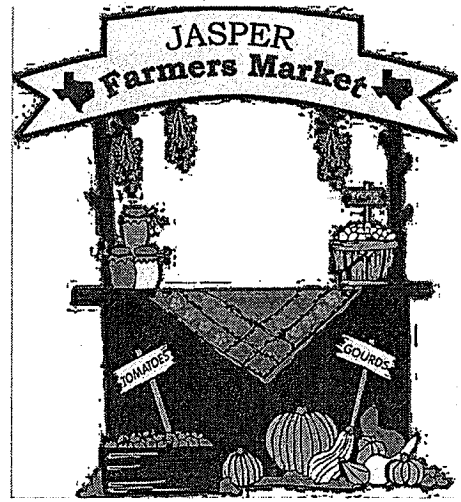


**Welcome, vendors**  
**Jasper Farmers Market Association**



This packet contains:

**1. 2019 Members Statement & Release of Liability:**

The **member statement** is your contact information and describes what you plan to sell.

The **Release of Liability** releases Jasper Farmers Market from liability; each vendor member is responsible for finding out what laws and regulations apply.

**Both forms must be filled out and signed for our records.**

**2. Jasper Farmers Market Assn. Policy & Procedures:**

This outlines the operating guidelines so we all play by the same rules. The Market Manager is in charge of the daily operation of the Farmers Market and it is his/her discretion as to whether items offered for sale meet the farmers market goals of offering home grown/ home made goods.

**3. FAQs for vendors at Farmers Market:**

We do not have all the answers, but we can point you in the right direction to find answers about selling food items at market, such as, "What does it take to use the 'organic' label?"

**4. Texas Cottage Food Law information:**

This information will help you to determine which foods are and are not allowed. It also gives basic information about safe food handling practices.

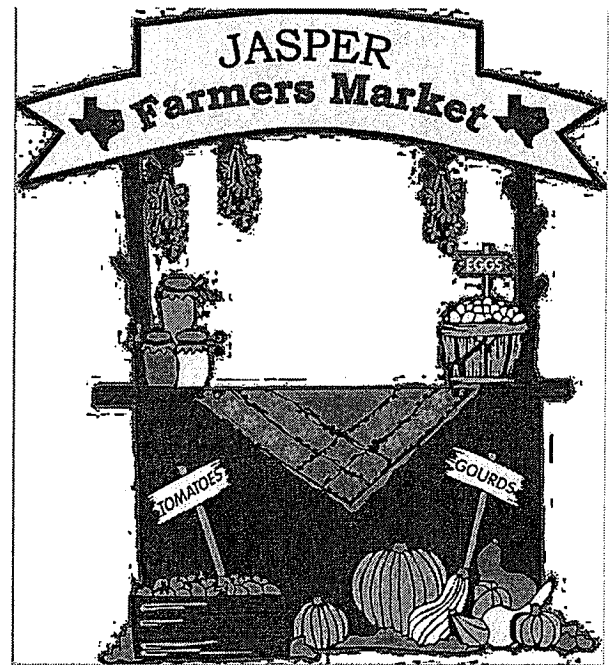
Jasper Farmers Market Assn.  
c/o Texas A&M AgriLife Extension Service  
271 E. Lamar St. Suite 101 — Jasper TX 75951  
**409-384-3721**  
**[jasper.agrilife.org](http://jasper.agrilife.org)**

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**Policies and Procedures  
& Contacts for  
Jasper Farmers Market Assn. 2019**

**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 board 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	225-252-2009
JFMA office	409-384-3721
Cindy VanDevender	409-384-3721
Brock Fry	409-384-3721
Steven Mettlen	409-384-5181
M.S. Financial L.P.	409-384-3282
Brent Meaux	409-384-5747
Julie Broussard	225-252-2009

Julie Broussard (Texas A&M AgriLife) County FCS Agent County Ag/NR Agent Tractor Supply Manager Property Owner Liability Insurance Vendor Coordinator
--

### **JFMA Policies and Procedures**

The **Market Manager** will authorize registered vendors to locate and set up business 30 minutes prior to opening, Saturday morning on a first come, first served basis. A list of all registered vendors will be on file. All new vendors must register at arrival time.

Producers will have access to two parking places, front to back, to sell to the public during working market hours or until sold out. Producers are encouraged to bring a tent or canopy and weights, 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 end of market, 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 \$120 for the season. 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.

**Completed Vendor Packets should be given to  
Vendor Coordinator Julie Broussard at the end of Market Day**

Thank the vendors, invite them back next Saturday.

Jasper Farmers Market Assn.  
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FARMERS MARKET MEMBER STATEMENT 2019

**Name of Market Association: Jasper Farmers Market Association**

Name of Member: \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Farm Address (if Different) \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Farm Name \_\_\_\_\_ Phone:(Primary) \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ FAX \_\_\_\_\_

Facebook page or Website \_\_\_\_\_

I expect that I will have produce or product for sale beginning \_\_\_\_\_ Ending \_\_\_\_\_

I will be selling the following (use the back of Page if more space is needed).

