Woodlands, TX 77387-5722

1ST QUARTER 2012 FARMER'S MARKET APPLICATION

Saturdays, January 07 – March 31, 2012 (13 Weeks)
 8:00 am – 12:00 noon

Registration Information (please print)

Name _____
 Farm/Business Name _____
 Mailing Address _____
 City, Zip Code _____
 County _____
 Phone _____ Cell Phone _____
 Email address _____
 Web Site _____

The Vendor Contract/Fees

Vendor participation requires a commitment to the market. Your fee covers one stall (the equivalent of 1 parking space). You are required to provide a **10' x 10' EZ Up tent**, clean and in good condition in either white or blue. All vendors will be responsible for providing weights for their tents; 30 lbs. per corner is required. The asphalt surface will not accommodate any equipment that must be staked. Space is limited and will be assigned on a first come-first served basis after acceptance. Stall fees must be received by 05 business days (January 02) prior to start of the market. All checks should be made payable to "GMVA". GMVA does not accept credit cards.

The GMVA will continue to provide labor each weekend to assist you with unloading, setting-up, and tearing-down your tents and tables, if needed. Please let the Market Coordinator know if you will require assistance when you arrive at the market.

Please circle below whether you are submitting this form as a first-time application or, if a returning vendor, indicate the season (full or 1/2) you are purchasing and if you'll need an additional booth space.

ALL FEES ARE DUE ALONG WITH APPLICATION BY January 02, 2012

Season	Stall Fee
First Time Vendor Application Fee *This fee MUST accompany application; stall fees payable upon notification of acceptance. NOTE: There is NO app fee for returning vendors	\$50
Full 1 st Quarter 2012 Market Season(January 07 – March 31, 2012) (Payment must accompany applications)	\$260
Each additional Booth Space for same Vendor	\$120
½ 1 st Quarter 2012 Market Season (any 6 weeks)	\$150

***All application and stall fees will be refunded by GMVA should vendor's application for market not be approved.**

Applications for the 2nd Quarter 2012 Market will be sent out in early-March, 2012.

Vendor Questions

1) Please circle the category(s) that best suits your product (see attached policies & procedures for explanation).

- "Farmer" (All MUST be grown locally, within 150 miles of market)
 - Fresh and dried fruits, vegetables, herbs, flowers
 - Top quality plants (flower & vegetable starts, shrubs, trees, hanging baskets)
 - Nuts
 - Firewood cut by seller
 - Meat & Eggs
- "Processor"
 - Bakery/Confections
 - Condiments (honey, jam, pickles)

- Gardener's Corner

Space will be available in the selling area for community (home) gardeners to sell in a cooperative manner. The weekly fee will be \$10. Vendors in the Gardener's Corner can sell for a maximum of four consecutive weeks, or six weeks total for the season. If vendor wishes to continue selling at the market they must become a "full-time vendor" in the market. All previously paid weekly fees will be applied to the \$50 one-time application fee and the balance of the application fee must be paid. Vendor will then be assigned their own space and pay \$150 for a 1/2 season of six weeks or may choose to continue participating on a per week basis for \$35 per week.

- Artist of the Week

One booth space each week will be made available to local artists wishing to display and sell their wares. Application with explanation and photos of items to be displayed must be submitted to Market Coordinator and approval received prior to exhibiting. Advance payment of vendor fee of \$20 applies and artist must supply own tent and other equipment. Artist booth space is limited to one space and is on first come, first served basis.

NOTE: No Wholesale Vendors or re-sell of wholesale items are permitted

Please use additional sheets of paper for your answers:

2) What specific products will you sell? _____

3) What is your selling season, if any? _____

4) What are your growing practices? _____ Certified Organic Certification #: _____
_____ Chemical Free
_____ Conventional
_____ Not Applicable

5) Please include or attach any information about yourself and your product. (Use additional sheets paper if needed)

I certify all items indicated are produced by me on land either owned or leased by me. I also agree to sell only items approved by GMVA Farmer's Market Management. I understand a **\$50 non-refundable (if accepted) processing fee** must accompany this application (stall fees are payable upon notification of acceptance). I understand that the submission of this application does not guarantee acceptance. I acknowledge I have received and read "Vendor Policies & Procedures for GMVA Farmers Market".

Signed: _____

Date: _____

Instructions for Application Submission

Please return your application and stall fees to the address below. Payment of a **\$50 non-refundable (if accepted) one-time processing fee for first time applicants only** must accompany application. Please make checks payable to "GMVA".

