

Taylor's Heritage Square Farmers Market

Rules & Regulations — 2026

Introduction

The City of Taylor is proud to establish the “**Taylor's Heritage Square Farmers Market**” (referred to henceforth as the “Market”). The Market operates in accordance with all City, County, State, and Federal laws pertaining to its operation.

The mission of the Market is to provide Taylor and its surrounding areas with **locally grown farm products, locally prepared foods, and artisan goods**; and to attract customers to the Taylor area. Its focus is on products from Williamson County and the surrounding counties. The Market also hosts a limited number of ready-to-eat products, value-added products, and food-based entrepreneurs.

Market Operations

The Market is held under the pavilion in Heritage Square Park at 400 N Main St., Taylor, Texas, and is open every **Saturday, 10 a.m. - 1 p.m.** The Market operates year-round. Heritage Square Farmers Market is a program of the City of Taylor Main Street Program.

The Market is guided by a Steering Committee operating under the authority of the City of Taylor, as described below.

Market Governance — Steering Committee

The Heritage Square Farmers Market is a program of the City of Taylor Main Street Program. The Market is guided by a Steering Committee that reviews vendor applications, sets Market policy, and advises on the Market's direction. The Committee operates under the authority of the City of Taylor, which retains final authority over the venue, Market funds, insurance and liability, and is the final step in any appeal.

Composition. The Steering Committee consists of five voting members plus a non-voting advisor:

- **Market Manager (Chair)** — runs Market operations and sets the agenda; breaks tie votes.
- **On-site / Assistant Manager.**
- **Promotions.**
- **Two Vendor Representatives**, elected by the active vendors and drawn from different product categories (one agricultural, one value-added/artisan), so the vendor perspective stays in the room.
- **Advisor (non-voting)** — provides institutional and market-management guidance.

All Steering Committee positions are volunteer roles approved by the City of Taylor. A Committee member may be removed from their position at any time, without advance notice or explanation.

Current Committee (2026): Ruby Fisher — Market Manager (Chair); Al Block — On-site/Assistant Manager; Marissa Riv — Promotions; two Vendor Representatives (to be elected); Molly Pantalone — Advisor (non-voting).

Decision authority.

- **The Market Manager** decides day-to-day operational matters: booth and space assignment,

scheduling, on-site enforcement, verbal and written warnings, fill-in approvals, and routine vendor communication.

- **The Steering Committee** votes on: new vendor applications and probationary approvals; additions to a vendor's approved product list; changes to these Rules & Regulations; fee changes; product-category limits and the waitlist; escalation of discipline to probation or termination; grievance outcomes and appeals; and the annual budget and calendar.
- **The City of Taylor / Main Street Program** retains authority over the venue, Market funds, insurance and liability, and is the final step in any appeal.

The Market Manager holds final approval over Steering Committee votes and may affirm, reject, or send back for reconsideration any Committee decision.

Conflicts of interest. Several Committee members are also Market vendors. A member must recuse from any vote in which they have a competing interest — including category-limit, waitlist, or saturation decisions in a product category they sell in, and applications that directly compete with their own booth. Recusals are noted in the meeting record.

Meetings and voting. The Steering Committee meets monthly and may also vote between meetings by Slack or email when a decision cannot wait. A quorum is a majority of voting members. Decisions carry by simple majority of those voting; the Chair breaks ties. Minutes are kept for each meeting and vote. The identity of anyone submitting a Vendor Concern is kept confidential, including from Committee members, except as needed to resolve the matter.

Vendor Categories and 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 Taylor. 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 Vendor 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.
- **FEES are subject to change** without prior notification if situations and circumstances arise.
- ALL FEES ARE **FINAL AND NON-REFUNDABLE**.

