Farmers and Artisans Market of Lockhart

OUR MISSION:
The Farmers and Artisans Market of Lockhart will strive to serve as a community resource for fresh foods, homemade goods and handmade artisan products to stimulate and support local farmers, food producers and the local economy and other local nonprofits.

OUR PURPOSE:
The Farmers and Artisans Market of Lockhart's purpose is to provide opportunities for small farmers, local artisans, homemakers, small businesses and nonprofits to provide access to fresh foods, and to market and sell their products to help stimulate, support and serve the local community for healthy living and improved sustainability.

EXECUTIVE BOARD
President: Gary Dickenson
Vice President: Katy Kemp
Secretary/Treasurer: Tara Bittner
Board Member: Leslie Collier
Board Member: Kelly Strong
Board Member: Frankie Cavazos

WEBSITE: farmersartisansmarketlockhart.com

EMAIL: farmersartisansmarketlockhart@gmail.com

LOCATION: Caldwell County Courthouse, S. Main Street, Lockhart, Texas

OPERATIONS: Saturdays 9:00 AM to 2:30 PM. (During summer and high heat, market will close at 2 PM). Located on the parking spots attached to the Caldwell County Courthouse in Lockhart Texas.

VENDOR CATEGORIES AND POLICIES OF EACH DESIGNATION:

1. Agricultural Producer:
   - Produce that has been grown on the producer's land (including leased land) located within 100 miles of Caldwell County
   - Meat (excepting fish, fowl and feral animals), that is from animals born and bred on the producer's land (including leased land) and processed at a USDA or State inspected facility as well as processed meat products such as bacon, jerky and sausage; or products such as eggs, cheese, yogurt, honey, soap or yarn from these animals. Additionally, each vendor selling meat must be in compliance with Chapter 229 of the Texas Agriculture Code and subchapter FF of the Texas Administrative Code. Raw meat sales require a license
   - Foraged and wild-crafted items where the producer responsibly wild harvests a raw agricultural product from their own land, leased-land or public land (where foraging is allowed) and packages the item(s) with minimal additional ingredients. Example products include yaupon tea, chile pequin, henbit or ramps
   - Honey producers must be in compliance with Chapter 131 of the Texas Agriculture Code and Chapter 71 of Texas Administrative Code. Raw honey must be from within the 100-mile radius (for more information see the Texas Apiary Inspection Service Website)
   - Egg producers must be in compliance with Chapter 15 of the Texas Agriculture Code and Chapter 15 of Texas Administrative Code. Selling farm-raised eggs requires a license and eggs be maintained at a temperature of 45°F or less but above 32°F
   - Selling nursery items requires a nursery floral license issued by the Texas Department of Agriculture
   - All agricultural producers must maintain least 50% of products/items sold at market comprising their own agricultural products to maintain this vendor category
   - Stored frozen foods shall be maintained frozen
   - Examples: Farmers, Ranchers, Beekeepers, Forager
   - Must be a current member of the Farmers and Artisans Market of Lockhart

2. Value-Added:
   - Culinary products from any operation that has changed the form, flavor, blend and/or the substance of raw products using as many market products as available, preference given to those vendors who use local products.
   - Value-added vendors operate under Texas Cottage Food Laws and must be labeled according to the Department of Human and Health Services, FDA and Cottage Law requirements, which includes allergen labeling.
   - Vendors and staff who make, create or package value-added food products must have a certified food handlers license from the state of Texas.
   - Any vendor selling CBD products must provide detailed sourcing and extraction information and provide proof of purchase from source company. Additional information

may be requested by the Executive Director. Products may not be sold or sampled to anyone under the age of 21 and retailers must verify age with a government-issued ID
- Examples: Salsa, Hummus, Seasonings, Cider, Dog Food & Treats, Baked Goods, Herbal products
- Must be a current member of the Farmers and Artisans Market of Lockhart

3. Prepared Food:
   - Vendors offering freshly made food and drinks available for sale and immediate consumption.
   - Prepared food vendors operate under Texas Cottage Food Laws, or food must be prepared and packaged in an inspected, licensed commercial kitchen.
   - As of September 1, 2025, time and temperature controlled foods (TCS) require a registration with DSHS and must still follow all labeling laws and safe handling instructions/regulations
   - Vendors are responsible for keeping up with all regulations and certificates required to sell items under cottage food law
   - All consumable items must be labeled according to the Department of Human and Health Services, FDA and/or Cottage Law requirements, which includes allergen labeling.
   - Vendors and staff who make, create or package food/beverage products must have a certified food handlers license from the state of Texas.
   - Products must use as many market products as available, preference given to those vendors who use local products.
   - Examples: Breads, Candies, Iced Beverages.
   - Must be a current member of the Farmers and Artisans Market of Lockhart