Mail application to:
Dana Denton
GMVA Farmer's Market
P.O. Box 7522
The Woodlands, TX 77387-7522



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The Woodlands, TX 77387-5722

Keep this for your reference

Vendor Policies & Procedures for GMVA Farmers Market

- Vendors **Categories:** Vendors are limited to individuals or single-family units producing products in the following categories only:
 - **"Farmer"** – persons who raise produce (fruit, vegetables, herbs, flowers or nursery crops from seeds or plants and care for, cultivate and harvest the crops offered for sale.)
 - Fresh and dried: fruits & vegetables, herbs, flowers
 - Top quality plants (flower & vegetable starts, shrubs, trees, hanging baskets)
 - Nuts
 - Firewood
 - **"Processor"** – persons offering fresh food products such as baked goods that they have processed, creating and adding value to the product being sold.
 - Bakery/Confections and prepared foods
 - Condiments (honey, jam, pickles)
- **Gardener's Corner**
Room will be available in the selling area for community (home) gardeners to sell in a cooperative manner. The weekly fee will be \$10. Once the sales exceed \$100 for any gardener at this space for at least two consecutive weeks, the vendor then must become a "regular vendor" in the market.
- **County Boundaries:** GMVA Farmer's Market has county boundaries consisting of Montgomery, Waller, Harris, Walker, Grimes, San Jacinto, Washington and Liberty. Vendors must live and produce their product within one of these county boundaries. Cooperative produce may be considered for sale at the Farmer's Market if produce meets the boundary criteria. Please contact Market Coordinator with questions and to obtain prior review and approval of cooperative produce.
- **Permits:** All "processors" must have a Montgomery County Health Permit and Texas Manufactures license. These will be checked at registration. If you have questions on this please contact the Montgomery County Health Department at (936) 539-7839.
- **Sales Reports:** Monthly Sales reports from each vendor will need to be submitted for management use on the success of the market. These reports will be due the first Saturday of the month. You can submit gross sales numbers via email, fax, or hard copy with your business name. This information will be kept confidential and will not be shared with other vendors only with GMVA Farmer's Market Management.
- **Reselling:** No finished products may be bought and resold.
- **Quality Products:** All vendors are inspected prior to selling each day at GMVA Farmer's Market. GMVA Farmer's Market Management will strive to provide a marketplace where fresh and wholesome products are sold and may, at its sole discretion, deny a vendor access to sell his/her products should it be deemed unfit for sale. No refund of vendor fees will be given in these situations.
- **Texas Products:** Processors and Designer vendors should use local products and/or Texas Products when available and when it is not a hardship for the production of the product.
- **Attendance:** All vendors are under contract and must be here to sell every day for which they have committed through the application process. If unable to attend the Farmer's Market on any particular Saturday, please contact the Market Coordinator as soon as possible.
- **Roll Call / Punctuality:** All vendors are strongly encouraged to arrive for set-up no later than 7:45 am. Vendors should be ready to begin selling at 8:00 am or have made prior arrangements with GMVA Management.
- **Early Departure:** The Market strongly discourages early departure from the market. If a vendor absolutely needs to leave he/she is required to notify Market Coordinator prior to leaving. If you have sold out we recommend you bring literature about your products for the next week's market.

- **Stall Setup:** Vendors may not extend beyond the demarcation of their 10' x 10' stall. Display or selling techniques must not impair other vendor's ability to sell or impede foot traffic. GMVA Farmer's Market Management reserves the right to ask a vendor to change their setup if deemed inappropriate in any way.
- **Stall Cleanup:** Vendors may not begin breakdown before 12:00 noon. Vendors are responsible for removing their own boxes and refuse from GMVA Farmer's Market and leaving their stall as found by 12:30 pm. If this is not done to the satisfaction of GMVA Farmer's Market Management a written notice will be issued.
- **Signs:** All vendors must provide their own signage for their booth. Banners or signage larger 3' x 10' will not be allowed.
- **Printed Material:** No petitions, political or otherwise may be displayed or distributed at GMVA Farmer's Market. Vendors may have informational materials at their booth on their products/business. These items may not be distributed outside of the booth area.
- **Pricing:** Pricing of goods sold at GMVA Farmer's Market (and any applicable taxes) is the sole responsibility of the vendor. Reasonable pricing is expected from all vendors.
- **Music:** May be used provided they are not played loud enough to be heard by the public or neighboring vendors.
- **Health Practices:** Any vendor found selling contaminated, unfit or illegal items will be suspended from selling at GMVA Farmers Market and may be asked to leave immediately without refund of vendor fees. All vendors must wear shirts and shoes.
- **Smoking:** Smoking is not permitted within 30' from the GMVA Farmer's Market area.
- **Not allowed:** Family pets/animals. Unlawful drug/alcohol possession will not be tolerated.
- GMVA reserves the right to change Farmers Market policies and procedures at any time.

Rules for Non-Profit Participation at GMVA Farmers Market

- No more than one non-profit per day will be allowed at the GMVA Farmers Market to disseminate information regarding their organization. GMVA Management will choose the non-profits at its discretion.
- Each non-profit may only participate at the GMVA Farmers Market two days of their choosing, depending on availability, per season.
- GMVA Management will choose the set-up location.
- The non-profit must schedule at least two weeks in advance.
- Products or merchandise such as buttons, T-shirts, crafts, etc. may not be sold.
- Baked goods may only be sold if the Non-profit has the necessary permits required.
- Information-only tables will pay a fee of \$10.00 per day. Tables selling raffle tickets or such items will pay a \$20.00 fee per day.
- All payments must be received prior to your assigned date of participation.
- Non-profits are not allowed to approach customers or enter buildings to distribute information. Informational materials must be kept at the non-profit's assigned table.