



COVERSHEET

The Odessa, Texas Farmers Market (OTFM) goal is to promote health and wellness to our region by providing a Farmers Market where the community can purchase a variety of locally-grown, farm-fresh produce and related products.

The Market supports our local farmers, agriculture and our economy.

The Market educates our region of benefits of healthy eating.

The Market provides a healthy alternative to feed our growing community.

3rd Saturday of each month, June – September, 9:00 am to 12:00 pm

Saturday, June 17th

Saturday, July 15th

Saturday, August 19th

Saturday, September 16th

At Medical Center Hospital Main Campus,
Corner of 3rd Street and Alleghaney, Odessa, TX, 79761

Vendor Booth Fee of \$75.00 is waived the first 2 years
(Do not submit a check if you are in the 2 year cycle of Farmers Market)

Market Coordinator

Patricia Q. Garcia, CAVS

Email: PGarcia@echd.org

Phone: 432-640-2243 / Fax: 432-640-2254

Checklist

- OTFM Application
- OTFM Acknowledgement of Standards /Vendor Agreement Form (Part 1 and Part 2)
- Permits and licenses (if applicable and required by Health Department or Comptroller's office)

OTFM will communicate with you via email or text for Market cancellations or to provide you updates. Please be sure to include your working contact information. Thank you.

The Odessa, Texas Farmers Market (OTFM) Application Packet 2017



***Applications must be submitted by June 5th to be eligible to sell at the first market on Saturday in June 17th.** A completed application packet and appropriate licenses must be submitted and approved by MCHS before the applicant is eligible to sell at the Odessa, Texas Farmers Market.

Check one that identifies the items you plan to sell or provide education at Farmers Market

- Vendor – Farmer/Rancher/Produce/Food
 Vendor – Artist / Crafter (attach 2 photos of your craft)
 Vendor – Education/Community Agency Organization/Social Services

Name: _____ Farm/Ranch/Business Name: _____

2 Complimentary T-shirts per applicant (Circle no more than 2 sizes): S M L XL XXL XXXL

Products (Check all that apply):

Produce/Item: Fruits/Vegetables (Certified Organic) Fruits/Vegetables (Non-Organic) Other _____

Specialty: Soaps/Bath Salts _____ Nursery Products/Plants _____

Food: Bread/grains _____ Eggs _____ Baked Goods _____ Granola _____ Beef _____ Jams/jellies/honey/butters _____

Hot/Cold Beverages _____ Herbs _____ Animal Food _____

List / Description of products (please be as detailed as possible. If more room is needed continue on the back of the form)

*All edible items sold at the MCHS Farmer's Market must be grown and produced in Texas. This includes fruits, vegetables, prepared foods, herbs, nursery products or similar. *Artisans/Crafters must create their own items.

Address (Street, City, and Zip): _____

Email: _____

Phone _____ Indicate which carrier: Sprint/Verizon/AT&T Other _____ Website: _____

Farm Address (If you are selling produce that you do not grow, list the farm/ranch where the produce is grown.)

If you selected Vendor – Education – What type of Education do you plan to provide? _____

Market Dates: June – September

Do we have your permission to use your business name and products in any print, marketing media distributed to the public?

Yes _____ No _____

Please provide copies of all licenses and permits you currently have to operate your business. These may include: Commercial Kitchen License, Nursery Permit, Organic Certification, Dairy Permit, Food Handler's Permit, Mobile Vending License, Texas Sales and Use Tax Permit, and others. It is responsibility of applicant to contact Ector County Health Department and or Texas Comptroller's Office for questions regarding licensures and laws of Texas and Ector County.

