



MCKINNEY FARMERS MARKET AT CHESTNUT SQUARE RULES OF OPERATION 2011

Vendor Application:

1. All persons wanting to sell at the McKinney Farmers Market at Chestnut Square must agree to the terms of these rules and show their agreement by signing the application and submitting other required forms, if applicable.
2. Vendors must submit the application and other required forms if applicable, and the application fee no later than three days prior to the market in order to be able to participate in the market. A \$20 application fee shall be submitted with each vendor application.
3. Vendors wanting to reserve regular space at the market for the season shall so indicate on the application form. The vendor forfeits his/her reserved space if he/she misses three market days without notifying the market representative.
4. Designation and allocation of selling spaces are the responsibility and at the discretion of the market representative. Spaces shall be sold as the applications are received and approved, until the market is at capacity.
5. Vendors shall, if applicable, provide a Sales Tax Certificate to the market representative. It is the vendor's responsibility to comply with the State Comptroller's requirements.
6. Vendors shall be subject to inspection of their farm or place of production at any time to assure that at least 60% of their produce/meat/dairy is homegrown or their products are homemade. The remaining 40% of product should come from within seven hours by truck of McKinney and vendors should know their sources and the product growing and manufacturing conditions. Exceptions to this rule must be proposed to the McKinney Farmers Market Committee through the McKinney Farmers Market Manager.

Market Operations:

1. The McKinney Farmers Market at Chestnut Square operates each Saturday from March through October. From November through February, the McKinney Farmers Market at Chestnut Square operates on the third Thursday of each

month. The hours of operation are from 8:00 AM until 12:00 PM. Vendors may begin arriving at 6:00 AM to set up and be ready to greet their customers for the opening of the market at 8:00 AM.

2. The McKinney Farmers Market at Adriatica operates each Thursday from March through October. The hours of operation are from 11:00 PM until 7:00 PM. Vendors may begin arriving at 10:00 PM to set up and be ready to greet their customers for the opening of the market at 11:00 AM.
3. A standard vendor space is 10 feet X 10 feet. Vendor cost is \$25 per space per market day at Chestnut Square, \$20 per space per market day at Adriatica. If electricity is used, there is an additional \$10 charge per space per market day. Space fees must be paid to the market representative before the end of the market each day.
4. Vendors that plan to participate in the market for the entire season and pay the space fees for the entire season at once shall receive a 15% discount on the space fees.
5. Electricity will be provided by Chestnut Square and/or Adriatica to any vendor using refrigeration equipment and who possesses the proper health permit from the City of McKinney.
6. Vendors must supply their own tents, tables, chairs, space signage, refrigeration, storage, and all materials and containers for customer sales.
7. Vendors determine the pricing and display of their products.
8. Vendors shall be solely responsible for keeping their space and all areas in and about their vendor space(s) clean and free of any conditions that might potentially result in or cause injury to the vendors and any other persons or parties.
9. Vendors must clean up their spaces at the end of each market and have vacated their space no later than 1:00 PM. (Chestnut Square) or 6:00 PM (Adriatica) Vendors shall not use public trash receptacles for disposal of produce boxes or unsold produce. There is a \$50 fee per space when the market representative has to clean up the space at the close of the market. That fee must be paid before the vendor can sell at the market again.
10. Vendors shall be solely responsible for damages resulting from the sale of unsafe or unsound goods at the market.
11. No smoking is allowed at the market.
12. No live animals may be sold or given away at the market.
13. No firearms, alcoholic beverages (excluding wine when sold by an approved winery with appropriate TABC permitting) or drugs will be allowed at the market.
14. Violations of the rules and complaints that arise shall be resolved by the Farmers Market at Chestnut Square Committee. A decision of the Farmers Market at Chestnut Square Committee may be appealed to the Chestnut Square Board of Directors. Vendors agree to abide by the final decision of the Chestnut Square Board of Directors.
15. Violation of any provision of the Market Rules of Operation shall be a material breach and default by the vendor. Vendor will be required to vacate the market immediately. Failure to vacate may subject the vendor to civil and criminal remedies, including but not limited to remedies of civil and criminal trespass. There will be no refund for spaces for this day.

16. The market representative shall reserve the right to cancel any vendor's participation at any time if and when the vendor shall be found to be in violation of any market rule or eligibility requirements.
17. The market shall reserve the right to revise the Market Rules of Operation at any time and shall post notice of such revision to vendors.

Admission of Vendors and Products:

1. All persons or their designated representatives who grow or produce food, agricultural or other products, which have met the guidelines established in the McKinney Farmers Market at Chestnut Square and Adriatica Rules of Operation, are eligible to sell at the market.
2. All vendors shall comply with the City of McKinney Environmental Health Department Regulations. For more information, please contact the Environmental Health Department at 221 North Tennessee Street, McKinney, Texas 75069; phone (972) 547-7448 and fax (972) 547-2606; email foodinfo@mckinneytexas.org.
3. Vendors must fall into one of the following categories:
 - a. Farmer: Vendors must grow food products, including vegetables, mushrooms, fruit, nuts, seeds or grains, and horticultural goods.
 - b. Food Specialty: Vendors must produce food products, including baked goods, candies, jams, jellies, spices, condiments, cheeses, eggs, milk, honey, meats, fish and pasta. Food specialty vendors will make up a maximum of 30% of the market.
4. Arts and crafts may be sold at the Dixie Store at Chestnut Square subject to their review and approval. All items sold in the Dixie Store should relate to Chestnut Square's mission to preserve and perpetuate the heritage of Collin County. Arts and crafts vendors will pay 20% of the first \$100 of sales and 10% of the remaining sales for the day up to a \$30 fee. For more information about selling arts and crafts items in the Dixie Store, contact the Chestnut Square Historic Village at 972-562-8790.