



## **Vendor Handbook 2026**

### **About Us**

#### *History*

Established in 2014, the Canyon Farmers' Market was created to give local farmers, home gardeners, farmers, cottage food producers, and local/regional artists and artisans a welcoming place to share their products with the community. Our commitment is to offer the finest, freshest produce, high quality baked and canned goods, and thoughtfully created artwork and handmade goods to the residents of Canyon and the surrounding area.

#### *Hours & Location*

- The Market is held on the Historic Randall County Courthouse Square.
- Open every Saturday from June through September, 8AM-12PM.
- Seasonal events throughout the year.

### **Mission Statement**

The Mission of the Canyon Farmers' Market is to support local growers, artisans, and cottage food makers by fostering strong connections between the community and its producers through commerce and education.

Canyon Farmers' Market exists to provide access to fresh, local products, as well as to support local farmers, ranchers, and artisans, and to create a vibrant community gathering place that celebrates the people, land, and culture of the Texas Panhandle.

### **Core Values**

*Vision*— We envision a thriving local food system that sustains our farmers, strengthens our local economy, and nourishes our community for generations to come.

*Integrity*— We are committed to honesty and transparency. Every product sold at the market is locally grown, raised, or handmade by the people who bring it to you.

*Equity*— We strive to make fresh, healthy food and market opportunities available to everyone. We embrace the diversity of our community and are dedicated to creating a welcoming, inclusive space for all.

*Community*— We believe the market is more than a place to shop—it is a place to connect. We celebrate Canyon’s spirit through local music, art, education, and family-friendly events that bring people together.

*Cooperation*— We work hand-in-hand with our vendors, partners, city, and neighbors to strengthen and sustain a resilient local food economy.

*Kindness*— We treat our customers, farmers, vendors, volunteers, and visitors with respect and compassion, creating a culture of friendliness that reflects the heart of Canyon, Texas.

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**The Canyon Farmers Market is a Texas nonprofit corporation, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code**

**Education**

The Canyon Farmers Market is dedicated to learning, connection, and informed decision making. We work to share practical knowledge with both vendors and consumers about market practices, product quality, and healthy sustainable living. Through outreach, demonstrations, and community activities, we encourage the exchange of local skills and resources while helping strengthen confidence, transparency, and trust within our market.

*Educational Partners:*

- Educational Partners are not CFM members, but may be allowed to set up at the market by invitation only.
- Educational Partners may not sell any products or solicit funds at the CFM. Exceptions to this rule may be granted on a case-by-case basis by the CFM Board of Directors.
- Politically affiliated organizations are not allowed.
- Educational Partners must adhere to the same Setup/tear down procedures as the CFM Membership; leaving early is not allowed.

**Allowable Products at the Market**

*Agricultural*

Produce

Meat, meat products, poultry, or poultry products (requires permit)

Eggs

Mushrooms

Seeds & Grains (requires permit)

Plants (requires permit)

Cut flowers (requires permit)

Canned goods containing *vendor-grown items*

Skin care products containing agricultural ingredients (i.e. tallow, goats milk, herbs, etc.)

Tinctures containing agricultural ingredients

Herbal Teas

Honey

*Cottage Food*

Canned goods **not** containing vendor-grown items

Salsa

Baked Goods

Pastries

Flour

Spices

Fermented Foods

Infused Oil

Freeze Dried Items

### *Artisan*

2 dimensional & 3 dimensional artwork

Jewelry

Pottery

Screen printed & embroidered clothing & items (Designs created by the vendors)

Leather Goods

Photography

Glass

Candles

Woodworking

Dog Accessories

Crochet/Knitted Items

### *Other*

Dog Treats

Skincare Products

Spices/Rubs

Tinctures

### **What Cannot Be Sold**

Resellers of any kind

Products containing cannabidiol or tetrahydrocannabinol

Illegal Items

All Milk Products

Live animals

Firearms/Knives longer than 5.5 inches

Services/Experiential offerings

Ice or ice products, including shaved ice, ice cream, frozen custard, popsicles, and gelato

### **Origination and Quality of Products**

#### ***Local Sourcing***

All Vendors must live and sell locally grown/gathered/raised/harvested products at the CFM.