**Crop/Product**

VEGETABLES / FRUITS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLANTS / FLOWERS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EGGS / POULTRY: \_\_\_\_\_

Frozen MEAT: \_\_\_\_\_

HONEY: \_\_\_\_\_

CRAFTS / SEWING: \_\_\_\_\_

CANNED GOODS: \_\_\_\_\_

BAKERY ITEMS: \_\_\_\_\_

OTHER / MISC. (describe): \_\_\_\_\_

**Member/Applicant** \_\_\_\_\_ **date** \_\_\_\_\_

Signature

date

## Release of Liability 2019

**VENDORS must read and initial 5 statements, sign at the bottom:**

\_\_\_\_ I have read and understand and herein agree to comply with all policies and procedures of the Jasper Farmers Market Association

\_\_\_\_ I agree to comply with all federal, state and local laws and regulations relating to the products I sell; and to the policies and procedures regarding the operation, use and enjoyment of the market premises.

\_\_\_\_ I agree that I have or will obtain before using the market all required operating and health permits and/or licenses and safe food handling practices as required for selling my produce or product. Anyone who is selling canned goods, prepared foods, or offering samples (free tastes) MUST have a Texas Food Handler's Card. This is not required for vendors selling whole fresh produce that the consumer is expected to take home, wash and prepare themselves.

\_\_\_\_ I understand that my prepared food including canned goods must have labels in compliance with Texas Cottage Food Law. Market manager can refuse a vendor if labels do not contain all of the information required. Note: There may be additional requirements for specific product categories (such as meat or dairy); it is the responsibility of each vendor know what is required for their products, and to follow proper handling and food safety guidelines for those products.

\_\_\_\_ I hereby release Jasper Farmers Market Association and Tractor Supply from any and all liability arising out of the operation of my rented space and the sale of my product from said space.

\_\_\_\_\_  
Vendor Printed Name

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

**MARKET MANAGER:** keep this copy with the vendor application.

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Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, religion, sex, national origin, age, disability, genetic information or veteran status. The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating

## FAQs for vendors

Disclaimer: We do not have a complete list of every kind of license, permit or inspection you may need--- too many different products. Vendors at Jasper Farmers Market are responsible for making sure that they meet all federal, state and local requirements for the products they sell.

Licensing of kitchens is done through the Texas Department of State Health Services. Under Texas Cottage Food Law, you may not need to have a licensed kitchen if your products are labeled as the state requires. More information is available from the AgriLife office or online at:

<http://www.dshs.state.tx.us/foods/faq.shtm>

Texas Department of State Health Services  
Division of Regulatory Services, Environmental and Consumer Safety Section,  
PO Box 149347, Mail Code 1987  
Austin, Texas 78714-9347 Ph: 512-834-6753

### Other useful information:

[www.pickyourown.org](http://www.pickyourown.org) — how to sell at farmers market, how to harvest , handle and store produce, canning.



**Is nutrition labeling required?** Generally small producers are exempt from nutrition labeling requirements provided there are no nutrition claims on the label or in your advertising. Exemptions apply to producers who have fewer than 100 full-time employees and sell fewer than 100,000 units of a particular food in any 12-month period, and who sell direct to consumers. This exemption does not apply if you are purchasing from someone else and then reselling the product.

**What must be on Cottage Food labels?** — specific information and wording that includes: name and physical address of the operation, common or usual name of product, any major food allergens that are present in the food (e.g. eggs, nuts, soy, peanuts, milk or wheat) and the following statement: *This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department.* For more information go to [texascottagelaw.com](http://texascottagelaw.com)

*Serving food to be eaten or sampled at market: Vendors should have a Food Handlers certificate.*

**I don't use pesticides or herbicides, so does that mean I can use the "organic" label?** No, read more at: <http://www.pickyourown.org/organic.htm> The U.S. Department of Agriculture has set national standards. USDA's National Organic Program regulates the standards for any farm, wild crop harvesting, or handling operation that wants to sell an agricultural product as organica. A third party evaluates producers, processors, and handlers to determine whether they conform to organic standards....

[www.growingformarket.com](http://www.growingformarket.com) -- info on everything from greenhouses, managing pests, creating spreadsheets to track your crops, you name it. They have a free booklet you can download and print:

### Selling at Farmers Markets

It is up to each vendor to determine how they market their products and to be sure they comply with all rules and regulations regarding their product or produce.

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## Texas Cottage Food Law



Texas Cottage Food Law allows the sale of foods that are prepared in residential homes as long as gross sales do not exceed \$50,000 annually. This type of business is not regulated by a local or state health department, which means that your kitchen will not be inspected by a health inspector (unless there is concern about the public's health). If you want to start a Cottage Food Business, the information below may be helpful.