Membership Category	Fees	Veteran / Senior (65+)	Duration	Attendance Requirement	Booth Space
Full Year	\$450 / yr	\$405 / yr	52 markets / yr	45 markets / yr	Reserved under Pavilion
Quarterly / Seasonal	\$150 / qtr	\$135 / qtr	13 markets / qtr	10 markets / qtr	Reserved space under Pavilion (if available) or outside pavilion
Monthly (Full Year Commitment)	\$30 / market	\$27 / market	12 markets / yr	1 market / month	Any non-reserved space, first come, first served
Weekly (Full Year Commitment)	\$20 / market	\$18 / market	52 markets / yr	Min. 2 markets / month	Any non-reserved space, first come, first served
Guest Vendor (Special Markets only)	\$40	\$36	Max 12 markets / yr	Last-minute / no-show vendors will not be invited back	Check with market manager for assigned space

Vendors applying for a Veteran's discount must submit a valid copy of military identification. Vendors applying for a Senior Citizen discount must submit a valid form of identification that shows their age, such as a driver's license or other government-issued ID.

Full Year Vendors. Vendors in this group have agreed to participate in at least 45 of the 52 markets planned for 2026. Full Year Vendors will be assigned a reserved space under the pavilion, if one is available, or in the area directly outside of the pavilion. Vendors who join after the first market of the year will have their fees prorated, based on the date they join the market.

Quarterly / Seasonal Vendors. Vendors in this group are committing to attend a minimum of 10 markets out of 13 for one quarter. This category is available on a full-year basis for those who prefer to pay fees in smaller increments, or on a seasonal basis for those vendors who cannot participate in the market for the full year. Quarterly vendors will be assigned a reserved space under the pavilion, if one is available, or in the area directly outside of the pavilion. Vendors who join after the first market of the quarter will have their fees prorated, based on the date they join the market.

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 but can set up in any non-reserved space on a first-come, first-served basis. Monthly vendors are required to select which week they will attend the market (either the first, second, third, or fourth Saturday of each month) and keep to that schedule for the rest of the year. Any changes to a monthly vendor's schedule must be approved by the market manager and/or Steering Committee. Monthly vendors who wish to change the week they attend the market, or attend the market more than once in a given month, must submit a written request (via email) to the market manager. If the request is approved, the vendor will be required to pay the same fee and follow the same guidelines as usual.

Vendors may request to change their category at any time during the year by submitting a written request to the market manager at heritagesquaremarket@gmail.com. Each request will be evaluated by the Steering Committee 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.

Weekly Vendors. Vendors in this group have agreed to participate in a minimum of 2 markets per month (24 out of the 52 scheduled dates) for the full year, though they are encouraged to attend as often as possible. Weekly vendors are not entitled to a reserved space and must set up in any non-reserved space on a first-come, first-served basis.

Guest Vendors. Guest Vendors are vendors who only attend the market for special events (a maximum of 12 times per year). They are required to follow the same Rules and Regulations as regular vendors and must apply to attend each event and be approved by the Steering Committee. Vendors who have left the market to open a brick-and-mortar business are eligible to attend special markets as Guest Vendors. If space is limited, priority is given to vendors who have been members of the market in the past. Vendors who cancel at the last minute or do not show up to an event will not be approved to participate in future markets.

Process and Timeline for New Vendors

To determine whether you qualify as a vendor, please carefully examine the information below.

- The Heritage Square Farmers Market does not accept vendors who operate out of brick-and-mortar businesses. If you open a brick-and-mortar business during the market year, you will be allowed to finish the current quarter, but must then leave the market. Vendors who have left the market to open a brick-and-mortar business are eligible to attend special markets as a Guest

Vendor.

- No reselling is allowed at the Market – all vendors must grow, produce, or create their own products.
- It is the responsibility of vendors and their employees to inform themselves about and comply with federal, state, and local health regulations and licensing requirements related to their products, display, distribution, sampling, and sale BEFORE applying to the Market.
- All vendors must follow the attendance requirements stated in the Attendance section. Failure to follow these requirements may result in loss of reserved spaces or loss of membership in the market.

Application Process

To apply, you must complete and submit the online application in its entirety, including copies of all permits and licenses. Incomplete applications will not be accepted. You will be contacted by a Steering Committee member after your application has been reviewed.

All vendors — without exception — must sign the **Indemnity Agreement** AND the **Participation Agreement** before they can sell at the market.

Vendor Approval Process

The Steering Committee reviews and votes on all applications, and their decision is final regarding eligibility. Applicants will be notified of the outcome after an official vote is taken. All decisions are final.