The CFM Local Area is exclusively defined as a 100 mile radius of the City of Canyon city limits.

#### ***Homemade/Handmade***

All products must be significantly homemade/handmade. Significantly homemade/handmade defined as 60% or more altered from its original state **at the discretion of the board.**

#### ***Audit***

The market reserves the right to inspect your facility, farm, home kitchen, or other applicable manufacturing space to verify production capability of your product.

## Quality Standards

- **Vendor-Produced Only:** Members may sell only products they have locally produced themselves. This policy ensures that customers interact directly with the farmers and makers.
- **No Resale Allowed:** The purchase of products from external sources for resale at the market is strictly prohibited. Violating this rule will result in the immediate revocation of vendor status without a refund.
- **Quality Requirement:** All items offered for sale must be fresh and of the highest quality.
- **"Substantially Homemade":** All products must be substantially homemade, a determination made at the discretion of the market board.
- **Emergency Absence:** If a member cannot attend the market, another active member may sell their products, provided this occurs a maximum of three times per season. The identity of the absent member must be made clear to the customer.
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## Vendor Pricing

### *What to know:*

- Membership renewals are conducted every year February - March; Annual Permanent Membership Fees cover the period June 1st – September 30th.
- Members must submit all required membership renewal paperwork annually.
- Membership status, regardless of whether the vendor is returning from any prior year, is **not guaranteed** and must be approved by the CFM board annually.
- Membership payment is due within four weeks of when your application is approved by the board.
- Membership fees are non-refundable. A \$50 late fee will be applied if payment is not made within four weeks of approval. If payment is not made within six weeks of your approval, your booth space will be forfeited and you will be moved to the waitlist. If payment is an issue, please reach out to the board to discuss other options.
- Permanent membership dues cover vendor booth fees for the entire market season (this excludes holiday markets and special events).
- All Booths are to be occupied by one business. Booth sharing is not permitted.
- Membership is open to farmers, home gardeners, bakers, cooks, artists, crafters and anyone else who is selling items they have homegrown, handmade and/or handcrafted.
- Submission of application does not guarantee acceptance into the Canyon Farmers' Market. Your application will be reviewed by the committee and you will be informed of approval or rejection. The Canyon Farmers' Market reserves the right to refuse membership.
- Canyon Farmers' Market Board Members will receive one 10x10 permanent booth space at no cost for the market season they are serving on the Board. Any additional booth spaces must be paid for by the Board Member.
- Vendor space must not exceed a 10x20
- First year vendors are only allowed a 10x10

### **Seasonal Dues**

Permanent Vendors:

10x10 Permanent \$350	10x20 Permanent \$600
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Unassigned Vendors:

10x10 Unassigned \$100 + \$35 Per Week Signed Up
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### **Junior Booths:**

- Junior booths are for vendors *ages 11-18 only* (Age 11 at the time of the Opening Day of the season)
- Junior booths are permanent booths.
- Junior vendors are only allowed a 10x10 booth
- Junior booths must be operated at all times by the junior vendor
- The junior vendor is to have a parent/guardian present at all times

### **Junior Booth Seasonal Dues:**

10x10 Permanent \$100
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Membership dues can be paid using cash, check, or online. Should you choose to use an online payment method, a 3% service charge will be added to your invoice. Checks should be made payable to Canyon Farmers' Market and can be turned into a board member or mailed to Canyon Farmers' Market, P.O. Box 388, Canyon, TX 79015.

### **Becoming a Vendor**

- Anyone interested in applying must review the Vendor Handbook BEFORE submitting an application
- Applications can be found on our website and linked to our social media pages annually
- All applicants must fill out an application annually
- All applications are reviewed by the CFM Board of Directors
- The board of directors will choose to accept applicants as needed to ensure our membership ratios are upheld
- Members must attend one of two meetings before the first market of each year. Minutes for the meetings will be made available upon request.

