



2024
Night

MARKET

HANDBOOK

**JOIN US FOR MUSIC, FOOD TRUCKS,
LOCAL ARTISANS AND MORE!**

Fridays, April 12 & 19 ● May 3 - May 17, 2024

Fall Dates: Fridays, October 4 - November 8

6:00 pm – 9:00 pm (Market hours)

4:00 pm – 5:30 pm (vendor set up)

9:00 pm – 10:00 pm (vendor tear down)

HISTORIC DOWNTOWN KILLEEN

305 N. 4TH STREET

VENDOR SIGNUPS:

WWW.KILLEENTEXAS.COM/REC



Recreation@killeentexas.gov ● 254-501-6390

WHAT IS GOING ON?

The City of Killeen Farmers Markets (COKFM) is under the management of The City of Killeen Parks & Recreation and was established to support local agriculture and businesses. The COKFM operates in accordance with all city, county, state, and federal laws. Products include agricultural produce such as vegetables, fruits, plants, herbs, raw meat, cut flowers, nuts, refreshments, and other specialty items that supplement produce sales such as honey, eggs, and baked goods. All produce and related items must be grown and/or produced in Texas.

HOW DO I APPLY?

Participation in the City of Killeen Farmers Market (COKFM) is free. The Application can be found here:

<https://www.killeentexas.gov/FormCenter/Recreation-Services-5/Farmers-Market-Application-89>

Potential vendors must submit a completed COKFM Application online, and provide copies of supplemental items to the COKFM staff by mail drop off in person (Family Recreation Center, 1700 E. Stan Schlueter Loop Killeen, TX 76542) for approval.

Please allow up to 10 business days for approval.
PLEASE NOTE – Filling out an Application does not guarantee acceptance to the market.

HOW DO I SET UP?

1. Vendors can arrive as early as 4:00 pm and need to be ready to sell by 5:30 pm
2. Vendors are responsible for all set-up and tear down needs including, but not limited to tables, chairs, shade devices, staffing, materials, lighting if needed, keeping area clean, disposing of trash, etc.
3. The average stall size is 10'x10' Vendor booths must not encroach on a neighboring vendor booth areas or Market goer walkways. A set-up map will be sent via e-mail on file the Thursday before the Market. Stall assignment requests will be honored on a first come, first served basis.
4. All vehicles (except Food Trucks) must be removed by 5:30 p.m. Vendors must IMMEDIATELY unload in the designated area and then move vehicle to a parking spot outside the event area.
5. Vendor tear down begins shortly after the event ends. Vendors must stay during the duration of the event and are asked to not leave early. Vehicles will be allowed in event area shortly after the event ends and once the crowd has cleared.
6. If you have a grill or sternos as part of your vendor set up you must have a Class 2A-10 BC rated fire extinguisher on site and within reach of your booth during the event at all times. The fire extinguisher must have current inspection and be fully charged. If you use fryers, a class K extinguisher will be required on site and within reach of your booth.
7. There are no electrical outlets at the Market. You may bring your own generator if needed, and you must notify COKFM staff at least five business days before the Market day.
8. If vendor chooses to use a tent it must be clean and functioning. We prefer vendors to have a 10 ft. x 10 ft. EzupTent or Zshade Tent. Most accidents at events involve pop up tents. It is your job to minimize the risk. Tents must be weighted down with at least 25 lbs. of weight per leg. **NO EXCEPTIONS.** If you show up and do not have weights, you may not use a tent. (Gallon water jugs and single bricks are not safe. Professional grade tent weights including PVC pipe filled with concrete or tent weight sandbags are safe ways to weigh down tents. See examples below. Strong gusts come up without warning at any time before, during or after the event. Tying tents to tables, coolers, or any other object that is not a weight creates a tripping hazards does not provide adequate weight.) Vendor safety is just as important as event goer safety.

WEIGHTS?

NO WAY!!

YES :)



BE A RULE FOLLOWER EXAMPLES BELOW

Vendors must follow the rules.

Failure to comply could result in immediate dismissal.