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

Vendors successfully completing 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 Steering Committee for review.

Vendor Categories

The Heritage Square Farmers Market groups vendors into five distinct categories: Agricultural Vendor, Value-Added Vendor, Prepared Food Vendor, Artisan Vendor, and Special Market Vendor. These categories are listed below and include examples of the type of products each may sell at the farmers' market. The HSFM Steering Committee reserves the right to set limits of duplication of products for sale. There is no guarantee of exclusivity for any vendor.

The Steering Committee strives 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.

Agricultural Vendor

The Agricultural Vendor sells agricultural products that are produced on their land — including leased land — that is located within Williamson County or adjacent counties. Applicable permits are required.

Plant products include: any vegetables grown by the seller from seeds, sets, or seedlings; any

fruits, nuts, or berries grown by the seller from trees, bushes, or vines on the seller's farm; any plant grown by the seller from seed, seedling, transplant, or cutting; nuts harvested from the seller's trees (shelled or unshelled); sprouted seeds and grains (in compliance with state and federal regulations); mushrooms produced and cultivated by the seller; and honey produced by the seller's bees.

Animal products include: meat, fish, dairy, and eggs from animals raised/grown by the seller on their farm; eggs produced by the seller's poultry; and fish or meat from animals raised on the vendor's premises. Meat or poultry products must come from animals processed in compliance with the regulations for livestock processing (Texas Health & Safety Code Chapter 433). Applicable permits are required.

Flowers and nursery products include: any plant grown by the seller from seed, seedling, transplant, or cutting; fresh cut flowers grown by the seller; and dried flowers, herbs, and decorative vegetation grown or legally gathered by the seller. Nursery and cut flowers require a state certificate from the Texas Department of Agriculture. All vendors selling flowers and nursery products must also carry a tax identification number for sales tax purposes.

Value-Added Vendor

The Value-Added vendor sells culinary products that enhance the form, flavor, blend, and/or substance of raw products, using as many local market products as are available under the Texas Cottage Food Law. These products include: dried herbs, spices, tea and coffee blends, popcorn, beans, grains, fruits, nuts, and vegetables processed by the seller (for example dried, roasted, ground, blended, popped, or seasoned) in compliance with all health regulations — the raw ingredients need not be grown by the seller; shelled nuts, including those that have been salted, roasted, or flavored by the seller; herbal products including salves, lotions, soaps, teas, etc.; jams, preserves, vinegars, salsas, pesto, oils and flavored oils, baked goods, and other edible products prepared by the seller; and other products approved by the market to give regional producers direct access to customers.

Value-Added products are governed by the Texas Cottage Food Law. An individual who operates a cottage food production operation must successfully complete a basic food safety education or training program for food handlers accredited under Health and Safety Code, Chapter 438(D), and submit a copy of that certificate to the Steering Committee.

Prepared Food Vendor

Prepared Food vendors offer freshly made food and drinks available for sale and immediate consumption on-site. These products include, but are not limited to, tacos, sandwiches, hamburgers, BBQ, iced beverages, and hot beverages.

Prepared Food Vendors providing unpackaged samples may do so with an appropriate Williamson County and Cities Health District (WCCHD) Farmers Market Permit. If pre-packaged samples of their product are brought from their commercial kitchen, no permit is required. Questions about requirements for specific food items should be directed to WCCHD at 512-248-7620 (mgo.wcchd.org).

Artisan Vendor

Artisan vendors sell handmade goods that are created with materials from outside the area of the farmers' market when integrated with other local products, OR created by a local artisan located within Williamson or adjacent counties. Artisan products include, but are not limited to, personal care products, candles, jewelry, art, ceramics, and other craft items created with wood, fabric, and so on.

- All crafts offered for sale must be handmade. Any craft or artwork sold must be the work of the vendor or a family member.

- Artisans must comply with state sales tax reporting and provide the Market with a copy of their state sales tax certificate.

Special Market Guest Vendor

A Special Market Guest vendor meets the criteria of one of the categories listed above but only attends Special Event Markets (Vintage Car Show, Blackland Prairie Days, Holiday Market, or any other market that corresponds with a city-sponsored event).