*Things that help your application:*

- Being as thorough and detailed as possible
- Attaching clear photos of your product and booth setup
- Having an appealing and clean booth setup with clear signage

## Membership Types

### *Products*

The membership of the CFM will strive to be:

- 60% AGRICULTURAL PRODUCERS
- 25% COTTAGE FOOD ITEMS
- 15% ARTISANS

### *Permanent Booth Membership*

Permanent vendors will have a set assigned booth space for the entirety of the season.

Permanent vendors must attend the required 75% of market days (Can only miss 4 markets). All absences must be communicated via text or email to the market manager by the end of the Tuesday before the market of the absence. **Any vendor that communicates after this time, or does not communicate an absence will be fined \$20.** Any vendor that misses more than the 75% required markets will forfeit their permanent spot and be an unassigned vendor for the remainder of the season. If they wish to regain their permanent spot, they are required to pay a \$50 fee to regain their permanent spot.

### *Unassigned Booth Membership*

Unassigned vendors will have to sign up for their booth space weekly and pay weekly. Their booth location will vary depending on availability and where they select to be. Each Wednesday, if wanting to participate, they must log into their account on the Farmers Market website, view availability for the week, and sign up accordingly. *Spots are limited and will be claimed on a first come, first serve basis.* Once all booth spaces are reserved, the market is at capacity for that week.

–The CFM Board may impose a moratorium on any primary vendor product category or subcategory to maintain balance, ensure diversity, and support a healthy environment. This may be done at any time and for any reason the Board deems appropriate.

–CFM does not and will not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, military status, or any other status prohibited by applicable law. However, the Board retains discretion to grant or deny membership or market participation for any other lawful reason—or for no stated reason at all—as determined by the CFM Board of Directors.

### ***Participation by out-of-area vendors:***

- Product vendors will be evaluated on a case-by-case basis. Approval is not guaranteed and may be limited based on market needs, availability of products, or space constraints.
- The CFM Board may invite vendors to sell specific agricultural products at the market from outside the CFM Local Area.
- This pertains only to products that are not available (or not available in sufficient quantity to satisfy demand) from vendors within the CFM Local Area.
- These special invitations will pertain to unprocessed agricultural products only (butchering, dairy processing and pickled/fermented products are acceptable).

- Participation by out-of-area vendors and invited products shall be re-evaluated and require Board approval every year. The Board may consider the availability of the product(s) from vendors within the CFM Local Area in their evaluation.

## **Vendor Requirements**

### ***Rules & Policies***

- These Rules & Regulations may be revised or amended at any time by the CFM Board of Directors. Members will be notified of any amendments, or new rules as soon as practicable after adoption. All revisions and amendments will also be recorded in the CFM Board Meeting Minutes, available upon request. The most current version of the Rules and Regulations will always be posted on the CFM website: [canyonfarmersmarket.org](http://canyonfarmersmarket.org).
- In addition to these Rules & Regulations, all vendors are required to comply with all applicable City, County, State, and Federal laws and regulations, as well as the CFM Rules and Bylaws. Vendors must display required licenses at their booths during every market.

### ***Health Rules***

- Shelled black eyed peas must be processed in a Certified Kitchen per Health Department Rules. A statement from each grower selling shelled peas must be on file with the Health Department, the Market Board, and the grower.
- Any produce cut or peeled for display only, such as cantaloupes, watermelons, and corn, must be covered by plastic wrap immediately.
- Produce must be displayed at least 6" off the ground.
- No eggs can be sold without a Texas Department of Health Permit being held by the Canyon Farmers' Market and Vendor, and must be in a refrigerator or cooler that is kept below 45 degrees as read by an 'in container' thermometer.
- Any meat sold at the market must be processed according to the law and must be in a freezer or cooler that is maintained below 44 degrees as read by an 'in container' thermometer.
- If selling products other than whole produce, one must follow the Texas Cottage Food Laws.
- All samples must be handled in a sanitary and proper way, according to the specifications stated in the Texas Cottage Food Laws.
- No pets allowed in Vendor areas. Vendors may not bring their personal pet to the market while they are selling their wares. Registered Service Animals are allowed. Let a board member know if you have a Registered Service Animal that will be accompanying you to the market while you are selling.