4. Artisan:
   - Vendors who create, build, design, and/or sew handmade, handcrafted, ***original*** and ***unique*** items made from raw materials.
   - Items created from materials outside the area of the farmers market when integrated with other local products or created by a local artisan located within 75 miles of the market attended.
   - Absolutely NO commercially licensed products, images or otherwise branded items will be allowed. Examples: Disney branded merchandise, professional sports teams memorabilia and/or branded items.
   - Priority given to ***local*** and Texas-sourced raw materials for handmade items.
   - Examples: Jewelry, Cutting Boards, Pottery, Furniture, Home Décor, Candles, Soaps
   - Must be a current member of the Farmers and Artisans Market of Lockhart

5. Nonprofit/Community Organization/School Groups:
   - Non-profit, non-partisan organizations may apply for complimentary booth space at any

market based on availability. Fundraising and sales require authorization from the Board for any nonprofit organizations.

- Local community organizations/student chapters may apply for complimentary booth space at any market based on availability to assist with fundraising for their activities. Fundraising will be limited to funds for specific activities and operations of the organization.
- Examples: Pet Adoption, Voter Registration, Blood Drives, Girl Scouts, Boy Scouts, Local 4-H/FFA chapters, Soup Kitchen, Food Bank
- Organization must be local to the Lockhart/Caldwell County area

OTHER DEFINITIONS

- Producer-only farmers market: A market at which vendors, their family members or their employees are permitted to sell direct to consumer items which they have themselves produced.
- Reselling: Buying and reselling a food or drink item without additional ingredients or modifications to the existing product.
    - Example: 1) farmer selling fruit or vegetables grown by another person.
    - Example: 2) purchasing balsamic vinegar and infusing, blending or adding other ingredients to make it your own.
- Co-packed Item: A food or drink item that is prepared, packaged and/or labeled by another entity with your recipe and/or products from your farm or ranch.
- Dumping: Selling at substantially less than market averages; Also refers to discarding unused food, water, ice, and other materials.
- Off-site: Back to its origin – as in, dumping of trash, ice, water, etc is not permitted and must be taken off-site, meaning back to its base of operation. Dumping items next to market boundaries is not considered “off site.”
- Seasonal Producer: An agricultural producer that grows only agricultural products that are not possible to grow year-round and are highly seasonal. An example would be a farmer only growing peaches.
- Consumable Item: Any food whether fresh, frozen, raw, baked, prepared and/or ready-to-eat. Any beverage bottled or served fresh. Any herbs and/or plants, teas, seasonings or otherwise ingested ingredients/products.

VENDOR FEES:

Membership Fee:

- $20 Yearly membership dues per vendor. Dues will be collected the first month of the year, or the first market you attend thereafter. For vendors who pay their membership dues by January, and attend at least 2 markets per quarter in the same year (every three months), you are entitled to 1 free booth space to be used any time later in the same year. *The earliest a vendor can receive a free booth space, if all other criteria are met, is the second Saturday in October.* Membership dues are nonrefundable, even in the event a vendor is removed from market.

Booth Fee:

- $20.00 for a single 10'x12' booth at each regular market.
- $15.00 for a second booth. *(Double booths must be side-by-side.)*

RULES & PROCEDURES FOR PARTICIPATION

1. Market rules must be read and acknowledged by each person working in the booth before vendors attend any market.
2. The market starts at 9:00 AM and it ends at 2:30 PM (To be adjusted to 2 PM during extreme heat and summer). **SALES ARE NOT ALLOWED AFTER 2:30 PM.** If market closes early due to weather, vendors will be allowed to wrap up final sales within the announced time, but must still begin packing up and closing down your booth for the announced time.
3. Vendors shall park in designated areas only (not on Main, Market, Commerce, or San Antonio Streets on any side of the courthouse). The only exceptions will be for disabled parking needs.
4. Copies of all proper permits, certifications, licenses, etc. must be submitted with applications/yearly memberships on or before April 1 each year before a vendor can attend any market. Any application missing paperwork will be notified and given a chance to submit all requirements. If applicant chooses to not submit all components of their application, their application is considered PENDING and they cannot attend market until approval has been provided.
5. A $1,000,000 general product liability policy is required of all agricultural producers, value added and prepared food vendors selling a consumable item to cover them in the event of an accident, allergic reaction (anaphylaxis) or food borne illness at market. A certificate of insurance is required for each market attended with Farmers and Artisans Market of Lockhart being named as additional insured.
6. Artisan vendors who do not sell any food, beverage, herbs or other consumable items are required to carry a $1,000,000 general product liability policy or sign a hold harmless contract stating they understand their risk and assumption of responsibilities not maintaining insurance. In the event if anything happens, artisan vendors who opt out of insurance and sign the hold harmless agreement understand they are taking full

responsibility and financial burdens for any accidents on their part.