- These vendors must apply; submit all required permits, certifications, and licenses; and be approved by the Steering Committee at least one week prior to the event.
- Vendors who have previously participated in the market and left to open a brick-and-mortar business are allowed to return as Special Market Guest Vendors.

Other Market Participants

- Market Entertainers / Performers.
- Community Health & Wellness Programs — no physical products may be sold. Examples include fitness, wellness, and other participant types that do not fit within the traditional boundaries of the vendor listings above.
- Local non-profit fundraising: non-profit, non-partisan organizations may apply for complimentary booth space at any market based on availability. Examples include pet adoption groups, voter registration efforts, blood drives, Scouts, and the Kidpreneur Program.
- Any other participant meeting the market's criteria and approved by the Steering Committee.

Vendor Membership Requirements

Market Code of Conduct

Vendors must comply with all Market rules and regulations and meet the additional expectations listed below to ensure continued participation in future Market events.

- Vendors must be prompt and dependable. All booths should be customer-ready by 9:45 a.m. for the opening of the Market. Please keep a positive and friendly attitude during Market hours.
- The Market and its immediate vicinity are a family- and young-children-friendly area, and all vendors are expected to act appropriately.
- **Respect and non-harassment.** The Market does not tolerate disorderly behavior, verbal attacks, harassment, intimidation, or discrimination directed at customers, staff, volunteers, or fellow vendors — including on the basis of race, color, religion, sex, national origin, age, disability, or any other protected class. Such conduct will result in immediate and permanent expulsion from the Market.
- The use of foul language, profanity, or other rude behavior is not permitted.
- Vendors must always wear shoes and shirts. Clothing should be clean, professional, and appropriate wear for one's trade.
- Vendors and others are not permitted to smoke, use tobacco products, or vape anywhere within Heritage Square Park or the adjoining public areas. This includes cigarettes, cigars, pipes, hookah, chewing or smokeless tobacco, and all vaping and e-cigarette devices.
- The unlawful consumption of alcohol, use of drugs, or operating under the influence is not permitted and is grounds for permanent eviction from the Market.
- **Weapons.** Heritage Square Park is public property and the Market is a family-friendly, city-sponsored event. The lawful carry of firearms is governed by Texas law and City of Taylor ordinance; the Market does not restrict carry beyond what the law provides. Regardless of carry status, the following are prohibited and are grounds for immediate removal and referral to law enforcement: unlawful possession or carry of any weapon; displaying or handling any weapon in a manner calculated to alarm; reckless or threatening use of a weapon; and possessing or

handling a weapon while intoxicated. Firearms, ammunition, and other weapons may not be sold or offered as products at the Market.

- **Service animals.** Service animals are welcome. Under the Americans with Disabilities Act (ADA), a service animal is a dog (or, in some cases, a miniature horse) individually trained to do work or perform tasks for a person with a disability. Staff will not ask for documentation or proof of training, ask about a person's disability, or ask the animal to demonstrate its task. When it is not obvious that an animal is a service animal, staff may ask only (1) whether it is required because of a disability and (2) what work or task it has been trained to perform. A service animal may be asked to leave only if it is out of control and the handler cannot regain control, or if it is not housebroken. Emotional-support or comfort animals are not service animals under the ADA.
- **Pets.** Leashed personal pets are welcome in the general market area but must be kept out of vendor booths where food is handled. Handlers are responsible for controlling and cleaning up after any animal.
- **Booth cleanliness and trash.** Keep your booth clean, safe, and orderly throughout the market. Dispose of all trash properly, remove your own waste at teardown, and leave your space as clean as you found it. Dumping of trash, water, grease, or other materials on the grounds is prohibited.
- **Sound and noise.** Keep noise and any amplified sound at a neighborly level that does not disrupt customers or nearby vendors. Amplified music or sound requires prior approval from the Market Manager. (Scheduled market entertainers are arranged separately through the Entertainment Chair.)
- **Online and social-media conduct.** Represent the Market and your own business honestly in all online and social-media communications. Harassing, defamatory, or abusive posts directed at the Market, its staff, or fellow vendors are not permitted and may affect market membership.
- **Following staff instructions.** Vendors must follow the reasonable instructions of the Market Manager, the Steering Committee, and their designees. The Market Manager and the Steering Committee have final on-site authority to interpret and enforce these rules and regulations.