### ***Set Up and Tear Down***

- Booths should be neat and tasteful. Each vendor is *required* to have a tent or canopy providing shade for their booth and a sign clearly stating the name of their business. All tables within a booth should be covered with a tablecloth, as this provides a professional

look to each booth at the market. Farmers' Market Board members have the right to determine professionalism for booth appearance and merchandise.

- All tent legs must have weights (Each leg should have *at least* 20lb of weight).
- Double tents should be connected together to ensure that they are secure in the event of windy conditions.
- Prices should be posted for each item offered for sale.
- Scales will not be allowed at the market unless they are certified by the Texas Department of Weights and Measures each time they are moved.
- Vendors must maintain a clear walkway for customers to move from one booth to another without obstruction. It works best to leave enough space between each booth so that customers can visually see different vendors. This is very important and will be enforced by Canyon Farmers' Market Board members.
- Vendors may park their vehicles next to their booth space inside the market area for unloading and loading only. Vehicles must be moved to the parking lot south of the square, behind the Canyon Chamber of Commerce/Cake Company building before the opening of the market at 8:00am. Please be courteous to other vendors who will also need to unload, set up, and pack up. If you sell out, you may leave early, but you must carry all of your belongings to your vehicle. After 12:00pm, the market barricades will be removed for vendors to drive in and park next to their booths to load up. Tear down and pack up before bringing your vehicle into the market area. This will help with traffic congestion.
- The market site will be left clean and exactly as we found it each market day.
- All trash generated during the market must be cleaned up by vendors. There will be city trash cans placed around the square every Saturday morning to help you dispose of the trash collected.

### ***Presentation & Operation***

- Members must present themselves in an appropriate manner, dress, and state of cleanliness.
- Members are encouraged to set prices that are comparable to other like-vendors.
- Members must behave in a cooperative manner with other members and the public at all times. If there is conflict between members or the public, the Canyon Farmers' Market Board will take action as needed.
- Consumption of outside alcoholic beverages by members at market is prohibited.
- No unreasonable hawking or calling out to attract buyers will not be tolerated.
- Smoking/vaping by vendors is not permitted inside the market area. The market area includes the entire courthouse square. There are smoking areas across the street from the square in all directions. Please do not smoke on the courthouse square at all.
- Any sampling must take place at the vendors booth space only
- Signs must be displayed in a manner that does not interfere with other members' displays or access. All advertising signage must stay at the vendors booth space only
- All signs need to conform to the city of Canyon's laws/rules, if applicable.
- Selling can not begin until 8:00am to the general public. Selling to other vendors prior to 8:00 am is allowed.

## **Violation of Rules and Enforcement**

Maintaining the integrity of our market rules requires a clear enforcement process. When a complaint is received, the President appoints a three-member committee to investigate. Upon receiving a complaint that a member has violated a rule, the President shall appoint 3 members to investigate the complaint. If the majority of these members finds that a violation has occurred, the Board-a quorum of which shall be considered. Four of its members-shall meet to consider the report of the investigation committee. If the Board, by a majority vote of those present, finds that a violation has taken place, it may cancel the membership of the accused member. Any member subject to such an action will be notified and given the opportunity to answer the charge at the meeting of the Board called to consider such charges. If the complaint is verified, the Board of Directors is authorized to immediately enforce corrective action, up to and including immediate and permanent expulsion from the market.

The Board may, at any time during market season, perform random or spot inspections of any member farm as deemed necessary by a majority vote of the Board members. A violation of the Market Rules observed by a Board Member will initially result in an emailed warning. Any subsequent violations observed by Board Members will result in immediate expulsion from the Market that day and cancellation of membership of the violating member. No Refund will be provided.

