



2019 Rules & Guidelines  
**All Vendors & Participants**

**Saturday Operating Hours:** Wild West Farmers Market and Junk Fest affiliated markets will start promptly at 8:00, with walk in vendors allowed to set up until 8:45, for a full market by 9:00 and operate until 5:00 PM.

**Locations:** Vendors booths and setups will only be designated by the WWFM, Wild West Vintage Décor and the Market Manager on duty. Booths, canopies and all products and marketing materials will be contained in the immediate area assigned to each vendor.

**Housekeeping:** All vendors must keep their spaces clean, neat and in sanitary conditions at all times. Anything brought onto market grounds must be taken out at the end of market hours.

**Signage:** All signs should be legible, clean, of good quality and be produced/displayed in a professional manner.

**Canopies/Sales Areas:** No canopy may exceed the 10' x 10' area occupied by the vendor, unless additional spaces have been reserved *prior* to arrival.

**Conduct:**

- Attire and grooming must be neat, clean and appropriate for the work being performed. Pajamas and other "loungewear" is not allowed
- Cursing, derogatory and inflammatory language or discussing topics that make others uncomfortable is not permitted
- No amplified music or other sounds are allowed within the market area, other than what is being provided by the market, itself, during the market hours. Music is permitted at your setup, but please respect those around you, and keep volumes down.
- Alcohol, smoking and vaping is not allowed in the market area, at all. Smoking is only permitted in your personal vehicles, and all refuse must be contained and removed when you leave the market.
- All children and animals must be supervised and stay within the guardian's display area. Animals must not be in violation of your permits, licenses or pose a sanitation risk to customers and attendees.

**Parking:**

All vendors must park in designated vendor parking areas in the west or north parking areas, unless attending as a pre-arranged "truck" vendor that parks inside the market area. Those using vehicles or trailers must be in place and ready to sell no later than 8:00 AM. No vehicles are permitted within the

central market area during market operation hours (considered 8:00 AM-5:00 PM).

**General:**

- Vendors must complete a vendor application, prior to arrival at market
- Vendors should be current members (Full or associate) of the WTGPA to take advantage of the benefits of membership. Non members are subject to availability, special fees, and must provide copies of self insurance of \$1,000,000, all licenses, permits or forms related to your products or sales
- Must agree to and sign all terms and conditions of the WTGPA, Wild West Vintage Décor and the market itself
- A market manager will be appointed by the WTGPA board to oversee and manage the operations of each market.
- The WTGPA will operate in compliance with all Texas Department of Agriculture rules and regulations as a certified TDA Farmers Market.
- A minimum of 75% of all products being offered by each vendor must be grown or produced by the vendor themselves. The remaining 25% must be from a proven farm/producer/grower that can be inspected and/or approved by a representative of the WTGPA or the market.
- Vendors will operate and represent their operations in a transparent and honest manner. We don't care how you grow, package or process, but when asked by customers, it needs to be honest and direct. Any vendor found to be misrepresenting their product will be subject to suspension or expulsion, pending board review. All vendors must be willing to agree to a site inspection for validation if questions arise about methods, products or processes.
- All products will be well marked, with information on the location of production, and methods. All vendors are encouraged to include pricing information and date of harvest or production, as well.
- All vendors are responsible for all set up and tear down of their respective areas, including the removal of trash or refuse from selling areas. Please leave your area better than you found it. All tables, chairs and canopies are to be provided by the vendor, and must be taken with you upon leaving the market, unless being left during market operating hours by all day vendors for display or a place to leave marketing information/suitable samples.
- All vendors must report and sign in with the Market Manager (or WTGPA representative) at "Market Central", prior to unloading or setting up.
- Booth Rental Fees are at the discretion of the WTGPA board and can be adjusted or changed with a minimum of week's notice. This generally will only apply to special events or promotions. All vendors must attend one other market weekend to qualify for WTGPA member's rate for JunkFest or occasional special market weekends.
- Multi-level marketing and direct sales vendors like Scentsy, etc., will not be permitted at WTGPA markets.
- Sampling is allowed at all WTGPA events, as long as products and samples meet the standards set by the State of Texas, Lubbock County and the City of Lubbock Health Department. If you have questions or concerns, please ask the market manager before you offer to the general public.
- Sampling requires a City of Lubbock Sample Permit, and each vendor sampling must provide