### Foods that are *not* considered "potentially hazardous" are allowed:

Baked goods that *don't* require refrigeration (cookies, cakes, breads, biscuits, pies, muffins, pastries, rolls)

Candy	Coated & uncoated nuts	Cereal (including granola)	Vinegar
Unroasted nut butters	Popcorn snacks	Fruit butters	Mustard
Canned jams & jellies	Dried herbs & herb mixes	Pickles (cucumber only)	Fruit pies
Roasted coffee or dry tea	Dehydrated fruits & vegetables, including dried beans		

These foods are not potentially hazardous because they do not have to be held at specific temperatures to prevent foodborne illness. Potentially hazardous foods can be used to prepare a food **but if the final product requires time or temperature control** to prevent the growth of bacteria, it **cannot** be sold under the Cottage Food Law.

### Foods that *are* considered "potentially hazardous" are **NOT** allowed:

- Fresh or dried meat or meat products including jerky
- Canned fruits, vegetables, vegetable butters, salsas etc.
- Kolache with meat
- Fish or shellfish products
- Canned pickled products such as corn relish and sauerkraut
- Raw seed sprouts
- Bakery goods which require any type of refrigeration (such as cream, custard, or meringue pies and cakes or pastries with cream cheese icings or fillings)
- Milk and dairy products including hard, soft and cottage cheeses and yogurt
- Cut fresh fruit/vegetables (including fresh fruits dipped or coated in chocolate or similar confections; fresh vegetables and juices made from fresh fruits and vegetables)
- Ice or ice products
- Barbeque sauces and ketchups
- Focaccia-style breads with vegetables or cheeses
- Chocolate covered graham crackers, Rice Krispy treats
- Dried pasta
- Sauerkraut, relishes, salsas, sorghum
- Lemonade, juices, hot chocolate or similar beverage

### Selling your foods

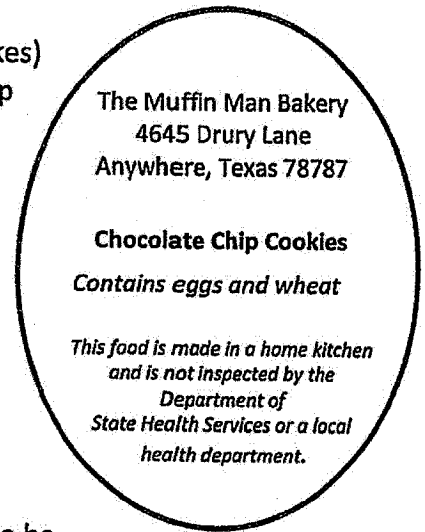
Foods can be sold at the individual's home, a farmers' market, a farm stand, or at municipal, county, and non-profit events. Foods can also be delivered to the customer, where the sale can then take place. Foods **cannot** be sold over the internet, by mail order, or at wholesale.

### Labeling and packaging your foods

Foods must be packaged to prevent contamination. Bulky items (e.g. wedding cakes) are exempt from being packaged; however, common sense should be used to keep them safe.

Foods sold under the Cottage Food Law must be labeled with the following information:

- Name and physical address of the operation
- Common or usual name of the product
- Any major food allergens that are present in the food (e.g. eggs, nuts, soy, peanuts, milk, or wheat)
- The following statement: *This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department.*



Food labels must be attached to the package unless the item is too large or bulky to be packaged. Then the label should be added to the sales receipt.

### Use Safe Food Handling Practices when Preparing Your Cottage Foods

Each year, nearly 1 in 6 people become sick from the foodborne illness. Everyone is at risk for a foodborne illness; however, pregnant women, young children, older adults, and individuals with chronic disease or a compromised immune system have a higher risk than others. Reduce the risk of foodborne illness by:

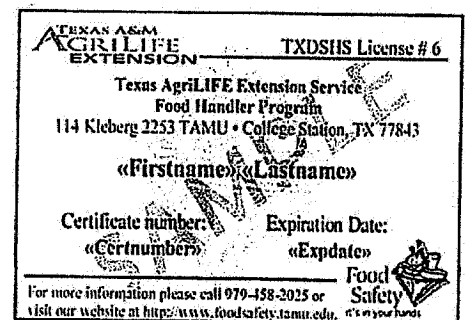
- Practicing good personal hygiene
- Preventing germs from spreading from one surface or food to another (cross contamination)
- Cooking food to a proper temperature
- Storing food properly

If you are making shelf stable food products (e.g. jams, jellies, and pickles), be sure to use tested recipes and process them correctly in boiling water bath canner.

### Food Handler's Card is Required

Beginning January 1, 2014 an owner of a Cottage Food business is required to have a food handler's card from a state accredited program.

Earn your food handler's card through Texas A&M AgriLife Extension. Our food handler's course is accredited by the Texas Department of State Health Services and will help you learn basic food safety practices that can help assure the food you prepare and sell is safe. Check with your local County Extension Agent or complete the course online at <http://foodsafetyonline.tamu.edu>.



**For more information about the Cottage Food Law or earning your food handler's card, contact your County Extension Agent or visit our website at <http://foodsafety.tamu.edu>**

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Updated Feb 2014