



2023 Rules and Regulations

Mission: The Mission of the Grand Prairie Farmers Market is to bring together families, friends, neighbors, visitors and local food producers to create a sense of community and social gathering, enhancing our quality of life and fostering a sustainable local economy. We strive to serve our culturally and economically diverse population, and to make fresh, locally grown and produced foods and products available to all people of our community.

General Vendor Guidelines

1. The goal of the market is to provide our community with Texas grown and Texas made produce and products. The Market Manager and the City of Grand Prairie will have final approval of all vendor participation and the sales of non-Texas made products at the market.
2. The Market Manager has final authority on site to interpret and enforce rules and regulations and employees of the market. Vendors not complying with instructions or rules of the market will be considered in material breach and default of the agreements, and may be asked to vacate their premises immediately.
3. The Market Manager and the City of Grand Prairie may at its sole discretion revise the Rules and Regulations, and may alter operations of the Market at any time. Current rules will be available in the market information booth on site.
4. Vendors agree to comply with the rules of the market and abide by the final decisions of the Market Manager and/or the City of Grand Prairie.
5. Hours of operation are 8 a.m. to 1 p.m. every Saturday, rain or shine, from April 1 through December 16, 2023. Vendors should arrive no earlier than 6:30 a.m. and should be set up and ready to greet customers for the opening of market at 8 a.m.
6. Hours of operation may be adjusted for special events and weather conditions. Vendors will be notified in advance of any changes.
7. Vendors are encouraged to use environmentally responsible and sustainable methods of production.
8. To allow for customer parking, vendors should park in the parking lot to the northeast of the market (east of Lennox house on the SWC of N. Center and Church streets). No vehicles shall park in the alleyway next to the Lennox House and no vendor vehicles shall park on Main Street (in front of market).
9. Vendors shall sell only items that have been approved by the Market Manager. The market has sole discretion to add or delete items from the list, and unacceptable merchandise quality will not be sold at market.
10. All vendors, without exception, must sign the Indemnity Agreement before they can sell at market.
11. Retail sales only. No product re-sellers allowed including independent sales consultants associated with direct selling businesses and organizations. No wholesale sales.

Market Conduct

The Grand Prairie Farmers Market is a city-owned and operated facility. The City allows approved vendors to participate in the market at no charge. The City's minimum expectations for all market vendors are that they be reliable, be set up to greet customers for the opening of market by 8 a.m., and keep a good, positive attitude for the duration of market hours each and every Saturday. Market vendors are expected to meet these expectations, in addition to comply with the market rules and regulations, to be allowed to continue participation at our market. Incidents of unruliness and verbal disdain will not be tolerated and will result in immediate and permanent expulsion from the market.

1. Vendors are required to wear shoes and shirts at all times. Vendors should wear clean clothing and present a professional appearance.
2. Vendors may not smoke in any vendor area.
3. Foul language, profanity, or other rude behavior is not permitted.
4. Possession of firearms or consumption of alcohol or use of drugs, or operating under the influence is not permitted and is grounds for permanent eviction from the market.

Vendor Rules

The Grand Prairie Farmers Market is located at Market Square, 120 W. Main Street. All indoor spaces for 2023 have been assigned to season vendors. Outdoor stalls next to the alleyway are reserved for farmers, meat purveyors, plant vendors, or vendors who are required to work out of their trucks or trailers (must have Market Manager's approval).

1. The Market Manager assigns stall spaces to all vendors. Season vendors are assigned to the same regular space unless there is a reason that warrants re-assignment. Reserved spaces not occupied 30 minutes prior to the opening of market may be re-assigned. You are expected to be on site and set up prior to 8 AM for the market opening. Vendors arriving late risk having their "normal" assigned spot filled by others. Constantly arriving late will not be tolerated. We are open at 8 AM and expect all vendors to be here and set up before that time.
2. Market vendors not permanently assigned to the north bays must unload their goods and immediately park their vehicles in the designated parking lot(s). Vehicles must be out of the load/unload zone no later than 7:45 a.m. To ensure the safety of our market customers, the alleyway will be closed to thru traffic at this time.
3. Vendors must provide their own table, chairs, signs, tents (if applicable) and refrigeration. Our market's bistro tables and chairs are for the customers of the Grand Prairie Farmers Market. Limited storage is available at Market Square. See Market Manager for further information. If an outside vendor wants to erect a tent over their booth, the vendor must provide proper weighting for each corner. 25#'s per weight minimum are preferred. GPFM will not be responsible for providing tents weights.
4. Each vendor must prominently display a sign clearly identifying the farm or business name and location (county or city) of the farm or business. Signs should be a minimum of 11" x 17" with legible writing, lettering at least 3" high. Signs should be in place every market day. All product descriptions must be accurate and truthful.
5. Vendors and their employees are responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products. Vendors providing samples of their products must comply with the rules governing market sanitation and health issues from Dallas or Tarrant County Health or other authorities.
6. Manufactured food products must meet Dallas and Tarrant County Health Department requirements, including licensing and permitting rules.
7. All foods must be properly labeled. No un-labeled packaged or processed foods are allowed. For information

on the sales of manufactured canned or other processed foods, contact Werner Rodriguez, Environmental Quality Services, 972-237-8056.

8. Vendors wishing to provide food samples may do so within guidelines of Environmental Quality Services.
9. All items intended for human consumption must be kept off the ground, above 6 inches, at all times and be in safe and sound condition.
10. The vendor is solely responsible for any damages resulting from the sale of unsafe, unapproved or unsound goods.
11. Vendors must supply all materials and containers for customer sales.
12. Vendors are responsible for obtaining a Sale Tax Number, if required by the State of Texas, and collecting and paying any sales tax that may be assessed on their products. The vendor shall be responsible for filing any and all returns required by the State of Texas with respect to sales tax collection. The Grand Prairie Farmers Market does not get involved with tax collections, audits or related activities.
13. Trash must be placed into suitable containers. The market provides trash barrels and a commercial dumpster is located in the southwest corner of the large parking lot for vendor use. No trash should be left on Market Square premises.
14. Vendors must clean up their space at the end of every market. No debris must be left inside the facility or outside the park area. A fee will be imposed this year if the Market Manager or the park attendant has to clean up any trash left behind.
15. Market Square is not a controlled climate environment.
16. Restrooms are available on-site.
17. Potable water is available on-site.
18. Indoor and outdoor electricity is available, in certain locations. Vendors requiring electricity are responsible for their own extension cords and mats or tape to cover all portions of the cord that lie in any walking area used by market customers.
19. Vendors requiring electrical service to support compliance with health regulations have priority over electrical uses not required to ensure product safety.
20. The market cannot guarantee electrical outlet's operation as it is City property.
- 21. A minimum of 24 hours cancellation notice prior to the start of market day is required. Vendors may either call 972-237-4798 or cancel in writing by mail or to RKunze@gptx.org. If you decide that you cannot make a day that you are scheduled for, you MUST let the GPFM manager know via email by no later than 6 AM of that regular scheduled market day.**
- 22. The Market Manager will not take verbal cancellations during a market day.**
- 23. No Shows/ No Calls will be subject to loss of "regular" assigned spots. If it happens twice, that vendor will be sent back to the committee for review. The Committee will then decide if the partnership will continue, or the vendor will be dropped from the roster.**