**Market Discipline/Procedure:**

- A market manager is responsible for orderly and safe operations, as well as collecting all fees associated with each market.
- Market managers may issue warnings for market or rules violations (one verbal warning will be issued/with failure to remedy being grounds for removal from market area or expulsion from WTGPA membership/events, as warranted and approved by the WTGPA board of directors). Further warnings will be documented by an incident report and submitted to the WTGPA board of directors.
- Vendors suspended/removed may appeal actions to the WTGPA board of directors in a written

format. All decisions of the board are final and not subject to appeal.

### **Truck Vendors**

Truck vendors are considered any vendor that might need to use a vehicle or a trailer for sales as part of their display or storage. Truck vendors are subject to the same rates as any other vendor, and will be required to leave vehicles in location until market breakdown. Any vehicle moving during market hours will not be allowed back into markets, as this is a risk management situation, and subject to the safety and comfort of customers and other vendors in the market area.

### **Vendors**

The market will consist of vendors that want to sell throughout the day, from an established location, have a full market display and will participate from at least 9 AM through the close of market. All vendors are encouraged to be members of the WTGPA, participate in the marketing and promotion of the markets, while being promoted through WTGPA advertising and public relations. Full members will have highlighted marketing, while associate members will only be able to participate in the “bare minimum” marketing of our weekly newsletter and social media posts highlighting all vendors and what they intend to sell.

- Vendors in the main area of the market are allowed to reserve more than one spot, as necessary, with additional fees for each space requested. The market reserves the right to limit spaces due to vendor participation or other reasonable priorities. Reservations must be made no later than Thursday of market week at 5 PM.
- All vendors may not have non-sales related vehicles in the market area at any point after 8:30 AM, or prior to 5:00 PM. Vendors that enter past 8:00 AM or leave early will remove all product, set up, displays or other by foot with minimal disruption to the market, unless they leave canopy and marketing material secured in their sales space until market closes at 5 PM.
- All vendors can utilize trucks, trailers, stand alone displays and canopies, as long as they’re presented in an attractive, professional manner and not removed before market hours conclude.
- Parking for vendors will be restricted to specified parking areas in the west or north parking areas. Any vendor parking at any other location will be immediately asked to move.
- All vendors must provide copies to the market manager, and retain a copy for display in your booth area for all sales tax paperwork, licenses, permits, inspection certificates and applicable insurance. WTGPA members will not need proof of insurance. Non-WTGPA members will need to provide proof of a minimum of \$1,000,000 self insured coverage.

<b>Fees (Paid To Market Manager)</b>	<b>WTGPA Members</b>	<b>Non Members</b>
All Vendors	\$20	\$35
Additional 10’x10’ (Limit 3)	\$10 ea	\$15 ea
Premium Vendors (Those requiring electric access)	\$30	\$50
Craft Vendors (Non JunkFest Markets)	\$20	\$45
JunkFest Weekend Only Vendors	\$45	\$45

*Vendors only participating on JunkFest weekends, member or not, will pay the JunkFest rate for booth space.*

*Vendors must attend market one other weekend a month to get the Member rate for JunkFest.*

**Other:**

The WTGPA, its officers and directors, Wild West Vintage Décor, Wild West Farmers Market reserve the right to deny, remove or prohibit the participation of and/or sales of products by any vendor that doesn't adhere to market rules, state and local laws and the common decency of the market, itself. Vendors will not be discriminated against based on age, race, creed, gender, capability or any other reason.

**Categories:**

WWFM will host the following types of vendors, unless we reach a level in each category that either prevents fair competition or over saturates a particular vendor category. Sub categories may be established at some point, to further determine the viability of the vendors at WWFM.

Categories include:

- Produce
- Meats
- Egg Producers
- Pre-processed foods (local commercial foods only)
- Bakers
- Non-profit
- Other (must be pre-approved)
- Crafts/Arts\*-All crafts, arts and junk/antique vendors must go through Wild West Vintage Décor for vendor space and to be approved for weekly farmers markets. Contact Wild West at 806.778.2102 or go by 8116 W 19<sup>th</sup> St, in Lubbock.