7. It is your responsibility as a vendor to carry liability coverage or assume all costs associated with any accidents and/or damages incurred from your booth, signage and/or items while attending the Farmers and Artisans Market of Lockhart, whether selling consumable products or not. (Example: if tent flips and/or is damaged, product falls/ breaks, shattered glass, etc. – the individual vendor is responsible for covering any and all damages to surrounding vendors, property, and/or passersby/market shoppers)
8. New items (not included in the most recent application) must be submitted in writing via email and approved by the board/Director of Operations before sold at market.
9. Priority is given to agricultural producers to maintain the required percentage of a certified farmers market.
10. Live animals may not be given away or sold at the Market, with exception of official pet adoption clinics through an approved local nonprofit.
11. Booth spots are assigned according to seniority. However, on occasion, a booth location change may be necessary for the design and flow of the market as it grows and adds vendors. The board/management reserves the right to assign booth spots. Vendors are expected to exercise flexibility in the event of relocation.
12. Laws, regulations, and rules put forth by the federal, state, city, and/or county government must be followed by all vendors.
13. Farmers and Artisans Market of Lockhart operates year-round, shine or shine, we don't like rain. Vendors should prepare for all types of weather including cover for rain or sun and weights for winds. The Market will not set up under hazardous conditions. Example: 100% chance of bad weather as per local weather apps, i.e.; electrical storms, high winds.
14. At least 40 lb. weights must always be securely affixed to each corner of the canopy/tent. Note, weights on legs only do NOT prevent wind gusts from pulling on your canopy, proper canopies have spots to secure each corner with weights.
15. Weights should be set up in a way to avoid injury to any person. Farmers and Artisans Market of Lockhart reserves the right to request a vendor to take down a canopy at the market at any time.
16. Vendors are required to have a tent and canopy for their booth space unless otherwise given permission or stated by the Board and/or operating manager.
17. Vendors not attending a market must submit notification of absence to the managers/ executive board via email to farmersartisansmarketlockhart@gmail.com no later than 5 PM each Thursday before weekend markets. No call, no show vendors will still be charged a booth fee and the fee must be paid prior to return to market unless extenuating circumstances or an emergency occurs.
18. Because priority is given to agricultural and food vendors, artisan vendors may be put on a waiting list until we have added space and/or a higher ratio of agricultural/food item vendors. Any currently-approved artisan vendor who does not attend at least 1 market within an 8-week period understands their spot may be offered to another vendor on the

waiting list and they are subject to be removed from the current lineup and not guaranteed a space. Exceptions will be granted by the board for unforeseen and/or health circumstances, but must be requested by the vendor to the board for consideration. Artisan vendors will be notified if they are at risk of being moved to the waiting list.

19. Any vendor who declines attendance for a minimum of eight (8) weeks in a row, will be removed from the weekly sign-up email to avoid non-responses. Vendors may notify the board via email to farmersartisansmarketlockhart@gmail.com when/if they are ready to return. Waiting list vendors will only receive weekly sign-up emails once they are moved to the active lineup. Waiting list vendors who do not respond will forfeit their space in the active lineup to the next waiting list vendor and remain on the waiting list until another spot opens up.
20. Vendor map will be emailed no later than 3 PM CST Friday before market.
21. Vendors must be set up and be ready to sell no later than 15-minutes before the market opens (8:45 AM). No driving within market boundaries is permitted 30-minutes before market opens and until 15-minutes after the close of market.
22. Vendors driving within market boundaries during approved times should do so only for unloading/loading. It is recommended you set up after moving your vehicle, and having your booth completely tore down and packed up before driving in boundaries to load up. This ensures a quick flow and improves safety for all vendors.
23. Vendors may not break down before the end of market even in the event the vendor has sold out. Tables, signage, tablecloth, etc. must remain set up in booth space until the end of market.
24. A booth space constitutes a 10’x12’ space with a straight-legged tent. Merchandise must be restricted to within the designated booth space and signage must not impede flow of shoppers between booth spaces.
25. All products require an application to be sold at the Farmers and Artisans Market of Lockhart and only food/beverage items (such as honey, baked goods, jams/jellies) are eligible to be considered for re-selling. (You display and sell someone else’s food/beverage products.) If you plan to co-sell and/or resell products in your booth, the maker/grower must submit an application in their name to the Farmers and Artisans Market of Lockhart. All regulations/licenses/certifications are still applicable to all products sold at the Farmers and Artisans Market of Lockhart.
26. Re-selling of retailed items is not allowed. (Example: items bought elsewhere or wholesale with no artistic work added to them.)
27. When possible, artisans should source the raw materials for their creations locally. (Examples: local wood, local bee-keepers/farmers for soaps/candle ingredients, and/or Made in USA and/or Go Texan certified materials/fabrics)
28. Vendors must be knowledgeable, know how their products are used, grown or produced, and be able to communicate these things clearly to the customers.