Space Assignment

All vendors will be provided with an appropriate booth space by the Market Manager. Spaces are assigned according to the following guidelines:

- Vendors who pay for a full year will be able to reserve a space under the pavilion if one is available.
- Vendors who pay for a full quarter may have a reserved space under the pavilion if one is available. If a space under the pavilion is not available, they can select any open space in the designated market area, which will be reserved for them for the current quarter.
- Any other non-reserved space is subject to the first-come, first-served policy.
- Any reserved spaces that are not occupied 30 minutes before the Market opens may be reassigned by the market manager, a Steering Committee member, or their designated representative.
- Each vendor is assigned one 10' × 10' space.
- Any vendor setting up in a space that has been reserved for someone else will be required to move. It is the vendor's responsibility to check the current market vendor maps before they set up.

Shared Booths: Members may sell other members' products or share booth space if all vendors within that booth are members of the market; all participants are following the HSFM rules and any federal, state, county, or city regulations; and all display items differentiate which products belong to which vendors. Fees remain the same even if vendors are sharing a booth. Family members may share a booth at no additional cost, although all businesses must be approved members of the market.

Market Closures

Markets will be closed if a market day falls on Thanksgiving, Christmas Eve, Christmas, Easter Sunday, New Year's Eve, or New Year's Day. In the event the Market is to be closed due to inclement weather or an unforeseen incident, the Market Manager will advise all vendors of the time the Market must close. The Steering Committee or Market Manager may waive attendance requirements for special event markets, or in cases of challenging weather that does not result in the market's closure.

Pre-Market Guidelines

Electricity. Vendors should not assume that electricity is available unless verified by the city. When electricity is available, vendors must provide their own extension cords and mats or tape to cover any portions of the cord that may cross walking paths used by Market customers. Vendors who require electricity to comply with Health Department requirements have priority over other vendors without this need. Propane burners for hot food may only be used outside of the Pavilion and may ONLY be used when a burn ban is not in effect for Williamson County.

Booth Set-Up / Tear-Down. Vendors are responsible for their own booth set-up and tear-down and for bringing their own tables, chairs, tents, signs, and/or other equipment. Tents must be no larger than 10' by 10', and 30 lb. weights must be securely affixed to each canopy leg. Weights should be set up in a way to avoid injury to any person. Set-up begins at 8:30 a.m. and should be completed by 9:45 a.m. Vendors should unload all their materials and move their vehicles to designated vendor parking before beginning to set up. All vendor vehicles MUST be moved to the designated vendor parking area before 10 a.m. Vendors are responsible for checking the current map of reserved spaces before setting up.

Market Operations

- A vendor's stall must include a sign or business cards that clearly identify the vendor's name and location (county or city). Other information — such as telephone number, email address, and/or website — should also be made available to customers.
- Vendors must supply all materials and containers for customer sales.
- Products should be displayed in a sanitary, presentable, and attractive manner.
- Vendors should be knowledgeable about products — how they are used, grown, or produced — and be able to communicate these things clearly to customers.
- The vendor is solely responsible and liable for any claims and damages resulting from the sale of unsafe, unapproved, or unsound goods.

Post-Market Guidelines

- Vendors may not break down before the end of market, even if the vendor has sold out. Tables, signage, tablecloth, etc. must remain set up in the booth space until the end of market.
- Vendors may not move personal vehicles into any spaces adjacent to the Pavilion prior to 1 p.m. Those spaces must be kept open and available for customers, as we do have attendees toward the end of the market.

Vendor Sales Data

Sales data and customer counts provide a metric with which to make decisions about future markets. This information, along with weekly sales numbers and customer count, is used to demonstrate how important farmers' markets are to our town and state, and to help the Steering Committee with decision-making, market promotion, media relations, advocacy, and fundraising.