# West Texas Growers & Producers Association Member Application

The West Texas Growers and Producers Association (WTGPA) is a for-profit corporation with the purpose of promoting, encouraging, and supporting the growth of micro-enterprises and products, and serving our diverse population, and providing multiple streams of revenue opportunities including Farmer's Markets. Each market stands alone, but is governed by the WTGPA membership and officers.

In order to join WTGPA and its Farmer's Market(s) as a member, please fill out this application, as completely as possible:

Name: \_\_\_\_\_ Date \_\_\_\_\_

Farm/Business Name: \_\_\_\_\_

Business Type (Check all that apply)

**Farm:** Fruits/Vegetables \_\_\_\_ Dairy \_\_\_\_ Beef \_\_\_\_ Pork \_\_\_\_ Chicken/Eggs \_\_\_\_ Rabbit \_\_\_\_

**Bakery:** Bread \_\_\_\_ Confections \_\_\_\_ Pies \_\_\_\_ Prepared Foods \_\_\_\_

**Nursery Products:** \_\_\_\_ Herbs (dried or cut) \_\_\_\_ Flowers (cut or dried) \_\_\_\_

**Other:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Facebook: \_\_\_\_\_

Website: \_\_\_\_\_ Instagram: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

I prefer to be contacted by the following mean(s): \_\_\_\_\_

Are you a member of GoTexas? yes \_\_\_\_\_ no \_\_\_\_\_

## WTGPA Official Use Only:

**Membership Type: Grower/Producer (\$50) Restaurant/Caterer (\$50) Associate (\$25)**

This producer/vendor is an approved member of the West Texas Grower's and Producer's Association in good standing, with dues and fees up to date, as of this application.

\_\_\_\_\_  
*WTGPA Approved Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Payment Amount*

**Market Statement**

Briefly describe products and give estimated dates of arrival/availability:

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**Please Initial:**

\_\_\_ I have read and accept the WTGPA By-Laws for the current year.

\_\_\_ I have completed the **Market Statement** for the current year (necessary for insurance purposes)

\_\_\_ I understand that my operation(s) are subject to a member of the WTGPA Board of Directors, membership committee, and/or designated representative of the WTGPA to do an on-site inspection to complete my membership application as described in the By-Laws.

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Checklist for Vendor Participation:**

1. Complete and return this application.
2. Complete and return the Market Statement.
3. Schedule farm/vendor review with WTGPA membership, as needed or required, and be up to date on fees and dues.

West Texas Growers & Producers Association  
PO Box 969  
Wolfforth, TX 79382  
[www.wtgpa.org](http://www.wtgpa.org)  
806-853-7901



# Farmers Market Vendor Application

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Description of Products: \_\_\_\_\_

Would you like to give samples? \_\_\_\_\_ YES \_\_\_\_\_ NO

### **What time do you plan on being at the market?**

All day (8:00 till 5:00 pm) \_\_\_\_\_

### **Please initial:**

\_\_\_\_\_ I have received a copy of the WTPGA Market Rules, and agree to abide by these rules and regulations with the understanding that any willful or neglectful disregard or violation of the rules may result in the privilege of participating in the above reference market being revoked.

\_\_\_\_\_ I further agree to abide by any additional requirements imposed by the WTPGA authorized Market Manager.

\_\_\_\_\_ WTGPA retains the right to use its discretion in interpreting eligibility criteria and approving any vendor application.

\_\_\_\_\_ I have read and understand the Cottage Food Laws and Good Agricultural Practices (GAP).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Association Use Only**

Approved: \_\_\_\_\_

Membership Paid?: Yes \_\_\_\_\_ No \_\_\_\_\_

**Permits and Licenses on file:**

\_\_\_\_\_ Cheese

\_\_\_\_\_ Egg

\_\_\_\_\_ Food Handlers

\_\_\_\_\_ Horticultural License

\_\_\_\_\_ Milk

\_\_\_\_\_ Sampling

\_\_\_\_\_ Other \_\_\_\_\_