1. Vendors cannot leave their booth or cart unattended.
2. Vendors are prohibited from parking overnight.
3. DRIVING ON MARKET GROUNDS is not permitted during event time.
4. Vendors and their agents are prohibited from smoking, vaping, chewing, or using any tobacco products of any kind before the event, while setting up, during the event, or while tearing down.
5. Vendors are not allowed to have pets/live animals for sale or accompanied by vendors at the Market unless they are used as a service animal or it is previously approved by Parks and Recreation staff.
6. No fires except in barbecue grills and/or kettles.
7. Selling bottled water is permitted with a price of no more than \$1.00 per bottle.
8. Only generators at or below a decibel level of 60 are permitted at the market to minimize noise pollution.

Providing samples at the Market is permitted under the Farmers' Market Bill (HB 1382).

Nevertheless vendors must follow the sampling at Farmers' Markets guidelines below:

- Distribute the samples in a sanitary manner (for example, by providing toothpicks for individual servings)
- Have potable water available (for example, by having a jug of drinking water)
- Wash any produce intended for sampling with potable water to remove any visible dirt or contamination
- When preparing the samples, either wear clean, disposable plastic gloves or observe proper hand washing techniques immediately before preparation
- Use smooth, nonabsorbent, and easily cleaned (i.e. metal or plastic) utensils and cutting surfaces for cutting samples, or use disposable utensils and cutting surfaces
- Keep samples of cut produce or other potentially hazardous foods at a temperature of 41 degrees or colder or dispose of the samples within two hours after cutting or preparation
- Meat or poultry products must come from animals processed in compliance with the regulations for livestock processing. (Texas Health & Safety Code Chapter 433)
- Vendors are required to stay for the entire market (until 9:00 pm), even if they sell out early

Only approved City of Killeen Farmers Market vendors may participate in the Market. Vendors may advertise their own Farmers Market related business within their stall space. Vendors may not solicit, pass out fliers, or provide samples within the Market aisles.

WHAT CAN I SELL??



AGRICULTURAL PRODUCTS

GROWN OR PRODUCED BY THE SELLER, INCLUDING BUT NOT LIMITED TO:

- VEGETABLES • FRUITS • NUTS • BERRIES
- ORNAMENTAL PLANTS AND FLOWERS • EGGS
- MILK AND CHEESE • MEAT AND POULTRY
- SEAFOOD, EITHER FARM-RAISED OR WILD-CAUGHT
- HONEY • EDIBLE PLANTS AND PLANT START

VALUE-ADDED AND COTTAGE PRODUCTS

PRODUCED BY THE SELLER, INCLUDING BUT NOT LIMITED TO:

- PREPARED FOODS • JAMS AND JELLIES • PICKLES • VINEGARS
- SALSAS • SEASONING MIXES • DRIED FLOWER ARRANGEMENTS
- BAKED GOODS • HERBAL LOTIONS, SOAPS, TEAS, ETC.

ARTISAN & CRAFTER PRODUCTS

PRODUCED BY THE SELLER, INCLUDING BUT NOT LIMITED TO:

- BEAUTY AND SKINCARE PRODUCTS • JEWELRY • ART • BEAUTY
- SKINCARE PRODUCTS • JEWELRY • CERAMICS • WOODWORKS
- HAND PAINTED ITEMS • POTTERY • HAND/MACHINE SEWN ITEMS
- QUILTS • CANDLES • FURNITURE • PURSES • HAIR ACCESSORIES

Vendors must always comply with all applicable city, county, state, and federal health regulations. It is each vendor's responsibility to provide COKFM staff with current copies of their permits and licenses, as well as keep copies with them at the market to be available for inspection by government officials upon request.

COKFM Staff will also keep copies of all applicable permits and licenses in each vendor's file.

WHAT SHOULD I BRING?

- Visible business name signage, product name, and pricing
- Trash can
- Tables and chairs
- Sacks, bags, or boxes for sales
- Name Tags (issued by COKFM staff upon approval)
- Class 2A-10 BC rated fire extinguisher required for vendors using grills, batteries, generators, or sternos (this includes any battery-operated fans, etc.)
- Class K rate fire extinguisher required for vendors cooking with fats, oils or grease
- 10'x10,' clean and serviceable tent with 25 lbs. weights per leg
- Cottage foods vendors, must individually wrap and label products as follows:

REQUIRED!!