- Loud, abusive, and profane language will not be allowed. A member can be expelled from the market for this behavior.
- Violation of the rule of selling non-handmade items, or purchasing handmade items to resell, will result in the vendor being expelled for the remainder of the market season. No refund will be provided.

## **EBT/SNAP Benefits**

- All vendors selling agricultural or Cottage Food items are required to accept EBT/SNAP benefits.
- The CFM will provide all necessary equipment and signage for you to accept EBT/SNAP benefits at your booth
- All agricultural and cottage food vendors must hang up the provided signage for accepting EBT/SNAP

## **License, Permits, and Insurance**

- Vendors who sell taxable items, ie (anything not food related) are required to have a valid tax id, display the id, collect sales tax, report and remit sales tax.
- All cottage food vendors must have a Food Handler's License
- All vendors selling plants or cut flowers must have a Floral Nursery License
- Vendors selling meat/poultry are required to follow the Randall County Health Department guidelines

## **Food Truck Vendors**

- Food Truck Vendors are not CFM members, but may be allowed to set up at the market by invitation only
- All Food Trucks must fill out the “Food Truck Application” annually and agree to the CFM Rules and Regulations
- Food Trucks are solely and completely responsible for any liability or damage to my personal property. The Canyon Farmers’ Market Liability Insurance Policy only covers bodily injury to customers on the Market property.
- Food Trucks must cooperate with the Canyon Farmers' Market Board Members and other Vendors at the market.
- Food Trucks will pay \$75 to the Canyon Farmers' Market for each market attending. This fee must be paid by the Tuesday before the scheduled attended event. If payment is not received, the food truck’s spot will be forfeited to another food truck for the week assigned.
- Food Trucks must abide by Randall County's Health Department's food truck regulations.
- Food Trucks must be parked & set up by 7:45am. The square will be blocked off after that time and any late Food Truck will not be allowed entry. No refund will be given in this circumstance.
- If Food Trucks need to cancel, it is their responsibility to let the Canyon Farmers' Market Manager know at least 48 hours in advance of the event via email or text. Any cancellations within the 48hr window will mean they forfeit payment, and no refund will be issued.
- Food Trucks that do not show up to a market with no communication to the CFM manager, will forfeit their spot at any future scheduled market at the discretion of the CFM board.

### **Musicians & Entertainers**

- All musicians must fill out our “Musician Application” annually
- Musicians are solely and completely responsible for any liability or damage to their personal property. The Canyon Farmers’ Market Liability Insurance Policy only covers bodily injury to customers on the Market property.
- Musicians must agree to cooperate with the Canyon Farmers' Market Board Members and other Vendors at the market.
- Musicians will be paid \$200 by the Canyon Farmers' Market at the end of the market that they have played at.
- A Tip Jar and marketing materials are allowed.
- Musicians must be set up and ready to play by 9:00am and continue until 12:00pm.
- In the case of cancellation, it is the responsibility of the musician to let the Canyon Farmers' Market Music coordinator know as soon as possible.
- The Canyon Farmers' Market will supply a canopy and weights for the musicians, but the musician will be responsible for tables, chairs, and any signs and marketing material.
- All musicians must read and understand the above rules and regulations for the Canyon Farmers’ Market, and sign via the musician application annually.