Confirmed by MCHS Farmers Market Staff member: _____ Date: _____

Licenses Rec'd _____ Permits Rec'd: _____



Acknowledgement of Standards /Vendor Agreement Form - Part 1

_____, (herein referred to as "Vendor") acknowledge that I am applying to
(Business / Individual's Name)

become a vendor at the Odessa, Texas Farmers Market (OTFM) to be held on MCHS premises, Odessa, Texas and agree to the rules and regulations created and enforced by the Medical Center Health System. Vendor and agents acknowledge selling only those items for which they have been approved. Vendor and agents understand it is the policy of the OTFM that products sold at the Farmers Market must be grown by me and/or those affiliated with my operation, prepared by me or crafted by me and/or those affiliated with the my operation, further, vendor and agents understand that Market staff and/or authorized Vendor Representative designee may perform site inspections. Also, vendor and agents release sponsors (ECHD/MCHS) from any and all injury, liability, loss or damages that may occur to property or self, while on the premises. Vendor and agents hereby agrees to indemnify and hold harmless EHCD/MCHS for any action or liability which may arise from this event. It is also understood that vendor will comply with all applicable local, state and federal laws and failure to do so may result in immediate forfeiture of vendor status for the remainder of the season. Failure to comply with OTFM Standards of Agreement may result permanent removal, in forfeiture of vendor status for the remainder of Market season. The \$75 booth fee is non-refundable after you have been accepted to the Market.

Professional Code of Conduct – In the spirit of professionalism, participants shall: Conduct themselves in a manner that represents ECHD/MCHS with honor, dignity and respect. Demonstrate the qualities of civility and professionalism at all times. Not use vulgar, abusive, racist, sexist, demeaning or intimidating language at any time. Support fellow vendors and staff in a positive manner. Treat other vendors, staff and Market customers with courtesy and respect at all times. Vendor agrees to exercise the utmost care in the use of facilities and properties of ECHD/MCHS. Should a vendor at any time occupy the premises in a manner contrary to the rules of the Market, or in any manner that is hazardous or offensive to the public or vendors, upon request of the Market Coordinator, vendor shall immediately cease such offending conduct. Failure to immediately conform its conduct as requested shall be cause to revoke this agreement and the vendor permit. The OTFM is relieved and discharged from any and all loss or damage occasioned by such removal. The OTFM will not be responsible for storage or safekeeping of property so removed.

By signing this document, Vendor and agents declare that they have read and agree to all Rules and Regulations.

Business Name: _____ Date: _____

Agent 1 Printed Name: _____

Agent 1 Signature: _____ Date: _____

Agent 2 Printed Name: _____

Agent 2 Signature: _____ Date: _____



Acknowledgement of Standards /Vendor Agreement Form - Part 2

As part of the OTFM Application and Part 2 of Vendor Agreement Form the following boxes which represent the Acknowledgment of Standards must be checked and initialed and submitted with your application before you can be approved as new Farmers Market vendor.

Introduction:

The Odessa, Texas Farmers Market (referred to henceforth as the “Market” or ‘OTFM’) is operated as part of the Medical Center Health System (MCHS) scheduled to operate the third Saturday of every month, June – September. The Market operates in accordance with all city, county, state, and federal laws pertaining to its operation. The Market is a health and wellness program sponsored by Medical Center Health System. Products to be sold include: Agricultural produce such as vegetables, fruits, plants, herbs, processed food items, cut flowers, nuts, refreshments, and other specialty items that supplement produce sales such as honey, eggs, baked, canned goods all of which must be grown and/or processed in Texas. Items sold also include handcrafted items.

Applications:

Applications must be submitted annually one month prior to first market to be eligible to sell at the first market on 3rd Saturday in June. Vendors are accepted through the season.

If the applicant has already been accepted as a vendor in previous year, the vendor is not required to re-submit another application thereafter; unless the vendor is asked to re-submit application by Market Manager or the produces/items being sold have changed from original application.

Market Season and hours:

3rd Saturday of every month starting June and ending in September

Market hours are from 9:00am – 12:00pm

Market Location:

Medical Center Hospital, Corner of 3rd and Alleghaney, Odessa, TX, 79761

Market Fee:

The first 2 years, the market fee for vendors will be waived.

The 3rd year, vendors are required to pay a \$75.00 fee at the time they submit their application. This fee is non-refundable, unless for some reason the vendor is not approved to sell at the market. In that case, their registration fee will be refunded to them. This is a one-time fee, good for the entire season.

Vendors

Vendor selection is based on spaces available in each category. Vendors selling items in multiple categories will be counted as a vendor for all categories that apply.

Vendors are encouraged to wear their OTFM shirts each week (provided by MCHS).

□ **Admission of Products:**

Only items that have been approved by MCHS can be sold.

If additional items would like to be added during the season, vendor must have submit product approval request at least 5 business days prior to the market at which the product will be sold.