The data is compiled weekly, and whole-market data is available for viewing by any Market member. Only the market manager who compiles the report has access to individual vendors' data. All vendors are required to track and submit their sales data through the Data Submission Form on Slack no later than 5 p.m. on the Monday following the market. Habitually late sales data

submission or missing sales data may result in loss of reserved space or membership in the market.

Permits

All necessary paperwork for relevant permits from city, county, state, and federal permitting agencies must be received; notarized as necessary; verified; and accepted by the Market Manager before a vendor may occupy a space and begin selling. See *Vendor Resources for Permits and Certificates* for more information.

Offering Samples at the Market

All vendors offering samples must follow Cottage Food Laws and Safe Handling Guidelines according to county and state laws. Any fines received by any market will be paid by the vendor responsible for non-compliance. Failure to abide by sampling requirements may also result in the revocation of sampling privileges or expulsion from current or future markets. Prepared Food Vendors providing unpackaged samples may do so with an appropriate WCCHD Farmers Market Permit. If pre-packaged samples of their product are brought from their commercial kitchen, no permit is required.

Unpackaged Foods / Samples

If you have food products that are displayed in a case or other type of container (i.e., jars or cases), the label must be present on, or in plain sight of, said foods, and/or on to-go packaging. The law is quite specific and requires that all food be packaged and labeled properly. The only exception is if the item is too large or bulky for packaging, in which case the labeling information must be conveyed to the customer via an invoice (physically or virtually).

Any vendor at a farmers' market can prepare and provide samples on-site so long as they meet some basic sanitation requirements:

- Vendors providing samples of their products must comply with the rules governing Market sanitation and health issues from the WCCHD or other authorities.
- The vendor providing samples must have a current food handler's certificate.
- Samples and unpackaged foods must be distributed in a sanitary manner.
- The vendor handing out samples must wear clean, disposable plastic gloves and/or use tongs to provide customers samples and unpackaged foods. Gloves must be changed after handling non-food items.
- Customers are not allowed to touch any food samples that are not directly handed to them.
- All food must be served to customers in either single-service containers or to-go packaging. Containers cannot be reused.
- A trash receptacle must be available for customers to dispose of their single-service sample containers and to-go packaging.
- Foods must be covered and protected from outside elements such as customer handling, coughing, sneezing, or other contaminations.
- A person preparing samples on-site must either wear clean, disposable plastic gloves while doing so or wash their hands in soap and water prior to preparing the samples.
- Utensils and cutting surfaces used for cutting samples must be smooth, nonabsorbent, and easily cleaned or disposed of.
- Potable water must be available for washing.

Vendor Product Regulations

Vendors may only sell items that have been approved on the submitted application. The Market has sole discretion to add or delete items from vendor product offerings. Merchandise of unacceptable quality will not be sold at the Market. New items not included in a vendor's most recent application must be described in writing and submitted for approval via email. The Steering Committee must

approve new products before they are sold at the Market. Members should keep a fair price on their products – no price gouging. No recruiting for business purposes is allowed at the Market, unless approved by the Steering Committee.

HSFM does not permit reselling: buying and reselling any item without additional ingredients or modifications to the existing product. Examples include fruits or vegetables grown by another person or from a wholesale outlet, and repackaging/labeling store-bought olive oil as the vendor's own product. Infusing, blending, or adding other ingredients creates an acceptable value-added product.

All agricultural products sold through the Market are to be grown in Williamson County or the counties adjacent to it, unless exempted by the Steering Committee. Accepted counties include Bell, Milam, Lee, Bastrop, Travis, and Burnet.

Manufactured food products must meet WCCHD requirements, including licensing and permitting rules. Foods and food products produced by Cottage Food producers may be sold at the Farmers' Market under the Texas Cottage Food Law. Under Senate Bill 541 (effective September 1, 2025), local health departments may not require permits from cottage food producers. Cottage food vendors must still hold a current Food Handler's Card and follow the state's labeling requirements.