## **Canyon Farmers Market Board of Directors**

### *Officers, Requirements, and Duties*

#### **President**

- Requirements
  - Must have been a member of the Market for at least 2 years
  - Must be up to date on all dues, rules, and bylaws
  - Must have been a board member for at least one year
- Duties
  - Represents the Market at public events and venues
  - Runs both vendor and board meetings
  - Act as chief health and safety officer at Market and any other market sponsored events

#### **Vice-President**

- Requirements
  - Must have been a member of the Market for at least 1 year
  - Must be up to date on all dues, rules, and bylaws
- Duties
  - Act as President when the President is not able to attend a meeting or event
  - Act as co- chief health and safety officer at Market and any other market sponsored events
  - Enforce membership by-law rules
  - Monitors and organizes committees

#### **Secretary**

- Requirements
  - Must have been a member of the Market for at least 1 year
  - Must be up to date on all dues, rules, and bylaws
- Duties
  - Record minutes at both vendor and board meetings
  - Make vendor minutes available via email, after meetings

#### **Treasurer**

- Requirements
  - Must have been a member of the Market for at least 1 year
  - Must be up to date on all dues, rules, and bylaws
- Duties
  - Collect dues and any other forms of payment to the Canyon Farmers' Market
  - Monitor the bank account and give a treasurer report at both vendor and board meetings
  - Control the checkbook and debit card for the Canyon Farmers' Market bank account

#### **Members**

- Requirements
  - Must have been a Canyon Farmers Market member for at least one season
  - Must attend 80% of monthly board meetings
  - Must serve on a subcommittee

## **Subcommittees**

### *Sub Committee Process*

- The President of the Board of Directors shall appoint Sub Committee Chairs annually.
- Sub Committees are the following: Vendor Management, Finance, Education, and Marketing
- Sub Committee meetings are closed, and members may participate by invitation of the Chair only. The Sub Committee Chair may recruit members from different product categories for their knowledge & expertise. At least one community board member should serve on each Sub Committee.

### *Sub Committee Duties*

#### *Vendor Management*

- Create a thorough vendor application annually
- Go through and approve/deny membership annually
- Review attendance as the year progresses
- Work with the Presidents and Vice President on vendor discipline

#### *Finance*

- Create a budget for the season and outside events
- Pay bills
- Monitor expenses quarterly
- Monitor SNAP/DUFB program

#### *Education*

- Create educational goals for each season
- communicate with educational groups we are partnering with
- place the seasonal educational community opportunities

#### *Marketing*

- Take the marketing budget for the year & individual events and come up with a marketing plan to give to the market manager
- Evaluate what marketing strategies are working/not working
- Educate/Empower members of CFM to have marketing of their own

## **Board Member Elections & Term Limits**

- All board members must be elected by popular vote of the general CFM membership. To run for a board position a member must be current on their dues.

- A board member's spot for the term is four years, with a year being defined as from the opening day after being elected, to the following year's opening day.
- In the case of a tie, the board position opening will be voted on by the board between the tied members running.
- The years are broken down as follows:
  - All board and officer positions are limited to a total of 4 years to be broken down as follows:
    - the first year will be served as a non-officer on the board
    - second, third, and fourth year are eligible for an officer position.
    - After 4 years on the board, they must step down for 1 year.
    - After their 1 year hiatus, the member is again eligible to run for a board position.
    - A board membership year runs from January to December.

Board members and officers are expected to head committees which report on a monthly basis to the President. Board members may petition the general membership for additional time (one year at a time) serving on the board in an officer position if no one else is available to take their position. Non-officer positions not eligible for extension.

In the case of a board member needing to step down from the board before the end of their term limit, the next member who ran in the last board election with the most votes will be offered the position and their booth space will be prorated to when they begin their term. The board member who stepped down will owe the prorated cost of their booth for the rest of the season.

### **Canyon Farmers Market Manager**

Market Manager Requirements/Duties:

- Requirements
  - Not a board position; Employment is at the discretion of the board
  - Hourly compensation will be determined by the board
  - Reports directly to the board
  - Must be up to date on rules and bylaws
- Duties
  - Manage Vendors applications and the day to day requirements for the market.
  - Layout the market map and mark it each week.
  - Send out communication to the vendors.
  - Updates the Website
  - Send out Press Releases to local news stations as well as local newspapers.
  - Do interviews to help promote the Canyon Farmers' Market.
  - Help manage the Canyon Farmers' Markets social media pages
  - Locate and reserve Billboards for Advertising
  - Other duties as assigned

