***Becoming a Vendor***

***Are you a good fit?***

Our vendors must meet the following requirements:

* You must both reside and produce the items you plan to sell in or around 100mile radius from Mission, Tx
* You must make or produce the items yourself – reselling in not permitted.
* You must agree to adhere to our attendance guidelines.
* With the exception to Food Trucks, you cannot participate in the market if you own a brick - & - mortar business and sell the same items there.

***Vendor Categories:***

Mission Farmers Market groups vendors into five distinct categories: Agricultural Vendor, Value-Added Vendor, Prepared Food Vendor, Artisan Vendor, and Special Market Vendor

 ***Agricultural***

* Products produced on vendors land: produce, meats, poultry, cut flowers, & plant nursery vendors, beekeepers

 ***Value Added***

* Cottage Food Products: Salsas, Baked Goods, Herbal Products, Dog Food, & Treats, etc

 ***Artisan***

* Handcrafted items, personal care products, candies, jewelry, art, crafts

 ***Prepared Food Vendor***

* Freshly made food and drinks available for sale & immediate Consumption

***Duplicate Vendors and Category Limits***

The Board restricts the number of vendors offering similar products. Each application is thoroughly evaluated to assess how the applicant’s presence will complement the overall market and fit in with the existing vendor community.

We strive to maintain a balance between agricultural, value added, and artisan vendors. This means that we may not be able to accept new vendors in the value-added and artisan categories until we bring on more agricultural vendors. However, we do not limit the number of fruit and vegetable vendors at the market.

If the category you apply for is currently full or if we already have two vendors selling the same items as you, we may offer to put you on our waitlist.

***Permits and Sales Tax***

All necessary paperwork for relevant permits from city, county, state and federal permitting agencies required must be received, notarized as necessary and accepted by the Market Manager before a vendor may begin selling at the market. Copies of all documents must be submitted with your application.

Contact the Comptroller with all questions regarding sales tax. You are responsible for verifying all information regarding taxable foods and products.

800-252-5555 [Https://comptroller.Texas.gov/](https://comptroller.Texas.gov/)

Manufactured Food Products: must meet Hidalgo County Health Department requirements. Including licensing and permitting rules. Copies of all applicable licenses and permits must be submitted with you application

Cottage Food Products: may be sold at the Farmers’ Market pursuant to the rules and regulations established by the State of Texas Department of Health. All cottage food operators are required to complete and accredited class in Food Handler’s Training and submit a copy of their card.

***Vendor Approval Process***

The Board reviews and votes on all applications, and their decision is final regarding eligibility. Applicant will be notified of the outcome after an official vote is taken.

All new vendors are accepted on a probationary basis. If, after one month of participation, the Board is satisfied with both the vendor and the vendors products they will approve the vendor for the rest of the year.

Vendors successfully competing the one month probationary period can request to move from weekly to full time, quarterly, or monthly status and all fees paid during the first month will be rolled into that payment.

Your application for full time status will then be submitted to the Board for review.

***Market Fees***

All fees must be paid in cash or by check to the market Treasurer or their designee. Checks should be made out to the City of Mission.

Full Year and Quarterly fees are due when a vendor joins the market. Weekly fees are due at the start of each market attended. Guest Vendors Fees are due at the beginning of the event they attend. Weekly and Special Event fees are collected by the Treasurer or their designee at the beginning of each market.

No refunds or credits are provided for inclement weather – the Market is rain or shine (depending on where we are housed)

Fees are subject to change without prior notification if situations and circumstances arise.

All fees are final and non-refundable.

Full Year and Quarterly fees are prorated if you join mid-year or mid-quarter.

***Vendor Prices go*** ***here***

 Vendors may request to change their category at any time during the year by submitting a written request to the market manager at GardenDivaNorma@gmail.com. Each request will be evaluated by the Board on an individual basis. Vendors who are transitioning from weekly to quarterly or full year status will have any fees paid up to that point rolled into their new payment.

**Full Year Vendors:** Vendors in this group have agreed to participate in at least \_43\_\_ of the \_50\_ markets planned. Full Year Vendors will be assigned a reserved space.

**Quarterly/Seasonal Vendors:** Vendors in this group are committing to attend a minimum of 10 markets out of the 12-13 for one quarter. Quarterly vendors will be assigned a reserved space if one is available.

**Monthly Vendors:** Vendors in this group are committing to attend 1 market a month for the full year. Monthly vendors are not eligible for a reserved space.

**Weekly Vendors:** Vendors in this group will agree to participate in a minimum of 2 markets per month. (24 out of the 50 scheduled dates)

**Guest Vendors:** Guest Vendors are vendors who only attend the market for special events. (A maximum of 12 times per year)

**Submit Application:**