Cottage food vendors must label all products with: contact information (address, phone number, and/or email address); contents (the name of the item, including the common and usual name); disclosure of any major food allergens (such as eggs, nuts, soy, peanuts, milk, wheat, fish, or shellfish); and legible labels attached to the food package. If the items on offer are not packaged (stored in a case or jar), nutritional data / label information must be displayed somewhere visible to customers. Cottage law vendors must indicate on product labels this 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."* Detailed information on Cottage Food regulations: texascottagefoodlaw.com/labels

All vendors must represent their products in an honest manner in all written and verbal communications. Vendors providing samples must comply with WCCHD sanitation and health rules and follow HSFM's Sampling Guidelines.

All vendors must post, or have in their possession when applicable: signs clearly identifying their business name, including the city, town, or county where production occurs; Organic Certification when promoting a produce/product as organic (vendors using the term "organic" must follow National Standards); and a Certificate of Registration for Weights and Measures — all vendors selling by weight must use an approved commercial scale certified for legal trade by the Texas Department of Agriculture. The Market is not responsible for product liability, fines, penalties, or the paying of sales taxes for individual vendors.

Attendance

We are a year-round, rain-or-shine market. Vendors should be prepared for all types of weather and should carry cover for rain or sun and weights for winds. No refunds or fee decreases are given if the Market must be cancelled due to extreme weather.

Any vendor NOT attending the market must notify the Market Manager using the Vendor Absence form by Wednesday night at 5 p.m., prior to the coming Saturday's Market. Last-minute cancellations will only be accepted in emergency situations. Repeated last-minute cancellations will result in loss of reserved space or loss of membership in the market. If a vendor misses three consecutive markets without notifying the Market Manager, they will be placed on Inactive Status and their membership may be terminated by the Steering Committee.

In order to maintain their membership, vendors must meet the attendance requirements for their category:

- Full Year Vendors must attend at least 45 of the 52 scheduled markets.
- Quarterly Vendors must attend at least 10 of the 13 scheduled markets.
- Monthly Vendors must attend 1 market per month for the full year.
- Weekly Vendors must attend a minimum of 2 markets per month.
- Guest Vendors may attend a maximum of 12 markets per year.

Attendance requirements may be waived by the Steering Committee or Market Manager for special event markets, or in situations where the market experiences challenging weather but remains open.

Vendor Compliance and Market Disciplinary Matters

All vendors participating in the market have reviewed the Vendor Membership Agreement in paper form or online and agreed to all terms and conditions. It is the vendor's responsibility to keep abreast of any market standard changes and/or addendums. Questions or concerns must be submitted in writing to heritagesquaremarket@gmail.com.

Vendors who fail to comply with market rules and regulations will be deemed to be in material breach of their agreements and may be required to leave immediately. If a vendor repeatedly violates these rules, their membership in the Market may be revoked. Market Managers, Assistant Managers, or their designees will keep order at the Market. The Market Manager and the Steering Committee will have final authority on-site to interpret and enforce rules and regulations. The Manager and Steering Committee may, at their sole discretion, alter the Rules and Regulations and the operation of the Market at any time. Current rules will be available on the Market website, and notice of new rules will be posted on the active-vendors channel on Slack.

Disciplinary Process: (1) Verbal warning. (2) Written warning. (3) Probation — period to be determined by the Steering Committee. (4) Termination of membership.

In addition: any vendor who violates any health, safety, or liability policy can be suspended or removed immediately by the Market Manager. Vendors are responsible for the behavior of their employees and volunteers.

Grievance process. (1) All grievances must be submitted in writing via email ONLY to heritagesquaremarket@gmail.com, or via the Vendor Concern Form available on the Vendor App. (2) The Steering Committee will investigate and work diligently to resolve issues. (3) A response will be provided in writing. All decisions will be final. (4) If the Market Manager, Assistant Manager, or Steering Committee cannot resolve the issue, the Main Street Manager will offer potential solutions.

Market Programs

Market Entertainers / Performers. Entertainers interested in performing must submit an online application available on the Market website. After the application is received, the Entertainment Chair will reach out to let them know if they have been approved. The Entertainment Chair schedules all upcoming performances on the Market Entertainment calendar. A performer who cancels more than twice without a week's notice will be removed from the active roster. Electricity is available on-site; the Market provides a 10×10 tent (with optional side walls) for performer use. Performers must submit a W-9 via email to the City of Taylor and an invoice for each performance, and receive payment by mailed check.

