

**Policies and Procedures
& Contacts for
Jasper Farmers Market Assn. 2017**



**Physical location : 584 E. Gibson, Jasper, TX 75951
(Tractor Supply parking lot, Hwy 190 & 96)**
Mailing address: c/o Texas A&M AgriLife
271 E. Lamar St., Suite 101, Jasper, TX 75951

Jasper Farmers Market Assn. (JFMA) is operated by a committee of vendor members in association with the Texas A&M AgriLife Extension Office of Jasper County. The Point of Contact list is as follows:

JFMA President	409-579-3467	Sam Franklin
JFMA office	409-384-3721	(Texas A&M AgriLife)
Cindy VanDevender	409-384-3721	County FCS Agent
Brock Fry	409-384-3721	County Ag/NR Agent
Steven Mettlen	409-384-5181	Tractor Supply Manager
M.S. Financial L.P.	409-384-3282	Property Owner
Brent Meaux	409-384-5747	Liability Insurance
Sybil Avery	409-384-3351	Vendor Coordinator

JFMA Policies and Procedures

The **Market Manager** will authorize registered vendors to locate and set up business at 7:30 AM Saturday morning on a first come, first served basis. A list of all registered vendors will be on file. All new vendors may register at arrival time, and copies are retained by **Market Manager**.

Producers will have access to two parking places, front to back, to sell to the public from 8 AM to 12 NOON or until sold out. Producers are encouraged to bring a tent, provide bags for customers, and use a cash box. The parking lot may not be blemished and the producers are responsible for clearing their space of all items and trash at the end of market. At 12 NOON business must stop, and the property must be vacated (except on specially designated days such as Holiday Market)

Market fees are as follows: \$10 for weekly rental, \$30 for monthly rental due at the beginning of each month or \$100 for the season; **\$10 for Holiday Market**. If the Farmers Market co-ops with another festival at another location then JFMA rates change or don't apply (Fall Fest). A limited number of canopies are available for rent for \$5 per day, first come, first served.

The Market Manager has authority over the designated area for **Farmers Market parking lot**, and no other business may occupy the parking lot during this period.

The Market Manager has discretion on whether products offered for sale meet the criteria for a farmers market; for sale items may include produce, flowers, herbs, food, and hand-crafted items. Live animals, including fish and fowl, are excluded from Farmers Market.

As required by health codes, sampling must be with individual containers and utensils; producer must use plastic or latex gloves and have facilities for sanitizing hands. Vendors who sell fresh produce to be taken home by the customer are not required to have a Food Handler's certificate, but anyone offering samples (including free cut samples of their produce) should first obtain a Texas Food Handler's certificate. Vendors selling homemade or home canned foods should be aware of Texas Cottage Food laws and labeling requirements. This is not inspected, regulated or enforced by market managers. Each vendor is individually responsible for meeting all federal, state and local requirements.

Additional information on the Food Handler's certificate and Cottage Food Law is available from the Jasper County AgriLife office or from the Texas Department of State Health Services.

Volunteer Conduct for Saturday Market

- o Volunteer members must be on site at 7:30 AM each Saturday.
 - o Place street signs at entrances of Tractor Supply.
 - o Rope off Farmers Market Producers-only area
 - o Set up customer parking area signs.
 - o Sign in and collect fees from producers. On receipts list what each vendor is selling.
 - o Encourage feedback from producers and customers.
 - o Blow whistle at 8 AM by cell phone time, let in customers.
 - o Observe transaction flow, merchandising, and business techniques.
 - o Secure funds, deposit Monday at First National Bank
- Sound the whistle or call at 12 NOON, clear parking lot area, pack up market paraphernalia.

**Completed Vendor Packets should be given to
Vendor Coordinator Sybil Avery at the end of Market Day**

Thank the vendors, invite them back next Saturday.

Jasper Farmers Market Assn.
Texas A&M AgriLife Extension Service
271 E. Lamar, Suite 101
Jasper TX 75951
409-384-3721
jasper.agrilife.org