29. Makers/creators may name a qualified agent (Family member, employee or designated person) to handle sales at the Market. The agent must be fully educated and knowledgeable about the products.
30. Inappropriate language, behavior, clothing, harassment and/or abuse toward anyone at The Farmers and Artisans Market of Lockhart will not be tolerated and may be reason for expulsion.
31. Vendors must completely clean their booth space at the end of the market. Vendors who provide samples or prepared food must provide trash receptacles at their booth. Ice and water brought to the market should not be discarded on site. All vendors are responsible for disposal of their trash off-site. On site trash receptacles should only be for the general public.
32. Vendors must display signage with prices and vendor information. Vendors should keep prices fair and reasonable, no dumping. Signage should clearly identify family name and/ or the name of their farm/business including the city, town or county where production occurs, as well as Sales Tax Permits where applicable.
33. Vendors are required to comply with state and federal laws concerning firearms and may not openly display firearms while selling at the market.
34. No disruptive or aggressive marketing is permitted in the market.
35. No loud or obscene music will be allowed.
36. Farmers and Artisans Market of Lockhart is not responsible for product liability, fines, penalties, or the paying of sales taxes for individual vendors.
37. Discrimination in any form is prohibited. Discrimination is the treatment or consideration of, or making a distinction in favor or against a person based in the group, class, or category to which that person belongs, including but not limited to race, color, national origin, age, disability, economic class, sex, gender expression or sexual orientation.
38. Vendors must provide their own source of electricity. Under no circumstance are the vendors to use the County's or City's outlets, without permission.
39. Vendors not up to code, must correct violations before being allowed to set up on the next market date.
40. Nursery-Only Vendors must sell only potted plants, trees or nursery starts that are grown from seed, plug, cutting, bulb or bare-root by the seller. Nursery permits required.
41. A producer selling any meat, must have raised the animals on their owned or leased property from birth (excepting poultry or wild, feral animals).
42. Wild fish (from the Texas Gulf coast or Texas lakes) and feral animals (harvested from within the 75-mile radius of the market and slaughtered under all applicable regulations) are acceptable.
43. All Vendors using the term "Organic" must be USDA certified organic legally.
44. Farmers and Artisans Market of Lockhart requires copies of all relevant permits from city, county, state and federal permitting agencies.
45. Artisans will be subject to a jury evaluation of their product by the directors before being

allowed to sell at any market. The directors have the right to review any merchandise for sale at the market at any time. Descriptions of the work must be submitted with the application, and the board may request photos of work.

46. No MLM type of businesses will be allowed.
47. Vendors may not smoke within the boundaries of the Farmers and Artisans Market of Lockhart.
48. The Farmers & Artisans Market of Lockhart is a handmade and homegrown market. We realize some vendors have supplemental items to help promote their branding and/or products. Example: coffee cups for coffee beans. Vendors wishing to sell items that are not handmade or homegrown that are branded with their business identity/logo to supplement their booth items may request approval from the Board to sell such items. If approval is given, items cannot contribute more than 10% of handmade/homegrown items.

VIOLATIONS

Violations of market rules may result in prompt corrective and punitive action. This process is generally constituted by the following steps: 1. Verbal warning; 2. Fines; 3. Suspension; 4. Expulsion from the market, subject to variance on a case-by-case basis. If escalated, the local authorities will be called upon to remove the vendor from the market grounds. Any fines will be due before vendor can attend the next market. All fines collected will be donated yearly to a local charity of the Board's choosing.

MARKET OFFICERS/MANAGERS

The Board of Directors are the authority on matters regarding operations at market and should be acknowledged by vendors as official decision-makers in the event of an issue arising onsite.

RESOLUTION AND GRIEVANCES ONSITE RESOLUTION:

Farmers and Artisans Market of Lockhart Board of Directors will make every effort to reach a resolution in the event an issue arises. At the market, the officers will resolve any issues. Please locate a Board Member by discretely informing them of the issue at hand. Board Members may be able to resolve the issue immediately, or they may choose to gather information, and meet with the other Board Members to deliver a solution. Vendors must abide by the final decision of the Directors of Directors.

RE-APPLICATION OF TERMINATED VENDOR:

A terminated vendor may re-apply to be a vendor at the Farmers and Artisans Market of Lockhart at any time after the vendor becomes compliant with applicable requirements and rules, subject to the Farmers and Artisans Market of Lockhart standard requirements.