Community Health & Wellness Program. The Market welcomes any local group or business focusing on local foods, health, wellness, and/or sustainable living to become part of the Community Health & Wellness Educational Program. Participants may offer a program, class, or demonstration approved by the Steering Committee at no cost, must provide their own tables/tents/staff, and may appear no more than once a quarter unless they receive prior approval.

Kidpreneur Program. Through our Kidpreneur Program, the Market offers free space to children 16 and under to sell items they have grown, made, or crafted. No reselling is allowed. Applicants must apply and receive approval from the Market Manager before attending. Kidpreneur vendors must provide their own tables and tents, observe all applicable regulations, and always be accompanied by a parent or guardian during the market.

Community Outreach Program. Heritage Square Market provides free space for community groups to promote events, share information, and fundraise for non-profit organizations, at no cost to qualifying organizations. These free spaces are not intended for use by businesses whose sole purpose is to direct customers to a retail establishment.

Vendor Resources for Permits and Certificates

WCCHD Farmers Market Permit. Williamson County and Cities Health District (WCCHD) is the health authority for HSFM. One WCCHD Farmers Market Permit covers all markets within WCCHD jurisdiction. mgo.wcchd.org · 512-248-7620

Cottage Food Law. texascottagefoodlaw.com · Food labeling: texascottagefoodlaw.com/labels · Pickling / canning / fermenting: texascottagefoodlaw.com/pickle-can-ferment

Egg Permits. agrilifeextension.tamu.edu — search “selling yard eggs in Texas.”

Food Handler’s Certification. All cottage food operators are required to complete an accredited class in Food Handler’s Training. Your certification is good for two years and can be taken online or in person. Any employee who is not directly supervised by you must also take a safe food-handling course (this does not include members of your household). You can get your card in about an hour through an accredited online course such as efoodcard.com/tx. A full list of accredited courses is available at dshs.texas.gov/foodhandlers.

Selling Meat at the Market. dshs.texas.gov/meat · texasagriculture.gov — Weights and Measures / Devices.

Sales Tax Collection and Certificate. Please contact the Texas State Comptroller at 800-252-5555 (comptroller.texas.gov) with all questions regarding sales tax. You are responsible for verifying all information regarding taxable foods.

HSFM Vendor Calendar — 2026

The Market is held every **Saturday, 10 a.m. - 1 p.m.**, year-round.

Special Event Markets (2026): Blackland Prairie Days — Saturday, May 2 · Main Street Car Show — Saturday, October 24. *Dates and any additional special-event markets are confirmed by the City of Taylor / Main Street Program each year.*

Market closures: Thanksgiving, Christmas Eve, Christmas, Easter Sunday, New Year’s Eve, and New Year’s Day. None of these fall on a Saturday in 2026, so no regular market days are affected.

Vendors are responsible for checking the current market map before setting up.

Participation Agreement

I, the undersigned, have read and agree to comply and abide by the terms defined in the Heritage Square Farmers Market Rules and Regulations, which outline the terms of my participation as a Member of the Heritage Square Farmers Market. I understand and agree to the above-outlined fees associated with the Farmers Market. I agree that my booth will sell only the approved items that have been listed in the above application, and that I am responsible for the quality and safety of

what I sell. I understand that I may be barred from participation if the Heritage Square Farmers Market Rules are violated.

Printed Name: _____

Business Name: _____

Vendor Signature: _____ Date: _____

Indemnity Agreement

The vendor shall indemnify, keep, and save harmless the "Heritage Square Farmers Market" and all agencies the "Heritage Square Farmers Market" has agreements with — including, but not limited to, the State of Texas and the City of Taylor — from and against any and all claims and demands, whether for injuries to person, or loss of life, or damage to property on or off the premises, arising out of the use or occupancy of the premises by the vendor. The vendor shall defend at the vendor's own expense any actions brought against the "Heritage Square Farmers Market" and any of the above-mentioned organizations, or any other person or organization with which the "Heritage Square Farmers Market" has a contractual relationship, by the vendor's acts or omissions.

Printed Name: _____

Business Name: _____

Vendor Signature: _____ Date: _____