All food items must be clearly labeled with all ingredients listed on the label. Your business name and contact information must also be included on the label. The Market staff reserves the right to ask for a list of ingredients, visit location of where products are made, and disapprove of any product being sold at any time.

□ **Set-up and Tear-down & Cancellation:**

Vendors may arrive as early as 7:00 a.m. but *must* be ready to sell to the public when gates open at 9:00 a.m.

Vendors may start selling to the public as soon as their booth is set-up but ***must*** complete all sales no later than 12:00pm.

Vendor space is provided based on the space availability and discretion of MCHS.

Vendor booth assignments vary based on number of vendors. There will be approximately 2 booth rotations during the season.

Vendor is responsible for any and all equipment needs. This includes: tables, chairs, shade device, electrical, sacks, boxes, etc. Stakes can be used but cannot exceed a length of 12 inches.

Due to windy West Texas weather, tents must be safely secured and not be a hazard to fellow vendors or the public
Vendor parking will be designated.

Vendors may not park in any fire-lane or MCHS restricted areas.

Take care to allow for any ambulances or other patient transport vehicles to use this space for unloading.

Patient care always comes first, so please give patient transport vehicles priority.

Vendors who do not comply will be asked to leave.

Due to safety of Farmers Market goers vendor vehicles will be not allowed to move during the Farmers Market hours of operation.

Vendors should not leave the Market to retrieve their vehicles until they have completely taken down their belongings including packing up all remaining product, collapsing canopies or tents and cleaning up any trash or debris.

The Market is weather permitting. Please plan your vendor set-up accordingly.

The Market will be canceled due to heavy rain or severe weather. The Market weather cancellation will be posted on the MCHS website or you can call Customer Service at **432-640-2600**. The OTFM will contact the Vendor on email or text provided in the application.

□ **Absent:**

Vendors must notify the Market Coordinator by the Monday before the Market if you are to be absent. Call **432-640-2243** or email PGarcia@echd.org if you are to be absent.

Failing to provide stated advance notice, arriving late, or being absent will be documented & recorded against you and may eventually result in forfeiture of the current season Markets. You will be allowed to re-apply for next season. (Each absence is determined on a case by case basis.)

Vendor Booths:

Vendors are required to have their product and price visible to the consumer.

Vendor must ensure that no trash or any other items be left behind and space should be returned in the condition in which it was found.

Vendors are encouraged to bring a sign that includes a Business Name and Logo.

Vendor booth must not encroach on neighboring vendor booth areas or Market goer walkways.

For the health of our patients, visitors and staff, MCHS is a tobacco-free campus. Smoking or any form of tobacco use of any kind is prohibited. There is absolutely NO SMOKING or TOBACCO USE tolerated. Vendors may be removed from our Market permanently for violating our tobacco-free campus policy.

1 pet per vendor is allowed, but must be on a leash and be controlled and supervised by vendor at all times.

*Children may accompany vendors, but we ask that they remain near the booth at all times.

Honesty:

The OTFM is based on an honor system. If any vendor shall feel that another vendor is not being honest in his/her products, value, or pricing please contact the Market Coordinator.

Vendor Sales:

Sales by other family members and/or employees, also known as “agents” are permitted. Each agent must sign an OTFM Acknowledgement of Standards and as part of the Application prior to selling.

Non-Compliance, Penalties, and Appeals

Violations of Market rules will result in the following disciplinary actions. All violations will be determined on a case by case basis.

Responsibility and adherence to the law

It is responsibility of applicant to contact Ector County Health Department and or Texas Comptroller’s Office for questions regarding licensures and laws of Texas and Ector County.

PLEASE NOTE: The 3rd year vendor \$75 booth fee is not refundable.

I agree to follow and abide by the Odessa, Texas Farmers Market Acknowledgment of Standards

Print Name/Business

Signature

Date

**Please submit the OTFM Application and
Acknowledgement of Standards /Vendor Agreement Form Part 1 & 2
by Email: PGarcia@echd.org**

or Mail to: Odessa, Texas Farmers Market, 500 West 4th Street, Odessa, Texas 79761.

The 2017 Season of The Odessa, Texas Farmers Market begins on Saturday, June 17, 2016

DEADLINE TO SUBMIT APPLICATION IS JUNE 5th

Thank you!