COTTAGE FOOD
REQUIRED
LABEL

Business Name	
Address, City, TX, Zip Code	
Name of Product	
This product contains the following allergens:	
<input type="checkbox"/> Nuts	<input type="checkbox"/> Soy
<input checked="" type="checkbox"/> Eggs	<input type="checkbox"/> Milk
<input type="checkbox"/> Wheat	<input checked="" type="checkbox"/> Peanuts
This product is made in a home kitchen and is not inspected by the Department of Safety Health Services or a local health department.	

NOT REQUIRED BUT NICE...

- business cards
- receipts
- cash box
- fan



Business Name

Product Display with Prices

Table, Chairs & Tablecloth

Tent & 25lb weights in each leg

FREE PARTICIPATION

ATTENDANCE REQUIRED!! ABSENT? TARDY?

Violation	1 st Offense	2 nd Offense
No show (Failure to show with no inclement weather)	Dismissed from Market.	N/A
Exceeding approved absences (Vendor having more than 2 approved absences)	Written warning at beginning of 1 st approved absence	Dismissed from Market
Professional code of conduct violation	Written Warning	Dismissed from Market
Failure to properly weigh down tent by 5:30 pm	Written warning – must weigh down or take down tent.	Dismissed from Market
Unexcused absence (Failure to provide notice of absence 2 or more days prior)	Written warning	Dismissed from Market
Failure to move vehicle after unloading or vehicle is in Market area after 5:30 pm or before 9:00 pm	Dismissed from Market.	N/A
Prohibited product (Selling products that are not preapproved by Market staff)	Written Warning	Dismissed from Market
Tardy (Arriving after 5:00 pm or not ready to sell by 5:30 pm)	Written Warning	Dismissed from Market
Leaving early (Leaving before 9:00 pm with or without selling out or prior permission)	Written Warning	Dismissed from Market
Any other violation	Written Warning	Dismissed from Market

VIOLATIONS OF COKFM RULES AND REGULATIONS WILL RESULT IN THE FOLLOWING DISCIPLINARY ACTION BY COKFM STAFF. ALL VIOLATIONS WILL BE DETERMINED ON A CASE-BY-CASE BASIS.



COKFM is a “rain or shine market,” meaning it should be assumed we are open during regular Market hours when rain is in the forecast. The Market will be suspended/closed immediately if severe weather creates a serious risk to the safety of market vendors, staff, and patrons. COKFM staff will notify vendors of possible bad weather and/or Market cancellation. Vendors can choose to sell, or not, if there is rain only. If vendors decide not to sell in rain-only weather conditions, then “no shows” and unexcused absences will not count against vendors. However, if it does not rain, vendors must participate.

Vendors must notify the COKFM Staff via e-mail at recreation@killeentexas.gov by Wednesday at 4:00 pm before the Market Day if the vendor is going to be absent. Vendors may miss as many as two (2) Market dates. Failure to notify the COKFM staff in advance or not showing up or leaving early without approval will be an unexcused absence.

Vendors exceeding two (2) approved absences, exceeding one (1) no show absence, or arriving late more than once could result in dismissal from the current season. Vendors will be placed at the bottom of the wait lists for current season and may reapply the following season.

WEATHER

The safety of our citizens is of the utmost importance during our special events. At the discretion of COKFM staff, an event may be cancelled due to the following weather conditions:

- If lightning or thunder is present or pending within the event venue (within a 15-mile radius).
- If a Severe Storm Warning has been issued for Bell County.
- If rain, hail, wind, or any other weather condition present a safety concern.
- If KISD closes due to inclement weather.
- If the venue experiences a power outage.

DEADLINES

Action	Deadline
Admission of New Products	Monday before Market
Absent	Wednesday before Market
Additional Dates to sell	As soon as possible

Apply for 1st Market by April 1

Apply for each Market by the Monday before

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Admission of new products		Notification of absence.	Map is e-mailed out	FARMERS MARKET		
Admission of new vendors						

ADDITIONAL AGENTS

Sales or representation of business by vendor and family members and/or employees, also known as “agents,” is permitted. Each agent must read the handbook and sign the Acknowledgement form prior to selling and wear name tags given by the Market.

AMENDMENTS

The COKFM rules and regulations may only be amended with the approval of the City of Killeen Parks and Recreation Executive Director. The City of Killeen may update market procedures and criteria at their discretion.